

Proposed Agenda

October 6, 2010

Honorable Mayor and
Members of the City Council
City of Jackson

Dear Mayor and City Councilmembers:

The next regular meeting of the City Council will be held on Tuesday, October 12, 2010, at 7:00 p.m. in the City Council Chambers. The following items will appear on Tuesday's agenda.

1. **Call to Order.**
2. **Pledge of Allegiance** – Invocation by Kenneth E. Gaiser, 4th Ward City Councilmember.
3. **Roll Call.**
4. **Adoption of Agenda.**
5. **Citizen Comments. (3-Minute Limit)**
6. **Presentations/Proclamations.**
 - A. Presentation by the City Manager on various proposed City Charter amendments.
7. **Consent Calendar.**
 - A. Approval of the minutes of the regular City Council meeting of September 28, 2010.
 - B. Approval of the request from Dawn Gibson Crawford to hold a Crisis Community Event, "No Snitch Policy," at Bucky Harris Park on Saturday, October 30, 2010, from 1:00 to 5:00 p.m. (Approval recommended by the Police, Fire, Parks/Forestry, Public Works, and Engineering Departments, and the Downtown Development Authority. Contingent upon receipt of proper insurance coverage.)
 - C. Approval of the request from the Jackson County Veteran's Council to close First Street from Michigan Avenue to Wildwood, conduct the annual Veteran's Day Ceremony and Memorial Service at Whithington Park on Thursday, November 11, 2010, from 11:00 a.m. to 12:00 p.m. (Approval recommended by the Police, Fire, Parks/Forestry, Public Works, Engineering Departments, and the Downtown Development Authority. Contingent upon execution of a hold Harmless Agreement, in lieu of insurance coverage.)
 - D. Approval of the request from the Salvation Army to conduct its annual Christmas Kettle Campaign within the City of Jackson, beginning Friday, November 12 through Friday, December 24, 2010, from 7:00 a.m. to 8:00 p.m. (Approval recommended by the Police, Fire, Parks/Forestry, Public Works, and Engineering Departments, and the Downtown Development Authority. Contingent upon execution of a Hold Harmless Agreement in lieu of receipt of insurance.)
 - E. Approval of the request from the Downtown Development Authority to conduct the Holiday DDA Day downtown Jackson and Bucky Harris Park on Saturday, November 20, 2010, from 11:00 a.m. to 2:00 p.m. (Approval recommended by the Police, Fire, Parks/Forestry, Public Works, and Engineering Departments, and the Downtown Development Authority. The DDA is covered under the City's insurance policy.)
 - F. Approval of the request from the Kiwanis Club of Jackson to hold their Annual Kiwanis Newspaper Sale on City streets on Friday, December 10, 2010, beginning at 6:30 a.m. (Approval recommended by the Police, Fire, Parks/Forestry, Public Works, and Engineering Departments and the Downtown Development Authority. Contingent upon receipt of proper insurance coverage.)

- G. Approval of Traffic Control Order (TCO) No. 2073, allowing perpendicular parking on the east and west sides of Mechanic Street from the south curb line of Armory Court to 105 feet north of the south curb line of Armory Court, with the exception of in front of driveways.
- H. Approval of Traffic Control Order (TCO) No. 2074, prohibiting parking on the north side of East Pearl Street from 150 feet east of State Street to State Street, and rescinding TCO No. 1895B.
- I. Approval of Change Order No. 1, with Alpine Engineering, Inc., Novi, to the 2010 Topographic Mapping Services contract, in the increased amount of \$7,700.00, for additional professional surveying services, and authorization for the City Engineer and City Manager to execute the appropriate document(s).
- J. Approval of the request to rescind the Offer to Purchase, dated August 3, 2010, for a City-owned vacant lot located at 261 Griswold, (Stencil 4-1840), approval of a new Offer to Purchase, dated October 4, 2010, for the stated sum of \$1,550.00, waive the requirement for a development agreement conditioned upon the homeowner's combining this parcel with their current property with a closing date on or before December 15, 2010, and authorization for the Mayor and City Clerk to execute the appropriate document(s) subject to minor modifications by the City Attorney.
- K. Approval of the request to approve the bid award to Alpha & Omega Construction, in the amount of \$25,119.00, to rehabilitate the owner-occupied Community Development Rehabilitation project at 741 Woodlawn, in accordance with the recommendation of the Community Development Director.
- L. Approval of the request for expenditures from the funding previously approved and reserved for World Changers/Mission Serve, and fund material purchases for these projects referred to as Jackson Neighborhood Changers Projects.
- M. Establishment of October 26, 2010, at the City Council meeting as the time and place to hold public hearings on the applications filed by Refrigeration Sales for a new Industrial Facilities Tax Exemption Certificate and to transfer Certificate Nos. 2007-500 and 2010-071 to 1810 E. High Street, and referral to the City Affairs Committee for a recommendation.

8. **Committee Reports.**

- A. Receipt of the Rules and Personnel Committee Report.
 - 1. Consideration of a recommendation from the Rules and Personnel Committee to extend the City Attorney's Employment Agreement.
 - A. Consideration of a recommendation from the Rules and Personnel Committee to allow the City Attorney to carry over an additional 40-hours of vacation.
 - 2. Consideration of a recommendation from the Rules and Personnel Committee to extend the City Assessor's Employment Agreement.
 - 3. Consideration of a recommendation from the Rules and Personnel Committee to extend the City Clerk's Employment Agreement.

9. **Appointments.**

10. **Public Hearings.**

- A. Public hearing to receive comments for the submittal of a United States Environmental Protection Agency (USEPA) Site Assessment Grant application requesting \$400,000.00 for Hazardous and Petroleum Substances Assessments.
 - 1. Resolution authorizing the Community Development Department to submit a grant application to USEPA requesting \$400,000.00 for Hazardous and Petroleum Substance Assessments, subject to minor modifications by the Community Development staff as necessary for finalization.

11. **Resolutions.**
 - A. Consideration of a resolution amending the 2010-2011 Fiscal Year budget to reflect the receipt of the Selective Traffic Enforcement Program (STEP) grant, in the amount of \$10,000.00.

12. **Ordinances.**
 - A. Final adoption of Ordinance No. 2010.8, amending Chapter 2, Section 2-4, City Code, identifying the City Manager's responsibility for preparing City Council agendas.
 - B. Final adoption of Ordinance No. 2010.9, amending Chapter 10, Section 10-53, Section F-403.0, City Code, providing for the open burning of wood-based products in outdoor-burning devices.

13. **Other Business.**
 - A. Consideration of renewal of funding to the Enterprise Group in the total amount of \$100,000.00, (three payments of \$33,333.33), for economic development in the City of Jackson, and receipt of the Economic Development Report from The Enterprise Group.
 - B. Consideration and presentation by Kevin M. Thomson, regarding the request from John and Mary Kuhl to rescind City Council action not to renew the Farmer's Market Lease.

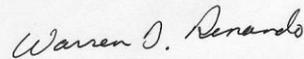
14. **New Business.**
 - A. Consideration of the request to approve the land division of property located at 432 N. West Avenue, according to the deed recorded by the State of Michigan at Liber 1949 Page 0858.
 - B. Consideration of the Intergovernmental Agreement between the City and Jackson County for the provision of Human Resource functions, and authorization for the Mayor to sign the Agreement and for the City Attorney to make minor modifications.

15. **City Councilmembers' Comments.**

16. **Manager's Comments.**

17. **Adjournment.**

Respectfully submitted,



Warren D. Renando
City Manager



City Manager's Office

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4035 — Facsimile: (517) 768-5820

MEMO TO: Honorable Mayor and City Councilmembers
FROM: Warren D. Renando, City Manager
DATE: October 7, 2010
SUBJECT: Presentation and Proposed Charter Amendments

I will be giving a presentation at the October 12, 2010, City Council meeting regarding various proposed Charter Amendments to be considered, and a decision whether or not to include these changes on a May 2011 ballot. These proposals include:

- City Treasurer
- Removal of Elected Officials
- Redistribution of Wards
- The establishment of a Department of Public Safety

Your consideration of these proposals is appreciated.

WDR:skh

Attachment

Proposed Charter Amendment 18

Current Language:

Section 11.5. City Treasurer.

The treasurer shall be elected by the voters pursuant to this charter. The treasurer shall appoint, subject to council confirmation, the deputy treasurer. The treasurer shall have custody of city funds, money and securities, and be responsible for the deposit and safekeeping of city funds, money and securities. The treasurer shall be the income tax administrator of the city, and shall have all powers for the collection of taxes, including city income taxes, as provided by law.

Proposal 18

A proposal to amend Section 11.5 of the Jackson City Charter specifying the appointment of the City Treasurer as of December 1, 2015.

Committee Proposed Language (replacing first sentence of Section 11.5):

Section 11.5. City Treasurer.

~~The treasurer shall be elected by the voters pursuant to this charter.~~ **The treasurer shall be appointed by the council and shall serve at the pleasure of the council as of December 1, 2015.** The treasurer shall appoint, subject to council confirmation, the deputy treasurer. The treasurer shall have custody of city funds, money and securities, and be responsible for the deposit and safekeeping of city funds, money and securities. The treasurer shall be the income tax administrator of the city, and shall have all powers for the collection of taxes, including city income taxes, as provided by law.

Rationale:

This change makes Section 11.5 consistent with other proposed changes regarding the appointment of the treasurer.

Proposed Charter Amendment 10

Current Language:

Section 7.12. Discipline and Removal of Elected Officials.

The council shall declare the forfeiture of the office of any elected official or appointed officer, and shall remove such person from office for a cause specified in the following subsection. In every case there shall be a public hearing before the council with notice to the individual involved and to the public. The individual charged with conduct constituting grounds for forfeiture and removal shall not vote as a member of the council in its resolution of the charge. The office of an elected official or appointed official shall be forfeited if:

- (1) While holding office, the office holder becomes a person lacking the qualifications required by this charter for the office held;
- (2) The office holder is convicted of a felony while holding office;
- (3) The office holder intentionally violates a provision of this charter declared by ordinance to be punishable by forfeiture.

Proposal 10

A proposal to amend the Jackson City Charter by replacing section 7.12 with new language regarding the discipline and removal of elected officials.

Committee Proposed Language (Replace Section 7.12):

Section 7.12. Discipline of Elected Officials and Removal for Cause

A. Council's power to initiate: The City Council shall have power to reprimand, censure, punish and/or initiate the removal of all elected officials of the city for misconduct or malfeasance in accordance with law.

B. Impeachment: The City Council shall have power of impeachment over all elected officials of the city in cases of misconduct or malfeasance.

1. All articles of impeachment shall require the concurrence of two-thirds of the Council.

2. Upon the adoption of any article of impeachment, a ballot issue shall be placed before the voters of the entire city when an official elected at-large shall be impeached, or the voters of a ward when any official elected from a ward shall be impeached. The issue shall appear on the ballot at the next scheduled city election. The council may call a special election for the issue in accordance with law if two-thirds of the council shall approve.

(a) The Council and the impeached official may place statements of 100 words or fewer on the ballot to support their positions. The article(s) of impeachment shall be referred to by title, with no article's title being longer than 50 words on the ballot. All articles of impeachment shall be placed individually on the ballot.

(b) The question on any article of impeachment to be placed before the voters shall be "Shall (name of official) be removed from the office of (insert title of office) in concurrence with this article of impeachment?", to which each voter shall answer yes or no. If any article of impeachment shall be agreed to by a majority of voters, that official

is immediately removed from office. Any person removed from office by this means shall be ineligible to hold any elected office of the city for a period of two years

(c) In the event an official is removed by the voters following impeachment, the City Council shall appoint an interim successor within 60 days of the vacancy. Said successor shall serve until the office may be filled for the remainder of the affected term through election at the next regularly-scheduled election within the city that shall (1) be at least 120 days after the creation of the vacancy and (2) is not solely a school election. The City Council may provide that the permanent successor shall be chosen at a special election if two-thirds of the Council shall approve the call and appropriation for said special election.

C. Removal for persistent neglect due to health: If any elected office shall be in a state of persistent neglect due to the failing health of the official, and the official is unable and/or unwilling to resign, the City Council may initiate removal proceedings with the concurrence of two-thirds of its members. The question of removal shall be placed before the voters of the entire city when an at-large office shall be in question, or the voters of a ward when any official elected from a ward shall be in question. The issue shall appear on the ballot at the next scheduled city election. The council may call a special election for the issue in accordance with law if two-thirds of the council shall approve.

1. The Council and the official in question shall have the right to place a statement of 100 words or fewer on the ballot to support their positions. The ballot question summarizing the article of removal shall be no longer than 50 words.

2. The question on any resolution of removal to be placed before the voters shall be "Shall (name of official) be removed from the office of (insert title of office) in concurrence with this article?", to which each voter shall answer yes or no. If any resolution of removal under this section shall be agreed to by a majority of voters, the official is immediately removed from office. Any person removed from office under this provision shall be ineligible to hold an elective office of the city for one year.

3. In the event an official is removed by the voters for persistent neglect of office as provided above, the City Council shall appoint an interim successor within 60 days of the vacancy. Said successor shall serve until the office may be filled for the remainder of the affected term through election at the next regularly-scheduled election within the city that shall (1) be at least 120 days after the creation of the vacancy and (2) is not solely a school election. The City Council may provide that the permanent successor shall be chosen at a special election if two-thirds of the Council shall approve the call and appropriation for said special election.

D. Officials lacking statutory qualifications: Should any elected official of the city fail to possess the qualifications for office required by this Charter or state law during their term of office, the official shall immediately resign that office. If the official does not resign after losing the qualifications for office, the City Council may by a two-thirds vote declare the office forfeited and vacated. The City Council shall fill the vacancy by the appointment of a qualified resident of the city.

E. General provisions

1. No resolution of reprimand, censure, impeachment or removal may be passed in the same meeting of the City Council in which it is introduced.

2. A special meeting of the City Council may be called in accordance with this Charter to consider any action under this section.

3. Before a final Council vote is held on any action under this section, the official(s) named shall be provided formal notice of the action being considered and shall be provided a public hearing by the City Council.

4. Judgment in cases of removal under this section shall not extend further than to removal from office and disqualification to hold and enjoy any elected office of the city. The individual removed from office shall nevertheless be liable and subject to civil and criminal process.

5. The City Council shall have the power to enforce this section by appropriate legislation.

Rationale:

The Jackson City Charter Review Committee reached a consensus that the present language does not provide an effective mechanism for dealing with situations regarding official misbehavior. The Committee's proposal establishes a mechanism for the City Council to initiate immediate action to address wrongdoing by elected officials.

PROPOSED CHARTER AMENDMENTS

WARD SYSTEM

In addition to the issues attached, which were identified and adopted by the Charter Committee, I would like the City Council to consider adding the following items to the May 2011 election schedule.

Ward Election System:

Option 1 – The Current System.

Strengths:

It ensures that all geographic areas of the City have equal representation. It ensures minority groups will have representation on the Council.

Weaknesses:

The voters only get to vote for one Councilmember, not every member of the Council. This system creates voter inequity – since some wards vote much more heavily than other wards, a vote in one ward may have six to seven times the weight as a voter in another ward. It rewards those wards with poor voting records at the expense of wards with good voting records. Some years a ward has no one running, and can only vote for the Mayor.

Option 2 – A Modified Ward System.

You would have only three wards, with two Councilmembers from each ward running on staggered terms.

Strengths:

You could be assured that every area of the City would have representation. Every area of the City would vote for one Councilmember and the Mayor every election. Boundaries would be larger, therefore they could be drawn for more voter equity. Boundaries could also be drawn to increase minority representation on the Council.

Weakness:

A voter would still not have the right to vote for or against every member of the Council. There could still be voter inequities. Large wards would probably place very different neighborhoods in the same wards.

Option 3 – At Large Elections.

Strengths:

Every voter gets the right to vote for every candidate. No voter inequities. Every Councilmember can claim citywide support since he/she has to get votes from every part of the City. Minority empowerment – since the voters come from every part of the City, a close race

would require close attention to the minority voter. Under the current ward system many Councilmembers districts do not have many minorities. Councilmembers could ignore the minority segment of the community and still get elected.

Weaknesses:

At-large races require more effort and favor the well organized, well funded campaign. One or two parts of the City could dominate the electoral process at the expense of the poor and or minority candidates.

Conclusion:

There appears to be a large segment of the community who are determined on a course of change. I would ask the Council to place all three of these options, and perhaps more, on a ballot in May 2011, and let the people decide. With the fiscal crisis the City will be facing, the next six months is not the time for a divisive campaign that would split the Council or force a “petition drive” to get some of these ballot items on the agenda. I would request the Council refer these items to a committee for consideration, and that these items be brought back to either be placed on a ballot or voted down in 60 days.

PUBLIC SAFETY

After the last Charter change passed, it now requires us to put Public Safety before the people for a vote. Since we will have to consider Public Safety strongly as one of our options to redo our delivery of police and fire services, I would ask the Council to direct the City Attorney to prepare the proper language to place the issue of “public safety” before the voters in May along with the other ideas presented here.

JACKSON CITY COUNCIL MEETING

MINUTES

SEPTEMBER 28, 2010

CALL TO ORDER.

The Jackson City Council met in regular session in City Hall and was called to order at 7:00 p.m. by Mayor Karen F. Dunigan.

PLEDGE OF ALLEGIANCE – INVOCATION.

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

ROLL CALL.

Present: Mayor Karen F. Dunigan and Councilmembers Carl L. Breeding, Daniel P. Greer, Kenneth E. Gaiser, Andrew R. Frounfelker and John R. Polaczyk—6. Absent with excuse: Councilmember Robert B. Howe—1.

Also Present: City Manager Warren D. Renando, City Attorney Julius A. Giglio, City Clerk Lynn Fessel, Finance Director Philip Hones, City Assessor David Taylor, City Engineer Jon Dowling, Police Chief Matt Heins and Fire Chief Mike Beyerstedt.

AGENDA.

Motion was made by Councilmember Greer and seconded by Councilmember Polaczyk to adopt the agenda. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Howe--1.

CITIZEN COMMENTS.

Robin Walker gave some recent examples of injuries and then asked Council to focus on the problem of violent dogs in our community.

Patricia Rayl introduced herself as a candidate for County Commission District 7.

Bill Maher expressed his displeasure with reconstruction of Wildwood Avenue and how it affects traffic flow.

John Wilson stated that the City continues to spend money on non-essential, discretionary projects and programs in times of financial hardship.

Jessica Probelski, Deanna Ekin, Tamara Johnson, Kimberly Jaquish, Carol Palmer and Arlene Roberts all spoke in opposition to the closing of fire stations.

Thomas Trent Harris asked the Council to support the request from The Jackson College of Arts & Design Initiative for recognition as the Mayor's Blue Ribbon Committee.

Andrew Wrozek, Jr., Brad Williams and Mark Stanton all spoke in favor of amending the Burning Ordinance.

Kathleen Conley, HRC Chair, encouraged the Council to appoint Derek Dobies to the HRC and spoke in favor of amending the Burning Ordinance.

PRESENTATIONS/PROCLAMATIONS.

A. MAYOR'S PRESENTATION OF A SPECIAL TRIBUTE TO GERRY CALLISON, FOR HIS WINNING ESSAY, "WHY I MOVED TO MICHIGAN," IN THE PURE MICHIGAN CONTEST ESSAY, 2010 MSHDA EMERGING CITY SUMMIT.

Mr. Callison read his award-winning essay. Mayor Dunigan presented him with the special tribute.

B. CONSIDERATION OF A RESOLUTION URGING THE U.S. DEPARTMENT OF DEFENSE TO SELECT BOEING TO BUILD THE AIR FORCE'S NEXT GENERATION OF AERIAL REFUELING TANKERS IN JACKSON, MICHIGAN.
1. PRESENTATION OF THE RESOLUTION TO MS. KALI FOX, REGIONAL MANAGER/ASSISTANT TO SENATOR DEBBIE STABENOW.

Mayor Dunigan read the resolution and presented it to Ms. Kali Fox.

C. PRESENTATION BY VIC COOPERWASSER, TETRA TECH, REGARDING THE CITY OF JACKSON STORM WATER UTILITY FEASIBILITY STUDY.

Mr. Cooperwasser discussed NPDES permit compliance, what a Storm Water Utility is, the Study results, the Utility budget and its benefits, billing matters, projected rates, estimated revenue and the implementation schedule.

1. CONSIDERATION OF THE ADOPTION OF THE STORM WATER UTILITY, AND AWARD OF A CONTRACT TO TETRA TECH IN THE AMOUNT OF \$50,500.00, FOR THE IMPLEMENTATION ASSISTANCE, AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE DOCUMENT(S).

Motion was made by Councilmember Gaiser and seconded by Councilmember Frounfelker to postpone consideration of this matter until all Councilmembers are present. The motion was lost due to the following tie vote. Yeas: Councilmembers Breeding, Gaiser and Frounfelker—3. Nays: Mayor Dunigan and Councilmembers Greer and Polaczyk—3. Absent: Councilmember Howe—1.

Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to approve the creation of a Storm Water Utility and award a contract to Tetra Tech for implementation assistance. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Greer, Frounfelker and Polaczyk—4. Nays: Councilmembers Breeding and Gaiser—2. Absent: Councilmember Howe—1.

D. CITY MANAGER’S PRESENTATION REGARDING HIS PROPOSAL FOR COST SAVINGS, DEPARTMENTAL REORGANIZATION, AND PUBLIC SAFETY OPTIONS.

City Manager Renando discussed the 5-Year General Fund summary of revenue, expenditures and changes in Fund Balance, including a consistent fall in revenue, the latest information on revenue sharing, projections of a slight increase in income tax, expenditures and the decrease in fund balance. He presented several budget scenarios and stated he would like to control our “contraction.” A brief question and answer period followed.

Council recessed at 8:36 p.m. and reconvened at 8:47 p.m.

CONSENT CALENDAR.

Motion was made by Councilmember Greer and seconded by Councilmember Polaczyk to approve the following Consent Calendar. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Howe--1.

Consent Calendar

- A. Approval of the minutes of the regular City Council meeting of September 14, 2010.
- B. Approval of the request from Church World Services to conduct their annual CROP Walk on Sunday, October 10, 2010, from 1:00 to 5:00 p.m., on City sidewalks near Trinity United Methodist Church (no street closures requested). (Recommended approval received from the Police, Fire, Parks/Forestry, Public Works, and Engineering Departments. Proper insurance coverage received and approved.)
- C. Approval of Final Change Order No. 1, to the contract with Jules Swartz and Sons Excavating, Inc., in the increased amount of \$45,131.67, for additional items not included in the original contract for the Monroe Street Water Main and Sanitary Sewer Replacement project, and authorization for the City Manager and City Engineer to execute the appropriate document(s), in accordance with the recommendation of the City Engineer.
- D. Approval of the contract award to Great Lakes Engineering Group, LLC, Lansing, at their bid of \$19,820.00, for the 2010 Bridge Consulting Services Contract, and authorization for the City Clerk and City Manager to execute the appropriate document(s), in accordance with the recommendation of the Purchasing Agent and the City Engineer.
- E. Receipt of a Summons and Complaint filed by Joyce Lowder v. City, and referral to the City Attorney for appropriate action.
- F. Receipt of CDBG Financial Summary Report through August 31, 2010.
- G. Receipt of the City of Jackson’s summary of revenue and expenditures for twelve (12) months ended, June 30, 2010 (pre-audit).
- H. Receipt of the City of Jackson’s summary of revenue and expenditures for two (2) months ended, August 31, 2010.

- I. Establishment of October 12, 2010, at the City Council meeting as the time and place to hold a public hearing to receive comments for the submittal of a United States Environmental Protection Agency (EPA) Site Assessment Grant application for hazardous substances.

COMMITTEE REPORTS.

A. RECEIPT OF THE CITY AFFAIRS COMMITTEE REPORT.

Motion was made by Councilmember Greer and seconded by Councilmember Polaczyk to receive the report. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Howe—1.

APPOINTMENTS.

A. APPROVAL OF THE MAYOR'S RECOMMENDATION, IN CONCURRENCE WITH THE HUMAN RELATIONS COMMISSION'S RECOMMENDATION, TO APPOINT DEREK DOBIES TO THE HUMAN RELATIONS COMMISSION TO A CURRENT VACANCY BEGINNING IMMEDIATELY, AND ENDING DECEMBER 31, 2012.

Motion was made by Councilmember Polaczyk and seconded by Councilmember Frounfelker to approve the recommendation. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Howe—1.

B. APPROVAL OF THE MAYOR'S RECOMMENDATION, IN CONCURRENCE WITH THE DOWNTOWN DEVELOPMENT AUTHORITY, TO APPOINT KYLE HUNTOON TO THE DOWNTOWN DEVELOPMENT AUTHORITY TO A CURRENT VACANCY, BEGINNING IMMEDIATELY AND ENDING DECEMBER 31, 2012.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Polaczyk to approve the recommendation. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Howe—1.

C. APPROVAL OF THE MAYOR'S RECOMMENDATION TO REAPPOINT SHEILA PATTERSON TO THE CIVIL SERVICE COMMISSION BEGINNING IMMEDIATELY AND ENDING AUGUST 31, 2012, AND TERESSA DELPH, BEGINNING IMMEDIATELY, AND ENDING AUGUST 31, 2013.

Motion was made by Councilmember Greer and seconded by Councilmember Polaczyk to approve the recommendation. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Howe—1.

PUBLIC HEARINGS.

A. PUBLIC HEARING ON AN APPLICATION FOR AN INDUSTRIAL FACILITIES TAX EXEMPTION CERTIFICATE FILED BY TECHNIQUE, INC., 2341

ENTERPRISE DRIVE. (CITY AFFAIRS COMMITTEE RECOMMENDS APPROVAL.)

Mayor Dunigan opened the public hearing. No one spoke. The Mayor closed the public hearing.

1. RESOLUTION APPROVING THE APPLICATION. (CITY AFFAIRS COMMITTEE RECOMMENDS APPROVAL.)

Motion was made by Councilmember Greer and seconded by Councilmember Polaczyk to concur with the City Affairs Committee recommendation and adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Howe—1.

B. PUBLIC HEARING TO RECEIVE CITIZEN COMMENT ON THE CITY'S PERFORMANCE IN ADMINISTERING 2009-2010 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME PROGRAMS.

Mayor Dunigan opened the public hearing. No one spoke. The Mayor closed the public hearing.

1. AUTHORIZATION TO SUBMIT THE CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) TO THE U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) BY THE DEADLINE OF SEPTEMBER 30, 2010.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Polaczyk to authorize submission of the Consolidated Annual Performance and Evaluation Report. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Howe—1.

RESOLUTIONS.

A. CONSIDERATION OF A RESOLUTION ESTABLISHING HALLOWEEN HOURS BETWEEN 6:00 AND 8:00 P.M. ON SATURDAY, OCTOBER 30, 2010.

Motion was made by Councilmember Polaczyk and seconded by Councilmember Greer to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Howe—1.

B. CONSIDERATION OF A RESOLUTION HONORING THE CELEBRATION OF THE 100TH ANNIVERSARY OF THE CONSUMERS ENERGY COMPANY'S TRAIL STREET LABORATORY. (RESOLUTION TO BE PRESENTED AT EVENT.)

Motion was made by Councilmember Frounfelker and seconded by Councilmember Polaczyk to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Greer, Gaiser, Frounfelker and Polaczyk—5. Nays: 0. Abstain: Councilmember Breeding—1. Absent: Councilmember Howe—1.

ORDINANCES.**A. CONSIDERATION OF AN ORDINANCE AMENDING CHAPTER 2, SECTION 2-4, CITY CODE, IDENTIFYING THE CITY MANAGER'S RESPONSIBILITY FOR PREPARING CITY COUNCIL AGENDAS.**

Motion was made by Councilmember Polaczyk and seconded by Councilmember Greer to approve the ordinance and place it on the next Council meeting agenda for adoption. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Howe—1.

B. CONSIDERATION OF AN ORDINANCE AMENDING CHAPTER 10, SECTION 10-53, SECTION F-403.0, CITY CODE, PROVIDING FOR THE OPEN BURNING OF WOOD-BASED PRODUCTS IN OUTDOOR-BURNING DEVICES. (CITY AFFAIRS COMMITTEE RECOMMENDS NOT AMENDING THE ORDINANCE.)

Motion was made by Councilmember Breeding and seconded by Councilmember Greer to concur with the City Affairs Committee recommendation. The motion FAILED adoption by the following vote. Yeas: Councilmember Breeding—1. Nays: Mayor Dunigan and Councilmembers Greer, Gaiser, Frounfelker and Polaczyk—5. Absent: Councilmember Howe—1.

Motion was made by Councilmember Gaiser and seconded by Councilmember Frounfelker to approve the ordinance and place it on the next Council meeting agenda for adoption. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Howe—1.

NEW BUSINESS.**A. CONSIDERATION OF THE REQUEST BY THE JACKSON COLLEGE OF ARTS & DESIGN (JCAD) INITIATIVE FOR RECOGNITION BY THE CITY OF JACKSON AS THE "MAYOR'S BLUE RIBBON COMMITTEE" TO BRING A COLLEGE OF ARTS AND DESIGN TO DOWNTOWN JACKSON.**

Motion was made by Councilmember Frounfelker and seconded by Councilmember Gaiser to approve the request. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Greer, Gaiser, Frounfelker and Polaczyk—5. Nays: Councilmember Breeding—1. Absent: Councilmember Howe—1.

B. CONSIDERATION OF THE REQUEST TO AUTHORIZE THE MAYOR TO EXECUTE THE NEIGHBORHOOD STABILIZATION PROGRAM GRANT AMENDMENTS #5 THROUGH #9, AND FOR THE CITY ATTORNEY TO MAKE MINOR MODIFICATIONS TO THE AGREEMENT IF NECESSARY, IN ACCORDANCE WITH THE RECOMMENDATION OF THE COMMUNITY DEVELOPMENT DIRECTOR.

Motion was made by Councilmember Polaczyk and seconded by Councilmember Greer to approve the request. The motion was adopted by the following vote. Yeas: Mayor

Dunigan and Councilmembers Breeding, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Howe—1.

CITY COUNCILMEMBERS' COMMENTS.

Councilmember Greer reported he received a couple of phone calls regarding poor audio during Council meetings.

Councilmember Gaiser announced he will hold a 4th Ward Neighborhood meeting on October 4 at 7:00 p.m. in the Council Chambers.

Councilmember Frounfelker inquired if the Parks and Recreation Department has looked into the possibility of obtaining sponsorships or naming rights or adding some private enterprises in the Park.

Councilmember Polaczyk sent his prayers to the Mayor and her family and well wishes to Councilmember Howe. He confirmed with the City Attorney that the current burning ordinance is in effect until the amending ordinance takes effect, which is 30 days after adoption.

Mayor Dunigan thanked everyone for their attendance tonight and especially the ladies from the neighborhood watch group. The Mayor also thanked Teresa Delph for her service to the City. She also remarked that she, too, has a fireplace in her backyard.

MANAGER'S COMMENTS.

City Manager Renando announced that reorganization in the Engineering and Water Departments will begin tomorrow.

ADJOURNMENT.

No further business being presented, a motion was made by Councilmember Polaczyk and seconded by Councilmember Greer to adjourn the meeting. The motion was adopted by unanimous voice vote and the meeting adjourned at 9:22 p.m.

Lynn Fessel
City Clerk



Downtown Development Authority (DDA)

Memorandum

Date: October 6, 2010
To: Honorable Mayor and City Council
From: Jonathan Greene, Executive Director
RE: Special Event Request: Crisis Community Event, 'No Snitch Policy'

Please find the attached Special Event Application from Dawn Gibson Crawford requesting approval to conduct their Crisis Community Event at Bucky Harris Park on Saturday, October 30, 2010 from 1:00pm to 5:00pm. The event strives to educate Jackson youth about the importance of working with the judicial system. Recommended approval has been received from the Police, Fire, Parks/Forestry, Public Works, and Engineering Departments, and the Downtown Development Authority, contingent upon receipt of proper insurance coverage. The event is not expected to have an economic impact on the mentioned City departments.

att: Special Event Application: Crisis Community Event, 'No Snitch Policy'

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: 9.21.10 Time: 8:21am 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: Dawn Gibson Crawford

Organization Address: 2261 S. Hineston Rd Decatur, GA 30035

Organization Agent: Dawn G Crawford Title: mother of deceased son

Phone: Work 770981 0116 Home 790702 2832 During event 2693576211 cell
678467 5282 cell

Agent's Address: 2261 S. Hineston Rd Decatur, GA 30035

Agent's E-Mail Address: dawngibcrawford@aol.com / crisiscommunityeventmi@aol.com

Event Name: Crisis Community Event "No Snitch Policy"

Please give a brief description of the proposed special event: Talking to our youth about issues in our society. Helping them realize the importance of working with our judicial system.

Event Day(s) & Date(s): Oct 30, 2010 Event Time(s): 1:00pm Saturday

Set-Up Date & Time: 10:00am Tear-Down Date & Time: 5:00pm

Event Location: Bucky Harris Park

ANNUAL EVENT: Is this event expected to occur next year? 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: sending over info. 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, are liquor license and liquor liability insurance attached? YES NO
If yes, what time? _____ until _____



CITY OF JACKSON
SPECIAL EVENT APPLICATION, Page 2
City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
(517) 788-4025

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 - 500 people

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.)
yes, sending info.

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:
yes, sending info.

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.

9-20-10
Date

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



CITY OF JACKSON

SPECIAL EVENT APPLICATION, Page 3

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

Event Title: Crisis Community Event

DEPARTMENTAL USE ONLY: Please contact applicant directly with any questions or concerns. Sign and return to the City Clerk's Office, as soon as possible.

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

Police Dept.: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 0 _____

Fire Dept.: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 0 _____

Traffic Eng.: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 0 _____

Dept. Pub. Serv.: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 0 _____

DDA: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 0 _____

Have businesses been notified for street closures?: YES NO N/A

Parks/Forestry: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 0 _____

Reason for disapproval: _____

Any special requirements/conditions:

None.

Insurance / Indemnification Received: pending _____

Insurance Approved: _____

City Council Approved: _____ Denied: _____

Approval/ Denial Mailed: _____



Downtown Development Authority (DDA)

Memorandum

Date: October 6, 2010

To: Honorable Mayor and City Council

From: Jonathan Greene, Executive Director

RE: Special Event Request: Veteran's Day Memorial, Jackson County Veteran's Council

Please find the attached Special Event Application from the Jackson County Veteran's Council requesting approval to conduct their Veteran's Day Memorial at Whithington Park on Thursday, November 11, 2010 from 11:00am to 12:00pm. Recommended approval has been received from the Police, Fire, Parks/Forestry, Public Works, and Engineering Departments, contingent upon execution of a Hold Harmless Agreement, in lieu of insurance coverage. The event is expected to have an economic impact of \$414.06 on the mentioned City departments.

att: Special Event Application: Veteran's Day Memorial, Jackson County Veteran's Council

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: Sept. 29, 2010 Time: 9:40 By: DBA

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: JACKSON COUNTY VETERAN'S COUNCIL
Organization Address: 4 AMERICAN LEGION Post 29, 3200 LANSING AVE, JACKSON, MI 49202
Organization Agent: DAVID M. WELIHAN Title: COMMANDER
Phone: Work 788-4425 Home 764-3696 During event 750-7727 (cell)
Agent's Address: 3919 ZYGMUNT DR JACKSON 49201
Agent's E-Mail Address: dwelihan@co-jackson.mi.us

Event Name: VETERAN'S DAY MEMORIAL
Please give a brief description of the proposed special event: TO HONOR & MEMORIALIZE OUR WAR DEAD - DEDICATE NEW MONUMENT.

Event Day(s) & Date(s): THURSDAY, Nov 11, 2010 Event Time(s): 11:00 AM
Set-Up Date & Time: THURSDAY, Nov 11, 2010 / 10:00am Tear-Down Date & Time: NOV 11, 2010 / NOON
Event Location: WHITHINGTON PARK

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? 30+

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: NOV 11/2010 - 10:30am through Date/ Time: NOON

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 _____



CITY OF JACKSON
 SPECIAL EVENT APPLICATION, Page 2
 City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
 (517) 788-4025

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? 200

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.)
WE WOULD LIKE TO HAVE FIRST CLOSED BETWEEN MI AVE & WILDWOOD.

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:

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.

Sept 20, 2010
 Date

[Signature]
 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



JACKSON COUNTY VETERANS COUNCIL

September 20, 2010

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

Thursday, November 11th, 2010 at 11:00 A.M. the Jackson County Veterans Council will conduct a Veterans Day observance in Withington Park, Wildwood and Michigan Avenue.

You are cordially invited to participate in this observance.

Yours in Comradeship

David Welihan, Commander



CITY OF JACKSON

SPECIAL EVENT APPLICATION, Page 3

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

Event Title: Veteran's Day Memorial

DEPARTMENTAL USE ONLY: Please contact applicant directly with any questions or concerns. Sign and return to the City Clerk's Office, as soon as possible.

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

Police Dept.: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 0

Fire Dept.: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 0

Traffic Eng.: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 214.06

Dept. Pub. Serv.: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 200.00

DDA: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 0

Have businesses been notified for street closures?: YES NO N/A

Parks/Forestry: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 0

Reason for disapproval: _____

Any special requirements/conditions:

None.

Insurance / Indemnification Received: HHA pending

Insurance Approved: _____

City Council Approved: _____ Denied: _____

Approval/ Denial Mailed: _____



Downtown Development Authority (DDA)

Memorandum

Date: October 6, 2010
To: Honorable Mayor and City Council
From: Jonathan Greene, Executive Director
RE: Special Event Request: Christmas Kettle Campaign, Salvation Army

Please find the attached Special Event Application from the Salvation Army requesting approval to conduct their Christmas Kettle Campaign outside various retail locations throughout the City from November 12 through December 24, 2010 from 7:00am to 8:00pm. Recommended approval has been received from the Police, Fire, Parks/Forestry, Public Works, and Engineering Departments, and the Downtown Development Authority, contingent upon execution of a Hold Harmless Agreement in lieu of receipt of insurance. The event is not expected to have an economic impact on the mentioned City departments.

att: Special Event Application: Christmas Kettle Campaign, Salvation Army

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: 8:00 am Time 10/4/10 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: The Salvation Army

Organization Address: 806 E. Pearl St

Organization Agent MAJOR JOHN MALLETT Title: Exec Director

Phone: (work) 782-7185 Phone: (home) 937-4162 Phone: (during the event) 782-7185

Agent's Address 806 E. Pearl St

Agent's E-Mail Address john_mallett@usc.salvationarmy.org

Event Name Christmas Kettle campaign

Please give a brief description of the proposed special event: _____

Volunteer and paid ringers will stand at a Kettle site and receive donations

Event Day(s) & Date(s) November 12 thru December 24

Event Time(s) 7Am - 8pm

Set-Up Date & Time November 11 Tear-Down Date & Time December 30

Event Location Post office, Kroger E+W, Kuhls, Walgreens

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

How many years has this event occurred? 100 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 none 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? _____

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.)

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.

10/1/10

Date

John J. Mallett
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**



CITY OF JACKSON

SPECIAL EVENT APPLICATION, Page 3

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

Event Title: Christmas Kettle Campaign

DEPARTMENTAL USE ONLY: Please contact applicant directly with any questions or concerns. Sign and return to the City Clerk's Office, as soon as possible.

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

Police Dept.: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 0

Fire Dept.: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 0

Traffic Eng.: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 0

Dept. Pub. Serv.: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 0

DDA: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 0

Have businesses been notified for street closures?: YES NO N/A

Parks/Forestry: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 0

Reason for disapproval: _____

Any special requirements/conditions:

None.

Insurance / Indemnification Received: HHA Pending

Insurance Approved: _____

City Council Approved: _____ Denied: _____

Approval/ Denial Mailed: _____



Downtown Development Authority (DDA)

Memorandum

Date: October 6, 2010

To: Honorable Mayor and City Council

From: Jonathan Greene, Executive Director

RE: Special Event Request: Holiday DDA Day, Jackson Downtown Development Authority

Please find the attached Special Event Application from the Downtown Development Authority requesting approval to conduct Holiday DDA Day downtown Jackson and Bucky Harris Park on Saturday, November 20, 2010 from 11:00am to 2:00pm. Recommended approval has been received from the Police, Fire, Parks/Forestry, Public Works, and Engineering Departments, and the Downtown Development Authority. The Downtown Development Authority is covered under the City's insurance policy. The event is not expected to have an economic impact on the mentioned City departments.

att: Special Event Application: Holiday DDA Day, Jackson Downtown Development Authority

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: 9/30/10 Time: 11:00am By: Jennifer Tucker

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 Downtown Development Authority

Organization Address: 161 W. Michigan Avenue

Organization Agent: Jonathan Greene Title: Executive Director

Phone: (work) 768.6410 Phone: (home) _____ Phone: (during the event) 768.6408

Agent's Address: same

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

Event Name: Holiday DDA Day

Please give a brief description of the proposed special event: DDA Day is a day for participants to rediscover downtown and all that it has to offer. This year there will a large scale post office box located in Bucky Harris park so children can write letter to Santa Claus at the North Pole.

Event Day(s) & Date(s): Saturday, November 20th

Event Time(s): 10:00am – 2:00pm

Set-Up Date & Time: Day of event, 9am Tear-Down Date & Time: Day of event, 2pm

Event Location: Bucky Harris Park, with Santa walking around on downtown sidewalks

ANNUAL EVENT: Is this event expected to occur next year? (circle one) **YES**
How many years has this event occurred? 4

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: NONE through Date/Time: _____

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

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

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? **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? **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- 150

AMUSEMENT: Do you plan to have any amusement or carnival rides? **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? **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.)
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.

9/30/10
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: Holiday DDA Day

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

Fire Dept. _____ Recommend Approval: YES NO Est. Economic Impact:\$ _____

Traffic Eng. _____ Recommend Approval: YES NO Est. Economic Impact:\$ _____

Dept. Pub. Serv. _____ Recommend Approval: YES NO Est. Economic Impact:\$ _____

DDA _____ Recommend Approval: YES NO 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: _____



CITY OF JACKSON

SPECIAL EVENT APPLICATION, Page 3

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

Event Title: Holiday DDA Day

DEPARTMENTAL USE ONLY: Please contact applicant directly with any questions or concerns. Sign and return to the City Clerk's Office, as soon as possible.

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

Police Dept.: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 0

Fire Dept.: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 0

Traffic Eng.: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 0

Dept. Pub. Serv.: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 0

DDA: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 0

Have businesses been notified for street closures?: YES NO N/A

Parks/Forestry: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 0

Reason for disapproval: _____

Any special requirements/conditions:

None.

Insurance / Indemnification Received: covered under City policy Insurance Approved: _____

City Council Approved: _____ Denied: _____ Approval/ Denial Mailed: _____



Downtown Development Authority (DDA)

Memorandum

Date: October 6, 2010

To: Honorable Mayor and City Council

From: Jonathan Greene, Executive Director

RE: Special Event Request: Annual Kiwanis Newspaper Sale, Kiwanis Club of Jackson

Please find the attached Special Event Application from the Kiwanis Club of Jackson, Michigan requesting approval to conduct their Annual Kiwanis Newspaper Sale in the streets of downtown Jackson near the Post Office on Friday, December 10, 2010 beginning at 6:30am. Recommended approval has been received from the Police, Fire, Parks/Forestry, Public Works, and Engineering Departments, and the Downtown Development Authority, contingent upon receipt of proper insurance coverage. The event is not expected to have an economic impact on the mentioned City departments.

att: Special Event Application: Annual Kiwanis Newspaper Sale, Kiwanis Club of Jackson

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: _____ Time: _____ By: _____

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: KIWANIS CLUB OF JACKSON, MICHIGAN

Organization Address: 1203 FIRST ST. JACKSON, MI 49203

Organization Agent: JOE WOLFE Title: SECRETARY

Phone: Work 787-1704 Home 750-4965 During event CELL 740-3008

Agent's Address: 1203 FIRST ST. JACKSON MI 49203

Agent's E-Mail Address: JWOLFE@THEPROTECTIONCENTER.COM

Event Name: 92nd ANNUAL KIWANIS NEWSPAPER SALE

Please give a brief description of the proposed special event: KIWANIS MEMBERS SELL A SPECIAL

KIWANIS NEWSPAPER EDITION TO RAISE MONEY TO BUY SHOES ?

BOOTS FOR NEEDY CHILDREN. THIS HAS BEEN A CONTINUOUS PROJECT SINCE 1918.

Event Day(s) & Date(s): FRIDAY DEC. 10, 2010 Event Time(s): 6:30AM (POST OFFICE) OTHER LOCATIONS: 11:00AM - 4:00 PM

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

Event Location: DOWNTOWN JACKSON

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? 92

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.

N/A STREET CLOSURES: Start Date/ Time: _____ 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, are liquor license and liquor liability insurance attached? YES NO

If yes, what time? _____ until _____



CITY OF JACKSON
SPECIAL EVENT APPLICATION, Page 2
City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
(517) 788-4025

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? N/A

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 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:

INSURANCE CERTIFICATE TO FOLLOW FROM KIWANIS INTERNATIONAL

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.

9-17-10

Date

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



Event Title: Annual Kiwanis Newspaper Sale

DEPARTMENTAL USE ONLY: Please contact applicant directly with any questions or concerns. Sign and return to the City Clerk's Office, as soon as possible.

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

Police Dept.: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 0

Fire Dept.: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 0

Traffic Eng.: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 0

Dept. Pub. Serv.: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 0

DDA: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 0

Have businesses been notified for street closures?: YES NO N/A

Parks/Forestry: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 0

Reason for disapproval: _____

Any special requirements/conditions:

None.

Insurance / Indemnification Received: _____

Insurance Approved: _____

City Council Approved: _____ Denied: _____

Approval/ Denial Mailed: _____



161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4160 — Facsimile: (517) 788-4639

DATE: October 5, 2010
TO: Warren D. Renando, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
RE: Request to Approve Traffic Control Order No. 2073
Parking – West Side of Mechanic at Armory Court

As a matter of housekeeping, the Department of Engineering requests creating a Traffic Control Order for parking on the west side of Mechanic Street at Armory Court.

It is the Department of Engineering's recommendation that perpendicular parking shall be allowed on the east and west sides of Mechanic Street from the south curb line of Armory Court to 105 feet north of the south curb line of Armory Court, with the exception of in front of driveways.

With your concurrence, I request Traffic Control Order 2073 be placed on the Council agenda for their approval. If you have any questions, please do not hesitate to contact me.

JHD:sms

c: Bob Dietz, Parking Manager/Engineering Assistant
Matt Heins, Chief of Police

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order No. 2073

LOCATION: Mechanic Street at Armory Court

DATE: October 4, 2010

ASSIGNED TO: Engineering

TCO DESCRIPTION

As a matter of housekeeping create Traffic Control Order for parking on west side of Mechanic Street at Armory Court.

BY JON H. DOWLING, P.E.

RECOMMENDATION

With the exception of in front of driveways, perpendicular parking shall be allowed on the east and west sides of Mechanic Street from the south curb line of Armory Court to 105 feet north of the south curb line of Armory 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**

Copies: 1. Intersection File 2. TCO File 3. Work Order Copy 4. Police Dept. 5. Fire Dept 6. City Clerk



161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4160 — Facsimile: (517) 788-4639

DATE: October 5, 2010
TO: Warren D. Renando, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
RE: Request to Approve Traffic Control Order No. 2074
Extension of No Parking Zone - 900 Block of East Pearl Street

At the request of the property owner at 906 East Pearl Street, the Department of Engineering investigated the possibility of extending the existing No Parking Zone on the north side of the 900 block of East Pearl further east by 30 feet.

It is the Department of Engineering's recommendation that parking shall be prohibited on the north side of East Pearl Street from 150 feet east of State Street to State Street. This action also rescinds Traffic Control Order 1895B.

With your concurrence, I request Traffic Control Order 2074 be placed on the Council agenda for their approval. If you have any questions, please do not hesitate to contact me.

JHD:sms

c: Bob Dietz, Parking Manager/Engineering Assistant
Matt Heins, Chief of Police

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order No. 2074

LOCATION: Pearl Street
DATE: October 5, 2010
ASSIGNED TO: Engineering

TCO DESCRIPTION

At the request of the property owner investigate possibility of extending existing No Parking zone on the north side of the 900 block of Pearl Street 30 feet further east.

BY JON H. DOWLING, P.E.

RECOMMENDATION

Parking shall be prohibited on the north side of Pearl Street from 150 feet east of State Street to State Street. This action also rescinds Traffic Control Order No. 1895B.

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**

Copies: 1. Intersection File 2. TCO File 3. Work Order Copy 4. Police Dept. 5. Fire Dept 6. City Clerk



161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4160 — Facsimile: (517) 788-4639

DATE: October 1, 2010
TO: Warren D. Renando, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
RE: Change Order 1 to 2010 Topographic Mapping Services Contract with Alpine Engineering

On January 26, 2010, City Council approved a renewal of the Topographic Mapping Services Contract with Alpine Engineering, Inc. of Novi, Michigan in the amount of \$52,000.00. This was the first one-year extension of a three-year renewable contract and provided for surveying and construction staking services for various street, sewer and water main projects throughout the City during the 2010 construction season.

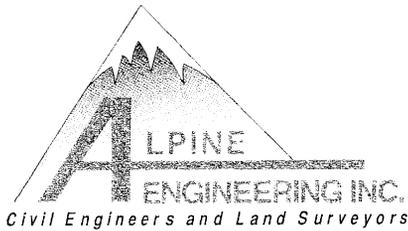
The attached Change Order Number 1 will add the topographic mapping of Fourth Street between Michigan Avenue and Morrell and Wilkins Street between Greenwood and Francis to the contract. These projects will entail street repaving and sidewalk ramp upgrades. The Wilkins Street project will also include water main and sanitary sewer replacement. These projects are scheduled to be designed and let during the upcoming 2010-11 winter season and constructed in the summer of 2011. The surveying of these projects in the fall is one of the first steps in the design process. The amendment is an increase of \$7,700.00 bringing the total contract amount for 2010 to \$59,700.00. The additional costs for the Fourth Street project will be paid for with Major Street Funds. The additional costs for Wilkins Street will be paid for with a combination of CDBG Local Street Funds, Water Funds and Sewer Funds.

With your concurrence, I request that Change Order Number 1 to the 2010 Topographic Mapping Services Contract with Alpine Engineering, Inc. be submitted to City Council for their approval and that the City Manager and City Engineer be authorized to sign the document.

If you have questions or require additional information, please contact me.

TRW:sms

c: Randall T. McMunn, P.E., Assistant City Engineering
Troy R. White, P.E., Civil Engineering II
Lynn Fessell, Purchasing Agent
Lucy Schultz, Accounting Manager



46892 West Road, Suite 109
Novi, Michigan 48377
Phone: 248-926-3701
Fax: 248-926-3765

September 30, 2010

Jon Dowling, PE
City of Jackson – Engineering Department
161 West Michigan Avenue
Jackson, Michigan 49201

RE: Topographic Mapping Services
Change Order No. 1 for Additional Mapping

Dear Mr. Dowling:

Per the request of the Engineering Department, Alpine Engineering Inc. is pleased with the opportunity to provide additional professional surveying services to the City of Jackson.

Scope:

Task 1– Topographic Survey of Wilkins from Greenwood to Francis
Task 2- ADA Sidewalk Ramp Topographic Survey for 6 intersections (18 Quadrants) on Fourth Street from Michigan Avenue to Morrell Street. All ramps to be on the same coordinate system.

Fee:

Original Contract: \$ 52,000.00
Proposed Change Order No. 1: \$ 4,000.00 Task 1
\$ 3,700.00 Task 2
Proposed New Contract: \$ 59,700.00

If you have any questions or require additional information, please contact our office to discuss. We appreciate the opportunity to continue to work with your department and your consideration of this amendment.

Sincerely,
Alpine Engineering, Inc.

Ginger Michalski-Wallace, PS
President

Accepted: City of Jackson

By: _____
Warren D. Renando
City Manager

By: _____
Jon H. Dowling, City Engineer

Date: _____



Department of Community Development

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

To: Warren D. Renando, City Manager
DATE: October 4, 2010
FROM: Carol Konieczki, Community Development Director
SUBJECT: Sale of Vacant Lot at 261 Griswold, Assessor's Stencil 4-1840

On August 17, 2010, City Council approved the purchase of the City-owned vacant parcel #4-184000, known as 261 Griswold St. The purchaser, Mr. Johnson, has determined he cannot fulfill the terms of the Purchase Agreement since he is unable to obtain the necessary zoning approval for his proposed use. Mr. Johnson wishes to rescind the original purchase offer dated August 3, 2010, and respectfully submits a new purchase offer at the same price, that will be combined with his mother property at 259 Griswold St. The lot is .118 acres.

This lot has been classified under the City's Disposition of Property Policy as Class B:

- Class B: (Vacant lots with development potential). Minimum offer will be set at current market value (generally defined as 2 times the assessed value) as established by the City Assessor.
- Class B Residential Properties: Preference will be given to offers for the purpose of residential development. A Development Agreement will be a condition of the sale of Class B properties sold for development.
- Class B Commercial Properties: Preference will be given to offers for the purpose of commercial development, with emphasis on job creation and retention as well as overall property investment. A Development Agreement will be a condition of the sale of Class B Commercial Properties.

Estimated value by the City Assessor is \$2,400.00 TCV (SEV is \$1,200.00).

Action requested is to rescind the Offer to Purchase dated August 3, 2010, approve a new Offer to Purchase dated October 4, 2010, for the stated sum of \$1,550, and to waive the requirement for a development agreement, conditioned upon the homeowner's combining this parcel with their current property, with a closing date on or before December 15, 2010. Further approval is requested to authorize the Mayor and City Clerk to sign all documents necessary to close the sale, subject to approval and minor modifications by the City Attorney. Please add this item to the August 17, 2010 City Council agenda.



RECEIVED

Attachment B

OCT 4 - 2010

Offer to Purchase City Owned Property

Department of Community Development
161 W Michigan Avenue
Jackson, Michigan 49201

Date 4 OCT 2010

I, BURDETTE M JOHNSON AND CARL B JOHNSON
(Name or Names as desired on deed),
259 GRISWOLD JACKSON MI 780 0025
Address, City State Telephone Number

am submitting an offer to purchase City-owned property located at:

261 GRISWOLD 4-18400000, hereinafter "Property"
(Address) (Assessor's Stencil Number)

for the sum of \$ 1,550 cash.

If purchased, I would use the Property for the following purpose:

ADDITIONAL YARD

Disclaimers and Limitations. Notwithstanding anything to the contrary herein contained, Purchaser expressly understands, acknowledges and agrees that the conveyance of the Property shall be made by Seller to Purchaser on an "as is, where is" basis, and with all faults, including fire damage, the environmental condition of the Property, and Purchaser acknowledges that Purchaser has agreed to buy the Property in its present condition and that Purchaser is relying solely on its own examination and inspections of the Property and not on any statements or representations made by Seller or any agents or representatives of Seller. Additionally, Purchaser hereby acknowledges that Seller makes no warranty or representation, express or implied, or arising by operation of law, including, but in no way limited to, any warranty of condition, habitability, merchantability, or fitness for a particular purpose of the Property or any portion thereof, or with respect to the economical, functional, environmental or physical condition, or any other aspect, of the Property, including Seller's title to the Property. Seller hereby specifically disclaims any warranty, guaranty or representation, oral or written, past, present or future, of, as to, or concerning: (i) the nature and condition of the Property or any part thereof, including, but not limited to, its water, soil, or geology, or the suitability thereof for any and all activities and uses which Purchaser may elect to conduct thereon, or any improvements Purchaser may elect to construct thereon, or any income to be derived therefrom, or any expenses to be incurred with respect thereto, or any obligations or any other matter or thing relating to or affecting the same; (ii) the absence of asbestos or any environmentally hazardous substances on, in or under the Property or on, in or under any property adjacent to or abutting the Property; (iii) the manner of construction or condition or state of repair or lack of repair of any improvements; (iv) the nature or extent of any easement, restrictive covenant, right-of-way, lease, possession, lien, encumbrance, license, reservation, condition or other similar matter pertaining to the Property, or portion thereof; and (v) the compliance of the Property or the operation of the Property or portion thereof with any laws, rules, ordinances or regulations of any government or other body. Purchaser hereby absolutely waives any right, claim or cause of action which Purchaser may have against Seller with respect to the environmental conditions existing at the Property on the date of closing. By way of example only and not by way of limitation of the foregoing, Seller does not warrant either clear title to the Property, or that Purchaser will be able to obtain title insurance to the Property. Nor shall Purchaser be allowed to return Property because of defect in title. Purchaser shall indemnify, defend and save Seller harmless from and against any and all claims, liability, costs, damages or losses from personal injury, including death, or property damage of any nature, resulting or arising from the sale of the Property. The provisions of this paragraph shall survive the execution and delivery of the deed by Seller and the closing of the transaction contemplated by this agreement.

Burdette M. Johnson
(Purchaser Signature)

Carl B. Johnson
(Purchaser Signature)

Acceptance of Offer to Purchase

For the City: _____

Date: _____

Its: _____

Jackson City Development Department,

I Carl Johnson would hereby like to rescind my bid on the vacant lot known as 261 Griswold due to my proposal not meeting city zoning codes.

Thank you,

Carl B Johnson

339 Oak Grove apt. D

Jackson MI 49203

4 October 2010

A handwritten signature in cursive script, appearing to read "Carl B Johnson". The signature is written in dark ink and is positioned below the typed name and address.

RECEIVED

OCT 4 - 2010



Department of Community Development

161 W. Michigan Avenue • Jackson, MI 49201-1303 •
Facsimile (517) 768-5832

Administrative Services
(517) 788-4060

Building Inspection
(517) 788-4012

Rehabilitation Services & Information
(517) 788-4070

TO: Warren D. Renando, City Manager
DATE: October 4, 2010
FROM: Carol L. Konieczki, Community Development Director
SUBJECT: Award of Rehab Contract at 741 Woodlawn

Rehab Specialist Kurt Fritz requested bids through the Purchasing Department for an owner-occupied Rehabilitation project at 741 Woodlawn. The Community Development Department has analyzed the bids submitted and arrived at a recommendation on bid award.

Three contractors attended the mandatory pre-bid walk through with all three submitting completed bids. The resulting Bid Tabulations are attached for your review. The lowest acceptable bid is as follows:

Project	Awardable Contractor	Amount
741 Woodlawn	Alpha & Omega Construction	\$25,119

The homeowner has been prequalified to receive the majority of funding through either a CDBG or HOME rehab loan (\$2,000 Code, \$4,880 Lead, and \$239 Homeowner deposit). The contractor awarded this project is required to obtain a current installation floater on their general liability insurance policy.

Requested action is for City Council to approve the owner-occupied rehab bid award as outlined above. Please place this item on the October 12, 2010 agenda for consideration.

cc: Shelly Allard, Purchasing Coordinator
Dennis M. Diffenderfer, Rehab Coordinator
Kim VanEvery, Loan Assistant
Michelle Pultz, CD Project Coordinator



Bid Tabulation
for
Housing Rehabilitation
at
741 Woodlawn

Alpha & Omega Construction Co.	At A Moments Notice	FEB Enterprises Inc.
340 Burt Avenue Jackson, MI 49201	209 W. Washington, Suite 182 Jackson, MI 49201	4889 Firethorn Drive Jackson MI 49201

Item #	Description	Code	Rehab Inspector Estimate	Unit Price	Unit Price	Unit Price
1	Paint Exterior	C	4,000.00	4,000.00	4,000.00	12,000.00
2	Paint Exterior LSWP	L	900.00	1,000.00	1,000.00	3,000.00
3	Roof North Entry	C	650.00	700.00	600.00	800.00
4	Gutterwork	C	200.00	200.00	150.00	200.00
5	Handrail North	C	200.00	155.00	300.00	600.00
6	4 DH Windows North	C	1,000.00	975.00	1,200.00	1,200.00
7	4 DH Windows North LSWP	L	200.00	100.00	200.00	200.00
8	2 DH Windows East	C	500.00	500.00	600.00	600.00
9	2 DH Windows East LSWP	L	100.00	50.00	100.00	100.00
10	6 Casement Windows	C	1,800.00	1,795.00	1,800.00	200.00
11	6 Casement Windows LSWP	L	300.00	150.00	300.00	300.00
12	Soffit Repair	C	50.00	10.00	50.00	50.00
13	Soffit Repair LSWP	L	25.00	15.00	25.00	50.00
14	Tuck Point Retaining Wall	C	325.00	350.00	400.00	700.00
15	1 DH Window West	C	250.00	250.00	250.00	300.00
16	1 DH Window West LSWP	L	50.00	25.00	50.00	50.00
17	Siding Repair	C	50.00	15.00	25.00	200.00
18	Siding Repair LSWP	L	25.00	15.00	25.00	200.00
19	Roof South Addition	C	1,050.00	1,500.00	1,200.00	1,000.00
20	1 DH Window South	C	250.00	250.00	250.00	300.00
21	1 DH Window South LSWP	L	50.00	25.00	50.00	50.00
22	Door Closure	C	250.00	225.00	300.00	600.00
23	Door Closure LSWP	L	50.00	25.00	100.00	200.00
24	Steel Door South	C	500.00	450.00	500.00	500.00
25	Steel Door South LSWP	L	50.00	50.00	100.00	100.00
26	Storm Door	C	250.00	200.00	250.00	200.00
27	Tuckpoint Chimney	C	150.00	75.00	200.00	400.00
28	2 Overhead Garage Doors	C	1,400.00	900.00	400.00	1,000.00
29	2 Overhead Garage Doors LSWP	L	100.00	100.00	50.00	200.00
30	Steel Door Garage	C	500.00	400.00	500.00	500.00
31	Steel Door Garage LSWP	L	50.00	50.00	100.00	100.00
32	2 Garage Windows	L	500.00	500.00	500.00	600.00
33	2 Garage Windows LSWP	L	100.00	50.00	150.00	100.00
34	Siding Repair	C	125.00	125.00	100.00	500.00
35	Siding Repair LSWP	L	50.00	25.00	50.00	200.00
36	Steel Door Foyer	L	500.00	475.00	500.00	500.00
37	Steel Door Foyer LSWP	L	50.00	50.00	100.00	200.00
38	Storm Door	L	250.00	200.00	250.00	200.00
39	Patch Plaster Foyer	C	50.00	125.00	125.00	200.00
40	Patch Plaster Living Room	C	50.00	55.00	75.00	200.00
41	Paint and Patch Computer Room	L	325.00	300.00	200.00	400.00
42	Paint and Patch Computer Room LSWP	L	100.00	75.00	75.00	200.00
43	Double Door Repairs	C	165.00	159.00	100.00	200.00
44	Caulking	C	20.00	25.00	25.00	100.00
45	1/2 Bath Door	L	225.00	225.00	250.00	400.00
46	1/2 Bath Door LSWP	L	50.00	25.00	50.00	200.00
47	Paint 1/2 Bath	L	225.00	175.00	300.00	400.00
48	Lockset NW Bedroom	C	65.00	20.00	50.00	50.00
49	Passage Set NW Bedroom	C	60.00	20.00	50.00	50.00
50	Patch Plaster	C	75.00	55.00	100.00	100.00

Bids are broken down to utilize/identify funding sources

L = Lead based paint hazard elimination work

C = Code requirement repair

I = Incipient Item

Prepared by Purchasing

Bid Tabulation
for
Housing Rehabilitation
at
741 Woodlawn

Alpha & Omega Construction Co.	At A Moments Notice	FEB Enterprises Inc.
340 Burt Avenue Jackson, MI 49201	209 W. Washington, Suite 182 Jackson, MI 49201	4889 Firethorn Drive Jackson MI 49201

Item #	Description	Code	Rehab Inspector Estimate	Unit Price	Unit Price	Unit Price
51	Lockset NE Bedroom	C	65.00	25.00	50.00	50.00
52	Passage Set NE Bedroom	C	60.00	20.00	50.00	50.00
53	Patch Plaster	C	75.00	75.00	125.00	100.00
54	Lockset & Plane NE Bedroom	C	100.00	75.00	100.00	50.00
55	Prehung Door SE Bedroom	L	200.00	200.00	200.00	200.00
56	Prehung Door SE Bedroom LSWP	L	50.00	25.00	50.00	100.00
57	Lead Encapsulant	L	150.00	100.00	250.00	500.00
58	Handrails Cellar	C	100.00	125.00	100.00	200.00
59	Masonry Coating	C	600.00	1,200.00	400.00	1,000.00
60	Install Door - Storage Room	L	115.00	125.00	200.00	200.00
61	Install Door - Storage Room LSWP	L	50.00	25.00	50.00	100.00
62	Rebuild Closet	C	450.00	475.00	500.00	500.00
63	Louvered Door	C	250.00	110.00	150.00	300.00
64	Mechanical Repairs	C	300.00	275.00	200.00	300.00
65	Lead Clearance	L	600.00	700.00	800.00	200.00
66	Plumbing	C	1,910.00	2,000.00	1,500.00	1,200.00
67	Electrical	C	2,025.00	2,200.00	3,500.00	3,000.00
68	Beauty Kits	C	100.00	125.00	100.00	100.00
	TOTAL		25,460.00	25,119.00	26,450.00	38,850.00
		L	5,440.00	4,880.00	6,075.00	9,250.00
		C	20,020.00	20,239.00	20,375.00	29,600.00



Department of Community Development

161 W. Michigan Avenue • Jackson, MI 49201-1303•
Facsimile (517) 768-5832

Administrative Services
(517) 788-4060

Building Inspection
(517) 788-4012

Rehabilitation Services & Information
(517) 788-4070

To: Warren D. Renando, City Manager
DATE: October 4, 2010
FROM: Carol L. Konieczki, Community Development Director
SUBJECT: Continuation of World Changers/Mission Serve Projects

With the overwhelming success of the World Changers and Mission Serve projects in providing much needed housing repairs for some of the communities most vulnerable residents, we are pleased to announce that another group has come forward to participate in that effort.

Representatives of First Church of the Nazarene in Jackson have expressed a sincere interest in continuing this beneficial labor of love for citizens of Jackson.

Under this partnership, the Community Development Department will continue to select projects, qualify homeowners for CDBG assistance, and purchase materials much the same as the World Changers and Mission Service projects. The Community Development Department will provide project oversight.

First Church of the Nazarene will provide the labor to complete the projects (handicap ramps, exterior painting, and other small projects) that are beyond the scope of the homeowner. Prior to initiating projects, we will secure proof of liability insurance from the Church of the Nazarene, and request the City of Jackson to be named as additional insured.

Requested action at this time is to approve expenditures from the funding previously approved and reserved for World Changers/Mission Serve and fund material purchases for these projects that I would like to refer to as Jackson Neighborhood Changers Projects.

With your concurrence, please place this item on the October 12, 2010 City Council agenda for approval.





First Church of the Nazarene

October 7, 2010

Jackson City Council,

Greetings from the congregation and staff of the First Church of the Nazarene. Jax Nax, the name we are known by, has had a long presence in the city of Jackson and we are committed to serving our city. We provide many programs that minister to the needs of many of the underprivileged people in our area. A few of those ministries are as follows:

- Food Pantry, serving over 200 families twice per month
- Soup Connection
- Mobil Food Distribution
- Fire Box Ministry to families that have suffered home fires
- Smoke Alarms for the prevention of home fires
- Active in Connect Jackson a ministry to the homeless
- Oil changes for vehicles of single moms
- Angel Tree
- And the list goes on.....

In addition we have a desire to partner with the city in World Changer/Mission Serve type projects. We would provide the labor for the projects and work with city personnel as to the projects to be accomplished. We are calling this program Mission: Serve Jackson. We are prepared begin as soon as possible and would commit to a Saturday per month in March, April, May, June, September, October and November. In addition we would volunteer one week in July (Mon. to Fri. as needed) to finish any Mission Serve projects that did not get completed.

Thank you for your consideration of this matter and we hope to have the opportunity to work with the city on these issues.

Sincerely,
Terry Williams

Terry Williams, Director of Compassionate Ministries
Jackson First Church of the Nazarene

Phil Stout
Senior Pastor

Ken Garner
Senior Associate Pastor

Dalton McNulty
Associate Pastor
Church Administration

Teresa Garner
Associate Pastor
High School Ministry

Bryce Gernand
Associate Pastor
Middle School Ministry

Crystel Watts
Associate Pastor
Kids!First Ministry

Ryanne Johnston
Director
Little Kids!First Ministry

Kerri Clark
Associate Pastor
Worship Arts Ministry

Tony Frewen
Assistant Director
Worship Arts Ministry

Margie Hein
Associate Pastor
Compassionate Ministry
Assimilation Ministry
Hospitality Ministry

Becky McNulty
Associate Pastor
Pastoral Care

Tracy Collier
Coordinator of Volunteers

3905 Clinton Road
Jackson, MI
49201-8270

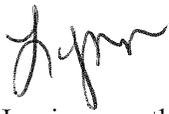
Phone: 517-782-7084
Fax: 517-782-7434

jaxnaz.com

MEMORANDUM
City Clerk's Office

October 5, 2010

TO: Honorable Mayor and City Councilmembers

FROM: Lynn Fessel, City Clerk 

SUBJECT: Establishment of Public Hearings on the Requests filed by Refrigeration Sales for a New IFT Certificate and a Transfer of Two Existing Certificates

Refrigeration Sales has submitted the attached applications regarding the subject certificates. One is for new personal property at 1810 E. High Street and two are to transfer existing certificates to 1810 E. High Street.

Requested action is for the City Council to establish public hearings on October 26, 2010, on the applications and referral 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 hearings.

C: City Manager
City Assessor
City Attorney
Economic Development Project Manager

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>September 29, 2010</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) Refrigeration Sales	1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 332900
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 1810 E High Street Jackson MI 49203	1d. City/Township/Village (indicate which) 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))	1e. County Jackson 3a. School District where facility is located Jackson 3b. School Code 38170
4. Amount of years requested for exemption (1-12 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.

12/1/10 Hardinge GS 250 CNC Turning Center = \$137,541.00
 11/1/10 Hardinge GS200 Lathe = \$96,736.00

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.	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	\$234,277.00 Personal Property Costs _____
6c. Total Project Costs * Round Costs to Nearest Dollar	\$234,277.00 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	11/1/10	12/31/10	<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. **All**

10. No. of new jobs at this facility expected to create within 2 years of completion.

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)
Sept 26, 2000

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 Rene Nobert	13b. Telephone Number (517) 784-8579	13c. Fax Number (517) 784-7373	13d. E-mail Address rnobert@refsales.com
14a. Name of Contact Person Russell Lyke II	14b. Telephone Number (517) 784-8579	14c. Fax Number (517) 784-7373	14d. E-mail Address rlyke@refsales.com
▶ 15a. Name of Company Officer (No Authorized Agents) Russell Lyke II			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number (517) 784-7373	15d. Date
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 1810 E High Street Jackson MI 49203		15f. Telephone Number (517) 784-8579	15g. E-mail Address rlyke@refsales.com

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

GOSIGER

July 28, 2010

Lee Norton
Refrigeration Sales Inc
943 Myrtle St
Jackson, MI 49202-3360

Subject: Turning Cell

Proposal # 0002WA70001N
Amendment E

Dear Lee:

Thank you for considering Gosiger for your manufacturing requirements. Per your recent request, we are pleased to offer the included machine package proposal. Please consider the following:

<u>Machine & Options:</u>	<u>Qty</u>		<u>List Pricing</u>
1 GS 250 CNC LATHE		\$	145,696.00
1 LIVE TOOLING/C-AXIS			Included
1 BARFEED INTERFACE (NON-MAGAZINE/MAGAZINE/AIR/HYD)			Included
1 ARM TYPE PARTS CATCHER WITH CONVEYOR 2.56" X 6.3", PART WEIGHT LIMIT 5.5 LBS			Included
1 CHIP CONVEYOR - STANDARD HINGE TYPE			Included
1 280 PSI - THRU TURRET COOLANT			Included
1 A2-8 TO 3J ADAPTATION CHUCK			Included
 <u>Additional Options:</u>			
1 LNS QUICK LOAD SERVO 65 MAGAZINE BAR FEEDER			Included
1 FIELD INSTALLATION OF LNS BAR FEEDER			Included
2 CROSS MILL / DRILL UNIT LIVE TOOL HOLDER			Included

* 12-14 WEEKS TO U.S. PORT.

Total Investment = \$ 145,696.00
*Discounted Pkg. Total = \$ 135,000.00

*** Payment Terms:**

- All pricing is F.O.B. U.S. point of shipment, shipping and rigging charges have not been included.
- Std Terms: 10% down with order placement, balance due 25 days after machine shipment.
Terms are subject to change in the event of a turn-key or system runoff scenario.
(refer to Gosiger Standard Terms and Conditions addendum for additional details)
- Any runoff or turn-key requests would be quoted in addition to the above pricing or shown as a separate line item.
- See technical proposal for a full list of specifications and standard equipment.
- This proposal is valid for 30 days
- Interest carrying cost will be added to any past due invoices at a rate of 1.5% per month

We appreciate your interest in Gosiger's products and services. If you have any questions or need further information, please let me know.

Sincerely,



Dan Doyle
Cell: 810-241-9586

Gosiger Michigan
14600 Keel St
Plymouth, MI 48170
Phone: 734-582-2100



MILLER TRUCK & STORAGE CO.

JACKSON, MICHIGAN 49201

RIGGING • HAULING • WAREHOUSING
• RAIL DISTRIBUTION

Invoice

Refrigeration Sales

943 Myrtle

Jackson, MI 49202

Invoice No.: 105294

Invoice Date: December 18, 2009

Sales Terms: Net 30

Job No.: R10.07985

Customer PO No.:

Customer ID: REF700

Phone: (517) 784 - 8579

Unload and set Hardinge.

95581

Invoice Total:

\$1,676.00



THE DOUG BEAT COMPANY, INC.
 2940 SPRING WATER DRIVE
 TOLEDO, OHIO 43617
 419-841-3881 PHONE

Invoice

DATE	INVOICE NO.
11/6/2009	23693

BILL TO
REFRIGERATION SALES 910 MYRTLE STREET JACKSON, MI 49203

SHIP TO
REFRIGERATION SALES 910 MYRTLE STREET JACKSON, MI 49203

P.O. NO.	TERMS	REP	SHIP DATE	SHIP VIA	FOB
VERBAL	VISA	CMB	11/6/2009	TRUCK	Ship point

QTY	DESCRIPTION	RATE	AMOUNT
1	45 KVA GE 3-PHASE TRANSFORMER PRIMARY 480 SECONDARY 240 REBUILT 3 MONTH WARRANTY ST#27809	775.00	775.00
1	FREIGHT	90.00	90.00
PAID 11/13/09 VISA CARD AMOUNT \$ 865.00			

Thank you for your business.	Total	\$865.00
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GOSIGER

September 23, 2010

Lee Norton
Refrigeration Sales Inc
1810 E High Street
Jackson, MI 49202

Subject: GS200/66

Proposal # 0002WA80001B
Amendment A

Dear Lee:

Thank you for considering Gosiger for your manufacturing requirements. Per your recent request, we are pleased to offer the included machine package proposal. Please consider the following:

<u>Machine & Options:</u>	<u>Qty</u>		<u>List Pricing</u>
1 GS 200/66 L (LONGBED)		\$	81,969.00
1 ARM TYPE PARTS CATCHER WITH CONVEYOR (2.56" x 6.3", PART WEIGHT LIMIT IS 5.5 lbs)			2,572.00
1 CHIP CONVEYOR - STANDARD HINGE TYPE			2,974.00
1 VDI 40 TURRET			
1 A2-6 TO 3J COLLET ADAPTATION CHUCK			1,240.00
1 BARFEEDER INTERFACE (NON MAGAZINE/MAGAIINE/AIR/HYD)			550.00
 <u>Additional Options:</u>			
1 LNS QUICK LOAD SERVO 65 MAGAZINE BAR FEEDER			15,900.00
1 FIELD INSTALLATION OF LNS BAR FEEDER			2,400.00
 Total Investment = \$			107,605.00
*Discounted Pkg. Total = \$			94,195.00

*** Payment Terms:**

- All pricing is F.O.B. U.S. point of shipment, shipping and rigging charges have not been included.
- Std Terms: 10% down with order placement, balance due 25 days after machine shipment.
Terms are subject to change in the event of a turn-key or system runoff scenario.
(refer to Gosiger Standard Terms and Conditions addendum for additional details)
- Any runoff or turn-key requests would be quoted in addition to the above pricing or shown as a separate line item.
- See technical proposal for a full list of specifications and standard equipment.
- This proposal is valid for 30 days
- Interest carrying cost will be added to any past due invoices at a rate of 1.5% per month

We appreciate your interest in Gosiger's products and services. If you have any questions or need further information, please let me know.

Sincerely,

Elizabeth Fletcher

Gosiger Michigan
14600 Keel St
Plymouth, MI 48170
Phone: 734-582-2100
Fax: 734-582-2101



MILLER TRUCK & STORAGE CO.

JACKSON, MICHIGAN 49201

RIGGING • HAULING • WAREHOUSING
• RAIL DISTRIBUTION

Invoice

Refrigeration Sales

943 Myrtle

Jackson, MI 49202

Invoice No.: 105294

Invoice Date: December 18, 2009

Sales Terms: Net 30

Job No.: R10.07985

Customer PO No.:

Customer ID: REF700

Phone: (517) 784 - 8579

Unload and set Hardinge.

95581

Invoice Total: \$1,676.00



THE DOUG BEAT COMPANY, INC.
 2940 SPRING WATER DRIVE
 TOLEDO, OHIO 43617
 419-841-3881 PHONE

Invoice

DATE	INVOICE NO.
11/6/2009	23693

BILL TO
REFRIGERATION SALES 910 MYRTLE STREET JACKSON, MI 49203

SHIP TO
REFRIGERATION SALES 910 MYRTLE STREET JACKSON, MI 49203

P.O. NO.	TERMS	REP	SHIP DATE	SHIP VIA	FOB
VERBAL	VISA	CMB	11/6/2009	TRUCK	Ship point

QTY	DESCRIPTION	RATE	AMOUNT
1	45 KVA GE 3-PHASE TRANSFORMER PRIMARY 480 SECONDARY 240 REBUILT 3 MONTH WARRANTY ST#27809	775.00	775.00
1	FREIGHT	90.00	90.00
PAID 11/13/09 VISA CARD AMOUNT \$ 865.00			

Thank you for your business.	Total	\$865.00
------------------------------	--------------	----------

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>Dyan Jessel, City Clerk</i>	Date received by Local Unit <i>September 3, 2010</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) Refrigeration Sales	1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 332900	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 1810 E High Street Jackson MI 49203	1d. City/Township/Village (indicate which) Jackson	1e. County Jackson
2. Type of Approval Requested <input type="checkbox"/> New (Sec. 2(4)) <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Research and Development (Sec. 2(9))	<input checked="" type="checkbox"/> Transfer (1 copy only) <input type="checkbox"/> Rehabilitation (Sec. 3(1))	3a. School District where facility is located Jackson 3b. School Code 38170
4. Amount of years requested for exemption (1-12 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.

IFT Certificate #2007-500 transfer from Munith Product, Inc 910 Myrtle Street Jackson MI 49202 to Refrigeration Sales 910 Myrtle Street Jackson MI 49201 and transfer from 910 Myrtle Street Jackson MI 49202 to 1810 E High Street Jackson MI 49203.

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.	▶ _____ 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	▶ \$1,319,352.50 Personal Property Costs
6c. Total Project Costs * Round Costs to Nearest Dollar	▶ \$1,319,352.50 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 ▶	_____	_____	▶	<input type="checkbox"/> Owned <input type="checkbox"/> Leased
Personal Property Improvements ▶	8/1/07	9/22/08	▶	<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. **All** 10. No. of new jobs at this facility expected to create within 2 years of completion.

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)
Sept 26, 2000

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 Rene Nobert	13b. Telephone Number (517) 784-8579	13c. Fax Number (517) 784-7373	13d. E-mail Address rnobert@refsales.com
14a. Name of Contact Person Russell Lyke II	14b. Telephone Number (517) 784-8579	14c. Fax Number (517) 784-7373	14d. E-mail Address rlyke@refsales.com
▶ 15a. Name of Company Officer (No Authorized Agents) Russell Lyke II			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number (517) 784-7373	15d. Date
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 1810 E High Street Jackson MI 49203		15f. Telephone Number (517) 784-8579	15g. E-mail Address rlyke@refsales.com

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

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 F. ... City Clerk</i>	Date received by Local Unit <i>September 3, 2010</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) Refrigeration Sales	1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 332900	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 1810 E High Street Jackson MI 49203	1d. City/Township/Village (indicate which) JACKSON	1e. County Jackson
2. Type of Approval Requested <input type="checkbox"/> New (Sec. 2(4)) <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Research and Development (Sec. 2(9))	<input checked="" type="checkbox"/> Transfer (1 copy only) <input type="checkbox"/> Rehabilitation (Sec. 3(1))	3a. School District where facility is located Jackson 3b. School Code 38170 4. Amount of years requested for exemption (1-12 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.

IFT Certificate #2010-071 transfer from 910 Myrtle Street Jackson MI 49202 to 1810 E High Street Jackson MI 49203

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.	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	\$199,312.00 Personal Property Costs _____
6c. Total Project Costs * Round Costs to Nearest Dollar	\$199,312.00 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	_____	_____	<input type="checkbox"/> Owned <input type="checkbox"/> Leased
Personal Property Improvements	7/14/09	12/1/09	<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.	10. No. of new jobs at this facility expected to create within 2 years of completion.
---	---

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) <i>Sept 26, 2000</i>	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 Rene Nobert	13b. Telephone Number (517) 784-8579	13c. Fax Number (517) 784-7373	13d. E-mail Address rnobert@refsales.com
14a. Name of Contact Person Russell Lyke II	14b. Telephone Number (517) 784-8579	14c. Fax Number (517) 784-7373	14d. E-mail Address rlyke@refsales.com
▶ 15a. Name of Company Officer (No Authorized Agents) Russell Lyke II			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number (517) 784-7373	15d. Date
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 1810 E High Street Jackson MI 49203		15f. Telephone Number (517) 784-8579	15g. E-mail Address

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(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

JACKSON CITY COUNCIL
RULES & PERSONNEL COMMITTEE
Councilmember Andrew Frounfelker, Chair
Councilmembers Carl Breeding and Daniel Greer

October 7, 2010

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Councilmember Andrew Frounfelker, Chair

SUBJECT: Report and Recommendation to Council from the October 7, 2010,
Rules & Personnel Committee Meeting

On October 7, 2010, the Rules & Personnel Committee met to consider matters related to the annual evaluations of the City Attorney, City Assessor and City Clerk. Following are the Committee recommendations to the City Council.

- 1) *On a vote of 2-1, the Committee voted to recommend to the City Council that City Assessor Dave Taylor's Employment Agreement be extended one year, for an ending date of June 30, 2013, with no increase to his current compensation.*
- 2) *On a vote of 2-1, the Committee voted to recommend to the City Council that City Attorney Julius Giglio's Employment Agreement be extended one year, for an ending date of June 30, 2013, with no increase to his current compensation.*
- 3) *On a vote of 3-0, the Committee voted to recommend to the City Council that City Attorney Julius Giglio be allowed to carry over an additional forty (40) hours of vacation, in addition to the eighty (80) hours that is allowed by the Personnel Policy. This additional forty (40) hours must be taken by June 30, 2011.*
- 4) *On a vote of 3-0, the Committee voted to recommend to the City Council that City Clerk Lynn Fessel's Employment Agreement be extended one year, for an ending date of June 30, 2012, with no increase to her current compensation.*

I am placing these recommendations on the October 12 agenda for the Council's consideration.

Thank you.

C: City Manager



Jackson Brownfield Redevelopment Authority

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 768-6433 — Facsimile: (517) 780-4781

October 7, 2010

TO: Warren D. Renando, City Manager

FROM: Carol Konieczki, Community Development Director

RE: **Public Hearing to Hear Public Comments for the Submittal of a United States Environmental Protection Agency (USEPA) Site Assessment Grant for Hazardous Substances and Resolution Authorizing the Community Development Department to Submit an Application to the USEPA**

On September 28, City Council set a public hearing for the 12th of October, 2010, during a regularly scheduled Council Meeting, to consider a grant application in the amount of \$400,000 to the United States Environmental Protection Agency (USEPA) for Hazardous Substance Assessments. The applicant is required by the USEPA to hold a public hearing to provide public comment prior to the submission of the application. The public has been notified of this hearing by publication in the Jackson Citizen Patriot, an official paper of general circulation, not less than ten (10) days prior to the hearing.

On behalf of the Jackson Brownfield Redevelopment Authority (JBRA), the Community Development Staff is preparing a \$400,000 application for a USEPA Site Assessment Grant. The USEPA Site Assessment Grant provides funds to identify and prioritize Brownfield sites for redevelopment and conduct environmental site assessments including Phase I and Phase II investigations, Eligibility Determinations, and Baseline Environmental Assessments.

The JBRA has been awarded two USEPA site assessment grants in both 2004 and 2007, each awarding the JBRA \$200,000 for hazardous site assessments, and \$200,000 for petroleum site assessments. The JBRA is seeking \$200,000 for hazardous site assessments and \$200,000 for petroleum site assessments at this time. This is because the funding under the current grant is nearly exhausted. The JBRA will be able to continue to expend the funds from the current grant, regardless of being awarded funding under a new one.

Recommended action is for Council to conduct a public hearing, as established, and consider adoption of the attached Resolution, authorizing the Community Development Department to submit a grant application to the USEPA requesting \$400,000 for Hazardous and Petroleum Substance Assessments, subject to minor modifications by the Community Development staff as necessary for finalization.

CK/bh

Cc: Barry Hicks, Economic Development Project Manager

CITY OF JACKSON, MICHIGAN

**RESOLUTION AUTHORIZING SUBMISSION OF A USEPA GRANT APPLICATION FOR
BROWNFIELD ASSESSMENT**

WHEREAS, the City of Jackson is concerned about the long-term impact of contaminants on the health of the community and the environment, and desires to support activities that promote sustainable reuse of brownfield sites, and

WHEREAS, the City of Jackson is home to over one hundred potential brownfield parcels in and around the Grand River and the Downtown, which potentially have a negative economic impact on the community; and

WHEREAS, the City of Jackson needs accurate environmental information about these parcels to protect the health of the community and market the sites to developers; and

WHEREAS, the City of Jackson desires to continue partnering with the private sector to redevelop brownfield sites, and needs financial incentives to make brownfield redevelopment competitive with greenfield development; and

WHEREAS, the Community Development Department desires to make application to the United States Environmental Protection Agency (USEPA) for Brownfield Assessment and cleanup grants in the amount of \$400,000;

NOW, THEREFORE BE IT RESOLVED, that the Jackson City Council hereby approves the submission of the October 15, 2010 grant application to the United States Environmental Protection Agency for \$400,000 in Brownfield assessment and cleanup grant funds.

* * * * *

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 12th day of October, 2010.

IN WITNESS WHEREOF, I have
hereto affixed my signature and the Seal of the
City of Jackson, Michigan, on this 13th day of
October, 2010.

_____ City Clerk



Police Department

216 E. Washington Avenue - Jackson, MI 49201
Telephone: (517) 788-4100 — Facsimile: (517) 788-4129

September 30, 2010

MEMORANDUM

TO: Warren D. Renando
City Manager

FROM: Matthew R. Heins
Chief of Police

SUBJECT: Selective Traffic Enforcement Program

The Jackson Police Department's 2010/2011 Selective Traffic Enforcement Program (STEP) funding request of \$10,000 has been approved by the Jackson Traffic Safety Commission.

This grant provides overtime funding for the Jackson Police Department to conduct traffic enforcement in and around identified high accident intersections and areas during peak accident times. This model of enforcement has been extremely successful in reducing traffic crashes.

The Police Department is now requesting the City Council adopt the attached resolution amending the 2010/2011 fiscal year budget. The grant match of \$3,333, was approved in the current fiscal year budget in anticipation of this grant award.

Please place this as an item on the City Council agenda for October 12, 2010. I or a representative will be present to answer any questions.

MRH/AP/ap/c: Step Memo 1011
cc: S. Maga

RESOLUTION

WHEREAS, the City Council desires to amend the 2010/2011 budget in order to provide for a continuation of the Selective Traffic Enforcement Program (STEP) through the Jackson Traffic Safety Program.

NOW, THEREFORE, BE IT RESOLVED, that the 2010/2011 budget be amended as follows:

General Fund

	<u>Decrease</u>	<u>Increase</u>
REVENUES:		
101-308-211-545.000 STEP - County		<u>10,000</u>
EXPENDITURES:		
101-299-956-001.000 Contingency	3,333	
101-308-211-709.000 Overtime		13,014
101-308-211-715.000 FICA		189
101-308-211-724.001 Workers' Compensation		130
	<u>3,333</u>	<u>13,333</u>

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

I, Lynn Fessel, 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 October 12, 2010.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of the City of Jackson, on this 13th day of October 2010.

_____ City Clerk

MEMORANDUM
City Clerk's Office

October 5, 2010

TO: Honorable Mayor and City Councilmembers

FROM: Lynn Fessel, City Clerk 

SUBJECT: Final Adoption of Ordinance Nos. 2010.8 and 2010.9

Following are Ordinance Nos. 2010.8, which identifies the City Manager's responsibility for preparing City Council agendas and 2010.9, which provides for the open burning of wood-based products in outdoor burning devices. Council approved both of these ordinances on September 28.

C: City Manager

ORDINANCE NO. 2010- 8

An Ordinance amending Chapter 2, Section 2-4 of the Code of Ordinances, City of Jackson, Michigan to identify the city manager's responsibility for preparing city council agendas.

Section 1. That Chapter 2, Section 2-4 (3) of the Code of Ordinances, City of Jackson, Michigan be amended to read as follows:

- (3) Attend council meetings. The manager shall have the right to take part in discussion but shall not vote. The manager shall be responsible for establishing and/or preparing the agenda for council meetings. The agenda shall include all items submitted to the manager by either council members or appointed officials provided such items are submitted by 5:00 p.m. on the Wednesday preceding the next regularly scheduled council meeting.

Section 2. This Ordinance takes effect 30 days after its adoption.

ORDINANCE 2010 - 9

An Ordinance amending Chapter 10, Section 10-53, Section F-403.0 Code of Ordinances, City of Jackson, Michigan to provide for the open burning of wood-based products in outdoor-burning devices.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose

The City Council wishes to allow the outdoor burning of wood as wood-based fires when such burning is performed consistent with manufacturer's instructions for outdoor burnings devices such as chimineas and fire pits.

Section 2. That Chapter 10, Section 10-53, Section F-403.0, of the Code of Ordinances, City of Jackson, Michigan be amended to read as follows:

Sec. F-403.0. **Open burning.** Section F-403.0 is amended to read as follows:

Sec. F-403.1. **Outdoor burning:** Except otherwise allowed in this section, the outdoor burning of refuse, leaves, papers, or any other combustible waste material is prohibited.

Sec. F-403.2 **Allowable burning:** The following outdoor burning is allowed:

1. Outdoor cooking is allowed for cooking of food on any barbecue, grill, or other appliance primarily designed for outdoor cooking and when used in a manner consistent with the manufacturer's instructions. However, any odor created by the outdoor cooking must not create a foul or offensive odor or cause smoke emissions that are reasonably offensive to nearby persons. The Code Official may require the owner or responsible person to extinguish any outdoor cooking that creates a fire hazard or become reasonably objectionable.
2. Outdoor fires are allowed for the burning of wood in devices designed by manufactures as backyard fire pits when the burning is
 - a. contained within a device located more than fifteen (15) feet from any neighboring property line,
 - b. occurring at a one-family or two-family dwelling and not prohibited by the property owner,
 - c. attended by a responsible adult, and
 - d. performed in a safe manner consistent with the manufacturer's instructions.

When burning wood in such devices, the wood used for the burning must be seasoned natural wood. The burning wood must not have been painted,

varnished, or coated with similar materials; must not have been pressure treated with preservatives; and must not contain resins or glues typically present in plywood or other composite wood products.

However, any odor created by an outdoor fire must not create a foul or offensive odor or cause smoke emissions that are reasonably offensive to nearby persons. The Code Official may require the owner or responsible person to extinguish any outdoor fire that creates a fire hazard or become reasonably objectionable.

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



City Manager's Office

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4035 — Facsimile: (517) 768-5820

MEMO TO: Honorable Mayor and City Councilmembers
FROM: Warren D. Renando, City Manager
DATE: October 7, 2010
SUBJECT: Annual Payment Economic Activities – Enterprise Group

Last year the City Council agreed to make a contribution of \$100,000 to the Capital Campaign of the Enterprise Group, which funds were to be utilized for economic development activities benefiting the City of Jackson. The Council further indicated support for an annual contribution for economic development activities to be provided by the City to the Enterprise Group of \$100,000. The approval of the annual contribution was conditioned upon the submittal of a report of development activities, and annual action by the Council to approve the funding. A report has been received this year, and is attached for your information, and the Council has approved and budgeted the \$100,000.

In order to be competitive during these economic times, the Jackson community needs to adequately fund the economic development of the Enterprise Group, and to work with the Enterprise Group as a partner in these activities.

I recommend, therefore, that the City Council approve three payments of \$33,333.33 for at total of \$100,000.00, to the Enterprise Group, and that the payment be taken equally from the Water and Wastewater Enterprise Fund. This amount has been included in the 2010-2011 Fiscal Year budget. Your consideration and approval of this request is appreciated.

WDR:skh

Attachment



ENTERPRISE GROUP OF JACKSON, INC
 ONE JACKSON SQUARE, STE 1100
 P.O. BOX 80
 JACKSON, MI 49201

Invoice

Phone: 517-788-4455
 Fax: 517-782-0061

Invoice Number: Cap Camp
 10-11a

Sold To:

City of Jackson
 Warren Renando
 161 W. Michigan Ave.
 Jackson, MI 49201

Invoice Date: 9/24/10
 Page: 1

Customer ID:	Payment Terms	Sales Rep ID	Due Date
CITY OF JACKSON	Net 10 Days		10/4/10

Description	Amount
Capital Campaign Pledge,(one-third) for 7/1/10 - 6/30/11	33,333.33

Subtotal 33,333.33
 Sales Tax
 Total Invoice Amount 33,333.33

Check No:

Payment Received

TOTAL 33,333.33



ENTERPRISE GROUP OF JACKSON, INC
 ONE JACKSON SQUARE, STE 1100
 P.O. BOX 80
 JACKSON, MI 49201

Invoice

Phone: 517-788-4455
 Fax: 517-782-0061

Invoice Number: Cap Camp
 10-11b

Sold To:

City of Jackson
 Warren Renando
 161 W. Michigan Ave.
 Jackson, MI 49201

Invoice Date: 11/1/10
 Page: 1

Customer ID:	Payment Terms	Sales Rep ID	Due Date
CITY OF JACKSON	Net 10 Days		11/11/10

Description	Amount
Capital Campaign Pledge,second (one-third) for 7/1/10 - 6/30/11	33,333.33

Subtotal 33,333.33
 Sales Tax
 Total Invoice Amount 33,333.33

Check No:

Payment Received

TOTAL 33,333.33



ENTERPRISE GROUP OF JACKSON, INC
 ONE JACKSON SQUARE, STE 1100
 P.O. BOX 80
 JACKSON, MI 49201

Invoice

Phone: 517-788-4455
 Fax: 517-782-0061

Invoice Number: Cap Camp
 10-11c

Sold To:

City of Jackson
 Warren Renando
 161 W. Michigan Ave.
 Jackson, MI 49201

Invoice Date: 12/1/10
 Page: 1

Customer ID:	Payment Terms	Sales Rep ID	Due Date
CITY OF JACKSON	Net 10 Days		12/11/10

Description	Amount
Capital Campaign Pledge,third (one-third) for 7/1/10 - 6/30/11	33,333.34

Subtotal 33,333.34
 Sales Tax
 Total Invoice Amount 33,333.34

Check No:

Payment Received

TOTAL 33,333.34

- Provided environmental review and cleanup plan funding for the ACME demolition project
 - Provided additional assessment for Armory Arts Village project
 - Cooperative partner for the City BRA; supports city BRA grant requests.
 - Refers Brownfield projects to City BRA (Orbitform, Performance Automotive)
 - iii. The Jackson Technology Park SmartZonesm (located within the Blackman Charter Township Local Development Finance Authority)
 - iv. The Blackman Charter Township Downtown Development Authority
 - v. The Leoni Township Downtown Development Authority
 - vi. The Parma Sandstone Local Development Finance Authority
- ❖ The Small Business Technology & Development Center (“SBTDC”) assists small businesses and entrepreneurs with a variety of resources. The EG provides support for this resource partner which is part of a nationwide partnership network through a cooperative agreement with Grand Valley State University and the University of Texas at San Antonio. The program also receives the support of our partner, South Central Michigan Works! Services include market research, business plan preparation assistance, consulting, marketing strategies, financing and grant information and referrals. For the period covering August 1, 2009 through August 1, 2010, 15 City of Jackson clients have benefited from SBTDC services through The EG, six of which are currently active, and three of which have created an economic impact in the City. Two clients currently have expansion plans within the City that would retain 8 jobs, create approximately 10 – 15 new jobs in three years, and bring a large monetary investment, which is estimated to be \$1.5 million.
- ❖ The Procurement Technical Assistance Center (“PTAC”) provides assistance to businesses seeking to expand or diversify their businesses through government contracting opportunities. The program provides bid match services to its clients through daily e-mail notifications of local, municipal, state and federal contract opportunities in the defense industry and various other agencies. Services include free business counseling, training, seminars, networking events, research, and assistance with proposal preparation and review, contract fulfillment, reporting and award debriefing. There are currently 20 companies located in the City that utilize PTAC services. RTD Manufacturing is just one of PTAC’s clients that has successfully received military contracts from the Federal Government.
- ❖ The Jackson Area Manufacturers Association (“JAMA”) provides support to area manufacturers with various membership benefits, and promotes the manufacturing environment in south-central Michigan by being a leader in workforce development, technology, information, training and assistance. The EG and JAMA are partners in providing a one-stop collaborative resource to promote prosperity, strengthen the economy, stimulate job creation and support business retention and growth. Services include assistance with implementing Manufacturing Best Practices, direct referral to the Michigan Manufacturing Technology Center (“MMTC”), Internal Auditor training (AS 9100, ISO 9001;2008, etc.) a variety of business services for employers, employee programs, and resources. JAMA also provides legislative updates, media advocacy, member and community networking, marketing opportunities, publications and professional and customized training.

JAMA's Academy for Manufacturing Careers provides skilled trades related instruction in Jackson, Hillsdale and Lenawee Counties with the support of its partner South Central Michigan Works! The Academy program offers eight U.S. Department of Labor approved apprenticeship training journeyman programs, and three short-term certificate training programs which were designed for displaced workers in response to the State's No Worker Left Behind job program. The Academy currently works with 14 City companies, and has held 201 classes with enrollment of 2,867 students since its inception.

Throughout 2009 and 2010, The EG coordinated the development, creation and implementation of the Jackson County Economic Development Strategic Plan. A Jackson County Economic Development Strategic Planning Committee was formed and The EG was selected to develop a comprehensive plan to serve as a guide for future economic growth. The Plan sets forth an economic development strategy and target market analysis which will be used to guide future economic growth of the County. The complete plan can be reviewed by visiting <http://www.co.jackson.mi.us/StrategicPlan.asp>.

Realizing the critical value for both funding opportunities and collaboration, The EG President & CEO maintains regional partnerships in all directions, including the Lansing Regional Chamber, Ann Arbor SPARK, South Central Michigan Works!, Prima Civitas (PCF), and the Michigan Economic Development Association, the last two of which he serves as a Board Member. These regional collaborations have provided attraction leads and other initiatives, such as pursuit of a Foreign Trade Zone (FTZ), interaction between SmartZones in Lansing /Ann Arbor, and pursuit of incubator funding.

In addition, the EG is currently participating in the development of a Comprehensive Economic Development Strategy (CEDS) encompassing the three-county region consisting of Hillsdale, Jackson and Lenawee Counties. The initiative is led by the Region 2 Planning Commission to petition grant funding for regional economic development initiatives from the Economic Development Agency of the U.S. Department of Commerce. A CEDS Committee was appointed and projects have been prioritized to meet the EDA investment criteria that could eventually attract EDA funding. A Mission Statement was developed and goals were adopted to advance global competitiveness, create jobs, leverage public and private resources, and demonstrate readiness and measure outcomes to align the strategy within the parameters of the competitive grant process for the region. If EDA funding is secured, proceeds will be used to fund public works and economic development programs to support the construction or rehabilitation of essential public infrastructure and facilities necessary to reach the stated goals and achieve the Mission Statement. The EG's participation in this initiative is ongoing.

A cornerstone of The EG's mission to build and sustain the local economy is its County-wide Business Success Retention / Expansion program. Local businesses are visited on a routine basis to provide available resources to assist with business growth. The EG includes City Economic Development ("ED") personnel when visits are scheduled with businesses located within the City. The EG shares information gathered during these visits, and includes City ED staff on follow-up information provided by The EG. The EG maintains a database of information that includes the date, location, and all information gathered during the retention visit. This database contains information on 81 city employers that The EG currently serves. The EG provides individual retention visit follow-up via e-mail, which normally includes information on business incentives, manufacturing or resource partner referrals, and collaboration and/or follow-up with City staff. City staff receives copies of all EG follow-up

communication with city employers. The EG conducted 93 retention visits during the period covering August 1, 2009 to August 1, 2010, 30 of which were conducted with city employers (32%). A report highlighting positive Retention Visit comments is attached for your reference (Report: Business Projects By Type). Recently, The EG referred two business expansion projects to City staff, and two companies secured city tax abatements. The EG also refers thriving businesses to the Jackson Citizen Patriot.

As the local partner of the Michigan Economic Development Corporation ("MEDC"), EG staff is accompanied by the MEDC on retention visits and they bring various state resources and information to local companies. EDD staff works closely with Ed Reed, the MEDC's Business Development Manager for this region, and Deborah Stuart, the MEDC's Community Assistance Team ("CATeam") specialist. During the past year, the MEDC has partnered with The EG on the following initiatives:

- ❖ Assisted seven companies located in the City with MMTC Diversification Training
- ❖ Awarded two MEGA grants to Jackson County companies.
- ❖ Hosted the MEDC's CATeam Conference in Downtown Jackson in November 2009, which also featured presentations by the Michigan Municipal League's Center for 21st Century Communities (21c3) and included a map of downtown restaurants for attendees.

The EG has supported other city initiatives, as follows:

- ❖ Assisted in promoting the Gillespie project meetings
- ❖ Helped promote the DDA Discover Downtown Again event
- ❖ Assisted in promoting the Michigan by Rail forum at the Michigan Theatre.
- ❖ Maintains a database of available properties on The EG Web site which lists 102 city properties (<http://www.enterprisegroup.org/available-properties>). A copy of one listing is attached for reference (228 West Michigan, the Hotel Hayes).
- ❖ Submitted three appropriation requests for redevelopment of the Riverwalk Plaza hotel in Downtown Jackson.

The EG and the City continue to partner on the redevelopment of the Armory Arts Village Project with the recent successful demolition of the ACME building, the construction of the Grand River ArtsWalk and the proposed Phase II development. The EG obtained funding for the ACME demolition through an appropriation from Congressman Mark Schauer, allowing the \$375,000 in city NSP funds, originally reserved for the demolition, to be reallocated for other City projects. In addition, The EG prepared the response letter and case study to secure State Historic Preservation Office approval on the City's behalf. The EG held a media event acknowledging the support of the various entities that collaborated on the project, including recognition for the City. The EG also highlighted the City's collaborative role on JTV. The EG continues to work with the City towards development of Phase II of the project and potential development of the footprint of the former ACME building as the entrance to the Armory Arts Village neighborhood.

The EG has also made progress over the past year in marketing the Armory Arts Village project, as follows:

- ❖ The EG acquired funding through the Convention & Visitors Bureau to construct a new AAV Web site to feature the development and market the property to potential residents. Residency of the facility currently stands at 100% with 48 units rented to artists of various disciplines (77%) and 14 units occupied by non-artists.

- ❖ The EG collaborated with Art 634 and Jackson School of the Arts to submit the property for the MetLife Innovative Space for Change Award, a national database for live / work properties for artists. The property was not chosen for an award, but the property is featured on their Web site at <http://www.lincnet.net/artist-space/search>.
- ❖ Mayor Dunigan was presented an award for continued support of the Cool Cities project during the MSHDA Emerging Cities event held in Lansing on August 26, 2010; and the project has won the City of Jackson numerous awards and recognition over the years.
- ❖ The EG submitted three appropriation requests to redevelop the Armory Arts Mess Hall into the Armory Arts Community Theater project.

In summary, The EG works on a broad-based level to benefit the entire community and on a more specific level with municipalities and companies, all with one purpose; to retain and create jobs and investment. We wish to highlight the following community accomplishments; achieved through The EG and local collaborations through 8/31/10, as compared to 2009:

2010 Results – through 8/31/10		2009 Results	
Jobs Created	421	Jobs Created	120
Indirect Jobs	968	Indirect Jobs	276
Jobs Retained	108	Jobs Retained	63
Jobs Lost*	0	Jobs Lost*	549
Net Jobs	0	Net Jobs	(153)
Investment	\$34.4 Million	Investment	\$13.7 Million

Although we pursue grants, secure financial partnerships, provide contractual staffing and sustain memberships through JAMA, we depend on local support through our Capital Campaign to sustain the work we do and ensure economic development success.

We respectfully request the City Council's authorization to provide the second annual installment of \$100,000 from the pledged EG Capital Campaign commitment, and are available to respond to any questions you or Council Members may have regarding our services. Please place this request on the October 12, 2010 City Council agenda for consideration.

Respectfully submitted,


K. Scott Fleming
President & CEO

KSF/sj
Enclosures: (3)

cc: Mayor Karen Dunigan

The Enterprise Group of Jackson, Inc.
Summary of Jackson County Economic Development Scorecard
August 2010

EG Business Activity:

Academy for Manufacturing Careers (AMC)

- During August 2010, six classes were conducted, with 76 students, 26 of those students were sponsored by SCMWI and 20 companies were represented. Machining U Camp was held in August and had 16 attendees.

Armory Arts Village (AAV)

- There are NO vacant apartments. There are 48 artists and 14 non-artists.

Jackson Area Manufacturers Association (JAMA)

- Membership had three new and two drops, with a total of 219 members at the end of August 2010. JAMA held the Annual Golf Outing on August 23.

Procurement Technical Assistance Center (PTAC)

- PTAC conducted one initial counseling session and 22 follow-up sessions for Jackson County companies.
- PTAC contract awards for Jackson County totals \$1,776,725 and \$9,308,046 for all counties served through August 31, 2010.

Small Business & Technology Development Center (SBTDC)

- During August 2010, the SBTDC conducted nine initial counseling sessions and three follow-up sessions.
- There were no documented business start-ups for August 2010.

Economic Development Division (EDD)

- In August 2010, the EDD sent five manufacturing callouts/referrals and conducted six retention visits (*two within the City of Jackson, two in Sandstone Township, one in Blackman Charter Township and one in Leoni Township*). There were two inquiries for the billboards along I-94, one for Blackman Local Development Finance Authority and one for the Parma-Sandstone Local Development Finance Authority.

Business Success Program/Retention Visits:

- 16 visits were conducted in August 2010, which includes JAMA, PTAC, SBTDC, and the EDD. There have been 123 total visits for the year through August 31, 2010.

EG and Community Accomplishments/Successes:

- **Refrigeration Sales:** 2 new jobs, 43 retained jobs and \$199,312 in new investment.
- **Performance Automotive:** 30 new jobs and \$1.2 million in new investment.
- **ADCO Products:** 212 new jobs and \$17.3 million in new investment.
- **Melling Tool:** Purchased Rush Metals in Billings, Oklahoma, which will be renamed Melling Sintered Metals. Hiring employees as a result of an increase in business.
- **Hugo's Bar and Grill:** 40-50 new jobs and \$215,000 in new investment. Company received an EDC Revolving Loan Fund of \$40,000 in participation with a local lender.
- **Main & Co.:** 7 new jobs and \$600,000 in new investment.
- **TAC Manufacturing:** 7 new jobs and \$7,700,000 in new investment.
- **Tenneco:** \$3.5 million in new investment. 185 new jobs expected at Litchfield and Marshall plants, with an unknown number of hires for the Grass Lake facility.
- **American Tooling Center:** 20 new jobs and \$1,179,000 in new investment.
- **Great Lakes Industry:** 50 retained jobs, 100 new jobs and \$2,500,000 in new investment.

Attraction Activity:

Committed Projects and Development Prospects:

Project Name	New jobs projected	Capital Investment	Lead/ Prospect
Biotech Solutions	50	\$8.5 mil	Prospect
AAV Phase II	*100/5	\$7.5 mil	Prospect
Project HH	1,200	\$100 mil	Prospect
Project Plant	150	\$10 mil	Prospect
Sports Mall	TBD	\$7.5 mil	Prospect
Project SS	60	TBD	Prospect

**100 construction jobs and 5 permanent jobs*

Note: Leads are inquires of interest; Prospects are confirmed interest in a Jackson site.

Inquiries/Leads: 30 through August 31, 2010.

Economic Impact-EG and Community Accomplishments/Successes:

2010 Results – through 8/31/10		2009 Results		1999 Results	
Jobs Created	421	Jobs	120	Jobs	293
Indirect Jobs	968	Indire	276	Indirect	673
Jobs Retained	108	Jobs-	63	Jobs Ret.	20
Jobs Lost*	0	Jobs	549	Jobs Lost*	0
Net Jobs	0	Net	(153)	Net Jobs	0
Investment	\$34.4 Million	Invest	\$13.7	Investment	\$52.1 million

Lay-offs/Jobs Lost*:

The Jackson County unemployment rate for the month of July 2010 (*most current information*) was 14.3%. Michigan unemployment rate for July 2010 was 13.1%.

There were **no** Jackson companies (no Michigan companies) on WARN notice list for July 2010 (*Source: Michigan Department of Labor website, July 2010 WARN Notices*).

Category	July 2010			
	Jackson	St. Clair	Hillsdale	Lenawee
Labor Force	75,895	81,546	19,848	46,613
Unemployed	10,878	12,891	3,352	7,551
Unemployment Rate	14.3%	15.8%	16.9%	16.2%

Ongoing and upcoming projects:

EG Capital Campaign: As of August 31, 2010, campaign contribution pledges total \$1,322,800, of which \$843,466 has been received. **Note: The EG has raised 66% of our \$2,000,000 goal.**

Jackson County Economic Development Strategic Plan: The final draft was approved by the Jackson County Commissioners on March 16, 2010. The Plan is available to the public on both the County and The EG Web sites. Other initiatives The EG is working on include:

- A. Cooper Street Corridor Development
- B. I-94 Corridor Improvements
- C. Riverwalk Park Redevelopment

**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.*

The Enterprise Group of Jackson, Inc.
 Jackson County Economic Development Scorecard
 Report Period: August 2010

Shows, Conferences, Site Consultant Events & Investment Seminars	Month	Calls	Leads	Prospects	Type
EG Events & ED Division					
Chamber Annual Dinner (all Staff)	Jan-10				Meeting
IEDC Leadership Conference	Feb-10		2		Conference
Chinese Business Association in Detroit, MI	Feb-10				Conference
MEDA-Capitol Day	Feb-10				Conference
ACME Demolition Media Event	Feb-10				Promotion
Administrative Assistants Conference (EG and JAMA)	Mar-10				Training
Smart Growth Champions-Collaborative	Jun-10				Meeting
CEDS Regional Meeting-Collaborative	Jun-10				Meeting
BPS Training (EG/JAMA Staff) (No May Meeting)	Apr-10				Training
EG Networking Session (EG, JAMA, Academy Staff & Boards)	Apr-10				Meeting
Synergy 2010 Real Estate Conference	Apr-10				Conference
Michigan Celebrates Small Business	Apr-10				Conference
Meetings with local lenders (2)	Apr-10				Meeting
Meeting with Gillespie Group	May-10				Meeting
SBTDC Intake Webinar (EG Admin. Staff)	May-10				Training
HR Development Series @ JCC (EG Acct. Staff)	May-10				Training
Brownfield Redevelopment Workshop (EDD)	May-10				Training
Arts Alliance Summit (EDD)	May-10				Meeting
New Economy Workshops (EDD)	Jun-10				Meeting
MEDA ED Toolbox (EDD)	May-10				Training
IEDC Facilitator with MEDC (EG CEO)	May-10				Training
German-American Summit in Detroit (EG CEO)	May-10				Meeting
City Manager Candidate Meet & Greet	Jun-10				Networking
Commercial Lender Breakfast-County BRA Staff	Jun-10				Training
Jackson County Community Resource Workshop	Jul-10				Training
MSHDA Emerging Cities Summit with Mayor Dunigan (EG CEO)	Aug-10				Conference
Strategic Foresight Class (EG CEO)	Aug-10				Training
JAMA / Academy Division:					
Senate Taskforce on Manufacturing	Jan-10				Training
JAMA Annual Dinner	Jan-10				Show
Tough Market Sales Bootcamp (JAMA co-hosted-EDD Attended)	Feb-10				Training
Go21 National Summit and Railroad Day National Summit in Washington, D.C.	Feb-10				Conference
National Skills Council Summit in Washington DC	Apr-10				Meeting
Michigan Skills Alliance Annual Meeting	Apr-10				Meeting
EDA Community Resource Workshop	Jul-10				Training
HTEC National Conference at Macomb Community College	Jul-10				Conference
JAMA Golf Outing (all staff)	Aug-10				
PTAC Division:					
Cong. Schauer Government Contracting Workshop	Jan-10				Training
GSA Schedule Training	Jan-10				Training
TARDEC Tour with Legislators	Jan-10				Training
Cong. Schauer Government Contracting Workshop Hillsdale/Eaton Co.	Feb-10		3	3	Training
Contracting 101	Mar-10				Training
Marketing Research	Mar-10				Training
DIBBS 101	Mar-10				Training
Cong. Schauer Government Contracting Workshop Jackson	Apr-10				Training
MPPOA Reverse Trade Fair	May-10				Show
ACEC Conference-Procurement 101	May-10				Training
Procurement 101	Jun-10				Training
Doing Business with the Defense Supply Centers	Jun-10				Training
Veterans Entrepreneurial Conference	Jun-10				Training

The Enterprise Group of Jackson, Inc.
 Jackson County Economic Development Scorecard
 Report Period: August 2010

TACOM Small Business Fair	Jun-10				Show
Veterans Small Business Conference	Jul-10				Conference
SBTDC Division:					
Buy Michigan First (SBTDC co-hosted)	Jan-10				Training
Fundamentals of Starting a Business	Feb-10				Training
Jackson Retail Success Academy-4 events	Mar-10				Training
MI Business Incubator Association Annual Meeting	Mar-10				Conference
Reference USA Market Research	Mar-10				Training
Gubernatorial Forum on Agriculture	Mar-10				Meeting
Small Town Rural Development conference	Apr-10				Conference
FASTrac New Ventures Orientation at LEDC	Apr-10				Training
MEP Annual Meeting & Legislative Reception (SBTDC & EDD)	Apr-10				Meeting
SBTDC Strategic Planning Session	Apr-10				Meeting
MI-SBTDC Network Meeting	May-10				Meeting
SBA 504 Loan Program (EDD & SBTDC)	May-10				Training
Baker College-Student Business Plan Education	Jun-10				Training
FSEP Annual Conference at JACC	Jun-10				Conference
Horse Park Project	Jul-10				Meeting
Exhibitor and presenter EDA Community Economic Adjustment Program	Jul-10				Meeting
FASTrac Orientation at Jackson District Library	Aug-10				Meeting
		0	5	3	
	Annualized	0	4	3	
	Annual Target	200	TBD	TBD	
EG Business Activity					
	Month	#	Total-2010 YTD	FY 2009 TOTALS	
Academy for Manufacturing Careers (AMC)					
Classes	August	6	31	66	
Number of Students in classes	August	76	325	731	
Number of Students - sponsored by SCMWI	August	26	85	210	
Number of Companies represented	August	20	114	153	
I Can Make It Camp!	August	50	50	56	
Machining U Camp	August	16	16	19	
Gateway Academy Camp	June	16	16	15	
Armory Arts Village (AAV)					
Tenant Report	August	62	62 (100%)	60	
Economic Development Division (EDD)					
EDD-Inquiries: Financing/Site/Property Inquiries	August	5	30	27	
EDD-Inquiries for Film Industry	August	0	0	2	
EDD Job Opening Referrals	August	39	101	0	
EDD-Retention Visits-scheduled/request of company or MEDC	August	6	56	105	
BLDFA - Inquiries	August	1	9	13	
PLDFA - Inquiries	August	1	5	13	
Commercialization/Inventions	August	0	0	4	
Manufacturing Referral - includes JAMA/Chinese/Medical Callouts/Referrals	August	0	90	85	
BRA-Brownfield Plans Approved	August	0	0	1	
EDC-Loans Closed	August	0	1	1	
EDC-Recovery Zone Bond Inquiries	August	1	5	12	
Jackson Area Manufacturers Association (JAMA)					
Members (3 new, 2 dropped in August 2010)	Total	219	219	217	
Membership	August	3	4	16	
Classes conducted/# Trained	August	0/0	4/116	19	
Procurement Technical Assistance Center (PTAC)					
Initial Counseling Sessions - Jackson County	August	1	19	45	
Follow-up Sessions for Jackson County companies	August	22	224	356	

The Enterprise Group of Jackson, Inc.
 Jackson County Economic Development Scorecard
 Report Period: August 2010

Initial Counseling Sessions - Other Counties	August	5	48	77	
Follow-up Sessions for other counties served	August	48	442	777	
Value of PTAC Contract Awards through July 2010 (\$1,776,725 for Jackson County)	August	\$0	\$9,308,046	\$43,681,691	
Small Business & Technology Development Center (SBTDC)					
Individuals/businesses enrolled for training/classes	Aug	0	29	379	
Counseling Sessions-Initial Session	Aug	9	45	94	
Counseling Sessions-Follow-up Session	Aug	3	31	46	
Documented business start-ups	Aug	0	2	2	
Attraction Activity					
	Month	Facility Size	Jobs	Investment	Status
Committed Projects and Development Prospects					
MEDC-Project Grizzly Bear	May-09	80	120	\$100,000,000	On-hold
MEDC-Project Arrow	Jun-09	5,000 acres	n/a	\$100,000,000	
MEDC-International	Jun-09	40,000	40	TBD	
MEDC-Plastics Search	Jul-09	50,000	TBD	TBD	
MEDC - Project Wafer	Aug-09	49 acres	1,100	\$63,000,000	
MEDC - Project Gear Box	Aug-09	50 acres	TBD	TBD	Re evaluating
MEDC-Solar Cell Project	Sep-08	7 acres	115	\$50,000,000	CURRENT
MEDC - Call Center Prospect	Jan-09	100,000	600	TBD	
Project Shady Acres	Jan-10	40 acres	800	\$45,000,000	On-hold
Sports Mall I-94 Corridor	Feb-09	TBD	150	\$7,500,000	CURRENT
Project Gordy	May-09	200,000	75	\$1,000,000	
Project Plant	Jun-09	50,000	200	\$10,000,000	CURRENT
Regional Immigrant Investment Activity	Jun-09	TBD	TBD	TBD	
Project School Bus	Jul-09	TBD	TBD	TBD	
Project MiraMid	Jul-09	TBD	75	\$1,200,000	
MEDC Project HH	Jan-10	2,000	4,200	TBD	CURRENT
Project HD	Oct-09	TBD	TBD	TBD	
Project Walton	Oct-09	TBD	TBD	TBD	
Project AB in City of Jackson	Oct-09	TBD	TBD	TBD	
Project RHD	Feb-10	TBD	400	\$15,000,000	On-hold
Project G	Feb-10	TBD	200	\$11,000,000	
Project Steam	Feb-10	TBD	TBD	TBD	
Project Plane	Feb-10	TBD	TBD		
Project DACO	Mar-10	3,000	10	\$500,000	Reviewing sites
MEDC-Project Ascent	Jun-10	40 acres	239	unk	
Project SS	Aug-10	TBD	60	TBD	CURRENT
	Total	445,080	8384	\$404,200,000	
	Annualized	--	7186	\$346,457,143	
	Annual Target	--	1,000	TBD	
Business Retention Visits					
	Number	Total-YTD	FY 2009 TOTALS		
EDD-All Retention Visits	6	56	105		
PTAC - Initial counseling sessions (Jackson County)	1	19	45		
SBTDC - Initial sessions and information transfers	9	48	94		
JAMA - Business Retention Visits	0	0	3		
	TOTAL	16	247		
	Annualized	14	212		
	Annual Target	25	100		
Community Accomplishments/Business Successes:					
	Retained Jobs	New Jobs	Investment	FY 2009 Total	
FEBRUARY: Refrigeration Sales (City of Jackson) <i>Tax Abatement</i>	43	2	\$199,312		
MARCH: Performance Automotive (City of Jackson) <i>City BRA Assistance</i>	0	30	\$1,200,000	63 Retained Jobs	
MARCH: Melling Tool (Blackman Charter Township) <i>Purchased Oklahoma company</i>	unk	unk	unk	120 New Jobs	

The Enterprise Group of Jackson, Inc.
 Jackson County Economic Development Scorecard
 Report Period: August 2010

MARCH: ADCO Products (Leoni Township) MEGA Tax Credit Award	0	212	\$17,300,000	276 Indirect Jobs \$13.7 million
MARCH: Hugo's Bar & Grill (Blackman Township) EDC Loan	0	40	\$215,000	
APRIL: Main & Company (Blackman Township) Tax Abatement	15	10	\$600,000	
APRIL: TAC Manufacturing (Blackman Township) Tax Abatement	0	7	\$7,700,000	
APRIL: Tenneco (Grass Lake Township) MEGA Tax Credit Award	0	0	\$3,500,000	
MAY: American Tooling Center (City of Jackson) Tax Abatement	0	20	\$1,179,000	
JUNE: Great Lakes Industry (Blackman Charter Township) CEAM/DELEG GRANT	50	100	\$2,500,000	
Indirect Jobs Created (using 2.3 multiplier)		968		
TOTAL	108	421	\$34,393,312	

Business Attraction Successes:

None announced in August 2010

Business Retention - Proactive calls

	Number	Total-YTD	FY 2009 TOTALS
IFT Monitoring Visits on behalf of Blackman Charter Township-August 2010	0	2	6

Business Retention - Threat to leave

	Number	Total-YTD	FY 2009 TOTALS
None to report for August 2010		0	0

Businesses Closed/Leaving

	Lost Jobs	Total-YTD	FY 2009 TOTALS
None to report for August 2010	0	0	

TOTAL 0 0 **549**

Benchmarking Study, Target Market Analysis and Prospect Identification

	Month	Status
Benchmarking Study/Target Industry Analysis	Jan-10	Complete
Prospect Identification by Industry	Jun-09	Pending
Develop County Strategic Plan with County	Mar-10	Completed
SmartZone Application-EG/BLDFA as project managers	On going	On going
Internet 2-Fiber optic infrastructure/trade with Merit Network for membership	Jun-09	Completed
Email blast to National Site Consultants	Jun-10	In Process
Develop Communications Plan, Design and Create Marketing Materials		
Update existing progress report/design new marketing tools	Jan-10	In Process
Develop Target Industries promotional materials	Jan-10	In Process
EG Web site Total Hits 1/1/10 through 8/31/10	Aug-10	1,258,982
Average hits per day	Aug-10	5,159
EG Monthly Newsletter	Sep-10	In Process
EG exposure on Social Media venues	Mar-10	On-going
JTV Appearance-ACME Demolition	Feb-10	On-Going
Launch AAV Web site-Soft launch-To Be Announced	May-10	In Process
AAV featured on national database (www.lincnet.net)	May-10	Complete



228 W. Michigan Avenue

Opening as the Hayes Hotel on November 29, 1926 with 203 rooms, this development was considered the most elaborate and largest hotel project ever undertaken in Jackson. Operating for over 40 years as a hotel, the building's most recent use was an office space for Consumers Energy. In 2004, the Hayes Hotel was purchased by the City of Jackson for redevelopment while Consumers Energy consolidated in a new headquarters within downtown Jackson. The Hayes is located between the Historic Carnegie Library and the 1927 Consumers Energy Building in the center of downtown. The T-plan building fronts on W. Michigan, with the rear leg extending to the north. Many of the features of the original hotel still remain on most floors and are clearly visible on the exterior of the building.

Municipality: City of Jackson

Sale Type: Sale

Building Size: 60,000 sq. ft.

Multi-Tenant: Unknown

Parking Spaces: 41

Sprinklers: Unknown

Zoning Class: Central Commercial

Distance to Hwy: within 2 miles from I-94 and US-127

Rail Access: No

CONTACT:

City of Jackson

(517)768-6433

ckonieczki@cityofjackson.org

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ABBOTT, THOMSON & BEER, PLC

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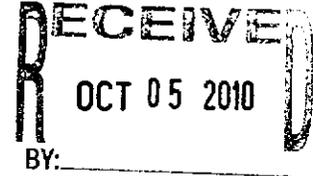
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October 5, 2010

WILLIAM M. ABBOTT
KEVIN M. THOMSON
BRENDON R. BEER
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OF COUNSEL
STEPHANIE S. SCHENKEL
PARALEGAL



Hon. Mayor Karen Dunigan
and Members of Jackson City Council
City of Jackson
161 W. Michigan Avenue
Jackson, MI 49201-1324

Re: Kuhl's Bell Tower

Dear Mayor Dunigan and Members of the Jackson City Council:

John and Mary Kuhl request that the Council reconsider and rescind its previous decision to not renew the Kuhl's Lease for the Bell Tower Farmer's Market.

Apparently, the Kuhls missed a renewal obligation under the September 11, 2003 Lease. The 2000 Lease, executed in 2003, was exchanged several times during discussions and negotiations and a final copy of the fully executed Lease was not returned to the Kuhls. Thus, through no fault of their own and through excusable neglect, the option was not apparently properly dated and timely sent even though a renewal letter was mailed to the City Attorney on July 27, 2010.

For this and the other reasons to be outlined at the City Council Meeting on October 12, 2010, the Kuhls respectfully request the City Council reconsider and rescind its previous option to not renew the Farmer's Market Lease with John and Mary Kuhl.

Very truly yours,

ABBOTT, THOMSON & BEER, PLC



Kevin M. Thomson

KMT:jkc

cc: Julius A. Giglio, City Attorney
Kuhl Investment Company, LLC



Downtown Development Authority (DDA)

Memorandum

Date: August 25, 2010
To: Interim City Manager Warren Renando
From: Jonathan Greene, Executive Director
RE: Farmers Market

On July 6, 2010 you requested I lead a meeting of concerned citizens, farmers, and vendors the for the possibility for a new farmers market in downtown Jackson subsequent to the non renewal of the operating lease between the Kuhl Investment Company LLC and the City of Jackson.

Such a meeting was held on August 17, 2010 at City Hall and was attended by approximately 25 people. The meeting was spirited, yet focused. It addressed the issues of what makes a successful farmer market. At this time the DDA is officially requesting the City of Jackson partner with the City of Jackson Downtown Development Authority for the operation of a Farmers Market on City property, specifically the Pavilion and Parking lot #5.

The DDA's vision for the Farmers Market is to capitalize on existing events and attractions within the downtown as well as a significant increase in advertising/promotion to create a customer friendly farmer driven market in Downtown Jackson. To accomplish this, the DDA intends to continue meeting with farmers and interested parties to develop guidelines, establish an advisory board, and otherwise lay the groundwork for a new market in 2011. A copy of the first draft of guidelines is attached as well as a preliminary budget. Both documents will change as future meetings take place and an advisory board is assembled.

We recommend the partnership be agreed via a lease similar to the one between the City and Kuhl Investment LLC, an Interlocal Agreement, or other mutually agreeable method.

Notes from August 17, 2010 Farmers Market Meeting

The purpose of the meeting was to address the question “What elements make a successful farmers market.” A significant portion of the meeting was dedicated to gathering information across all aspects of farmers markets. Time allotted at the end of the meeting attempted to combine and/or focus all suggestions into logical groupings. Those groupings and suggestions are below.

Operations

- Appropriate space for vendors
- Adequate parking
- Market Manager – to enforce policies
- Accept Bridge Cards
- Ensure walkability and pedestrian access
- City Coordination
- Allow daily seasonal vendors
- Welcome customer input
- Consistent policies
- Establish advisory board with city and farmers
- Operate at least 2 days per week
- Operate on at least 1 week night
- Pavilion Improvements – awning on Glick Hwy and Kuhl side
- Be open to alternative locations

Vendors/Products

- Encourage/seek diversity within vendors
- Limit/have an appropriate amount of crafters
- Establish market rate/fair fees
- Incorporate urban gardeners
- Local business involvement
- Multi sensory experience – more than just shopping
- Entertainment
- Local produce
- Ready to eat food
- Food must have proper labels/signage
- Education/social service booths

Promotion/Advertising

- More customers
- Spend vendor fees/income on advertising
- Enthusiasm/Positivity
- Promote Bridge card, ebt, debit card acceptance
- Advertise local produce
- Diverse vendors
- Local business involvement – giveaways

Downtown Jackson Farmers Market DRAFT Guidelines

Mission

To be written by Market Advisory Committee

Market Day, Time, and Site

1. The Market is held every Thursday (May - August) from 3pm until 8pm in conjunction with a live music concert series in the vicinity of Bucky Harris Park and every Saturday (May through October from 7am to 1pm in Parking Lot 5.
2. Set-up must be completed 30 minutes prior to Market opening for safety and for Market operations. If a vendor wishes to bring additional items to their stall during Market hours, the vendor must carry those items from their parked vehicle.
3. No vehicles are permitted in the Market area during open hours.
4. All vendors must park their vehicles in the municipal parking lot on the South side of Parking Lot 5 after unloading. Exception: If the vendor has a handicapped tag, parking in the municipal lot where the Market is held is allowed.
5. Vendors are not permitted to dismantle their stall before the Market ends unless they have sold out.
6. Vendor items must be carried to their parked vehicle; no loading in the Market area is allowed until the Market officially closes

Products

The Downtown Jackson Farmers Market is not liable for any non-compliance with USDA, Michigan Department of Agriculture (MDA), or Jackson County Health Department regulations. All items sold must fall within the following categories.

1. Michigan-Grown Produce

- a) Fresh Michigan or Regional fruits, vegetables and herbs. Produce must be fresh and of high quality. Produce must be sold in its harvested raw form, without slicing.
- b) Samples of food products given to the public must be handled as outlined by State and/or County regulations.
- c) Produce should be grown by the vendor or, if not produced by the vendor, then the farm and city of origin must be displayed.
- d) Produce labeled "organic" must have been grown on farms with organic certification. Otherwise, produce may be labeled "naturally grown" if using organic methods.
- e) Vendors are responsible for keeping records regarding purchased produce (origin and, if applicable, organic certification).
- f) Licenses required: Business License, Organic Certification (if applicable)

2. Michigan-Grown Flowers, Plants and Trees

- a) Plants and cut flowers must have been grown by the vendor.
- b) Licenses required: Business License; Michigan Sales Tax License; Nursery tock or Growers License (for perennials, shrubs, etc)

3. Michigan-Processed Foods and Baked Goods

- a) Processed food is any food product not sold in its natural raw state. Examples: jelly and jams, sauces, salsa, processed honey, cheese, vinegars, cider, maple syrup.
- b) All processed foods and baked goods must be made in accordance to state law.
- c) Samples of food products given to the public must be handled as outlined by State and/or County regulations.
- d) License required: Business License; Food Establishment License

4. Michigan-Raised Meat, Poultry and Eggs

- a) Products must be of high quality, properly refrigerated/frozen and properly labeled. Only products raised by the vendor can be sold.
- b) Meat must have been processed at a USDA inspected facility.
- c) Poultry must have been processed at a USDA inspected facility or MDA inspected facility.
- d) Vendors selling eggs must comply with USDA rules if applicable to the vendor.
- e) Product labeled “organic” must have been raised on farms with organic certification. Otherwise, product may be labeled “naturally raised” if using organic methods.
- f) License required: Business License, Organic Certification (if applicable)

5. Artisans/Crafters

- a) Michigan vendors only. All art and crafts must be hand-crafted and/or hand-assembled by the vendor; vendors cannot sell for other artisans.
- b) License Required: Business License; Michigan Sales Tax License

Stall Fees

1. Only one vendor per stall is permitted.
2. Vendors can purchase a full-season pass for one stall for a fee of **\$400** to be submitted with their application. The fee for an additional adjacent stall is **\$200**. Full-season passes must be paid no later than April 1 for the upcoming season.
3. A \$20 late fee will be assessed for applications submitted after the deadline.
4. Full-season vendors are assigned a permanent stall for the season.
5. Daily vendors can purchase space at a rate of **\$25** per stall. Daily vendors should call the Market Coordinator to determine if space is available and to reserve that space.

Stall Space

1. The size of each stall is approximately 9 feet wide by 9 feet deep (if space provides).
2. Designated walkways must be kept clear.
3. Vendors requiring electrical service should see the Market Coordinator to determine availability.
4. Vendors are responsible for cleaning all trash and waste within and around their stall.
5. Vendors are not allowed to smoke in their stalls.
6. No political solicitation is permitted.
7. Vendors must not engage in disruptive conduct. Any disagreement between a vendor and the Market Coordinator must be handled in a respectful and professional manner, and away from stalls and customers. Disagreements between a vendor and customer must also be handled professionally so as not to harm the image of the Market.

Signage and Labeling

1. The following information must be displayed on a product label, on a small sign by the product, or on a larger display board.
 - a) Vendors must clearly display the **name** of their business. In lieu of a sign, the name can be displayed on apparel worn by all vendor personnel, such as hats or shirts.
 - b) **Product names** and **prices** must be posted for all items being sold.
 - c) If not produced by the vendor, then the producer and **city of origin** must be displayed.
2. Vendors are responsible for having licenses available on Market days.

Applications

1. All new and returning vendors must complete an annual application and submit it before the deadline.
2. Products, which the vendor plans to sell must be listed on the application and approved by the Market Coordinator. Additional products brought to the Market, which were not listed on the application, must be approved by the Market Coordinator.
3. All vendors must provide copies of appropriate business licensing with their application, i.e., certificate of assumed name (also known as your "DBA" or "doing business as" name), articles of incorporation, and/or sales tax license.

Other Vendors

Each week one local for profit business, who is not a market vendor, can participate as a Market sponsor for **\$30** (display only) or **\$60** if selling a product. The Market will provide signage indicating that the business is that day's Market sponsor and must be displayed by the business.

Each week one local non profit business/organization, who is not a market vendor, can participate as a Market sponsor for **\$25** (display only). They may not sell products.

Market Regulations

1. Vendors are responsible for cleaning all trash and waste within and around their stall. Garbage bins on the street may be used.
2. Vendors are not allowed to smoke in Market stalls.
3. No political solicitation is permitted.
4. Solicitation and the distribution of literature unrelated to Market products or the Mission of the Market are not permitted without specific non-profit or business vendor application and approval; an exception to this rule is allowed for the non-profit vendor or local business vendor.
5. Vendors must not engage in disruptive conduct. Any disagreement between a vendor and the Market Coordinator must be handled in a respectful and professional manner, and away from stalls and customers. Disagreements between a vendor and customer must also be handled professionally so as not to harm the image of the Market.
6. No vendor shall refuse to comply with a direction of the Market Coordinator, nor interfere with the administration of the Operating Guidelines as interpreted by the Market Coordinator.

Market Management and Non-compliance

The Market shall be managed by the Market Coordinator, DDA Executive Director, and Market Advisory Committee.

1. The Market Coordinator and DDA Director are employees of the DDA
2. The Market Committee is a group of Farmers/vendors and DDA Board Members along with the Market Coordinator who, by their commitment to the Market and their experience, have exhibited a commitment, interest and skill in keeping the Market viable and active. The Market Committee shall be a 5 person committee.
3. The Market Committee members are appointed by the DDA as recommended by the DDA Executive Director.
4. The Market Coordinator handles all administrative responsibilities of the Market including but not limited to: obtaining City approval, organizing Market Committee meetings, communicating with vendors, organizing special events, providing publicity for Market (banners, newspapers, website), distributing and approving applications, organizing volunteers, collecting fees, accepting complaints from customers or vendors, resolving disputes, approving payments, etc.
5. The Downtown Jackson Farmers Market reserves the right to refuse acceptance of any vendor or item that is not in keeping with its Mission or Operating Guidelines.
6. The Market Committee will investigate all complaints and handle non-compliance issues should they not be resolved by the Market Coordinator.
7. For non-compliance with these Operating Guidelines or the Mission of the Market, a vendor may be asked to leave and will not be permitted to return until permission is granted by the Market Coordinator.
8. The Market Committee reserves the right to investigate any allegations of non-compliance with these Operating Guidelines or the Mission of the Market.

**Farmers Market
Projected Budget**

	May	June	July	August	September	October	Assumption/Notes
Revenue							
Farmer Season Pass Regular Stalls	\$ 5,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,200 1
Farmer Season Pass Small Stalls	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000 2
Farmer Day Pass	\$ -	\$ 100	\$ 150	\$ 200	\$ 150	\$ 50	\$ 650 3
Market Tote	\$ 250	\$ 250	\$ 250	\$ 250	\$ -	\$ -	\$ 1,000 4
Market Mugs	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	\$ 750 5
Thursday Vendors (Non Farm)	\$ -	\$ 150	\$ 150	\$ 150	\$ -	\$ -	\$ 450 6
Market Sponsorship	\$ 120	\$ 240	\$ 240	\$ 240	\$ 240	\$ 120	\$ 1,200 7
Market Sponsorship - Non Profit	\$ 50	\$ 50	\$ 50	\$ 50	\$ 25	\$ 25	\$ 250 8
Crafter (Limit 2 per week)	\$ 75	\$ 150	\$ 200	\$ 200	\$ 150	\$ 50	\$ 825 9
Total Revenue	\$ 6,845	\$ 1,090	\$ 1,190	\$ 1,240	\$ 715	\$ 245	\$ 11,325
Expenses							
Free online advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 1
Press Release, FM in MI	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 2
Radio Advert (AM)	\$ -	\$ 245	\$ 245	\$ 245	\$ 245	\$ -	\$ 980 3
Chamber Blast	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200 4
Newspaper Advert	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ -	\$ 1,250 5
Paper, Cuts, and Copies	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ 200 6
Market Tote (200)	\$ 428	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 428 7
Market/JCC Mug (200)	\$ 437	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 437 8
Signage (posters-200)	\$ 400	\$ 200	\$ 100	\$ -	\$ -	\$ -	\$ 700 9
Signage (sandwich board)	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200 10
TV Advert (JTV)	\$ 260	\$ 260	\$ 260	\$ 260	\$ 260	\$ -	\$ 1,300 11
Banner (Big Daddy)	\$ 432	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 432 12
Market Coord.	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 4,800 13
MIFMA Membership	\$ 75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75 14
Bridge, EBT, Debit Card Trans costs	\$ 50	\$ 50	\$ 50	\$ 75	\$ 75	\$ 25	\$ 325 15
Total Exp.	\$ 3,632	\$ 1,905	\$ 1,705	\$ 1,630	\$ 1,630	\$ 825	\$ 11,327

Rev minus Exp **\$ (2)**

Revenue Assumptions

1. There will be 10 vendors purchasing a season pass for 1 stall (400) and 2 vendors buying a season pass for 2 (400+200) stalls
2. There will be 5 vendors purchasing a season pass for the uncovered stalls (200)
3. Day passes increase as season progresses. Each month represents 4 opportunities for weekly vendors. Formula is: weeks x number of vendors x \$25
4. Reusable grocery bags sold @ \$5
5. Coffee mugs sold @ \$3.75 with refill discount at local coffee shop
6. Jammin' in Jackson Vendors \$30 per night
7. Maximum participation in middle months, lower participation in beginning and end. Local Business Sponsorship 4 opportunities per month (\$30 for market presence, \$60 to sell goods) Formula is weeks x 30 or weeks x 60
8. Maximum participation is in middle months. Non profit booth, informational only, no selling. Formula is weeks x non pros x 25
9. Maximum participation is in middle months. Crafter space limited to 2 per week. Formula is # crafters x weeks x 25

Expense Notes

1. Free
2. Free
3. WKHM ads to start as more crops begin to harvest
4. Chamber blast to start season
5. News ads to launch and maintain momentum
6. Misc. supplies
7. Cost of totes
8. Cost of mugs
9. Posters for storefronts, etc
10. Signs to direct traffic
11. TV to launch and maintain, allow 1 farm per month to go on Bart Hawley Show
12. Banners
13. DDA Reimbursement
14. Membership
15. Cost of card transactions



City Manager's Office

161 W. Michigan Ave. • Jackson, MI 49201-1303
(517) 788-4035 • Facsimile (517) 768-5820

July 6, 2010

Kuhl Investment Company L.L.C.
172 Cottage Drive
Horton, MI 49246

RE: Lease Expiration

Dear Members of the Kuhl Family:

On June 30, 2010, the Lease between Kuhl Investment Company, L.L.C., and the City of Jackson regarding the Grand River Market Pavilion and Farmer's Market expired and was not renewed.

With your lease's expiration, the City has begun the task of trying to continue offering a farm/community market for the Jackson area. City staff has started the process, by contacting Michigan State University for assistance in creating a new model for the continuation of a farmers market in our community. We are encouraging farmers to attend who want to participate in this start-up meeting. We also would like to encourage you to be involved with the planning and developing of this new Market.

Jonathan Greene, DDA Director, will coordinate the planning of this event. If you wish to be involved, please let Jonathan know. He can be reached at 768-6408, and he will keep you informed of dates and times.

Thank you for your efforts in the past to bring farmers to downtown. We look forward to your support as the City moves forward.

Sincerely,

Warren Renando
Interim City Manager

cc: Jonathan Greene, DDA Director
Julius A. Giglio, City Attorney

INTERDEPARTMENTAL MEMORANDUM

Assessing Department
161 W. Michigan Avenue
Jackson, Michigan 49201-1303

David Taylor, City Assessor
517-788-4033
Facsimile 517-780-4762

TO: Honorable Mayor Dunigan & City Council Members

FROM: David Taylor, City Assessor 

DATE: September 28, 2010

SUBJECT: Property Split at 432 N. West Avenue

Attached please find documentation regarding a property split at 432 N. West Avenue. The property is on the west side of West Avenue at the south side of the railroad tracks near Ganson Street. Attached are copies of documents from the State as well as maps showing the location of the property.

The property division is taking place as part of the bridge reconstruction on West Avenue at the railroad tracks. The Michigan Department of Transportation has obtained approximately 20 feet of the property at 432 N. West Avenue for right of way for the reconstruction project.

Under P.A. 591 of 1996 (The Land Division Act), owners of unplatted property are required to obtain permission from the local municipality before a property is divided. The deed for this split has already been effected but we do want to provide the State with formal approval of the split in the form of a motion.

ACTION REQUESTED: Approval, in the form of a motion, of the land division for property at 432 N. West Avenue according to the deed recorded by the State of Michigan at Liber 1949 Page 0858.

Please feel free to contact this office if you have questions regarding the split.

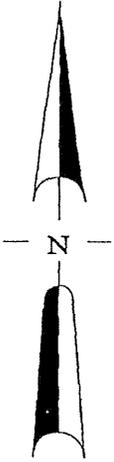
DT/dk

Attachments

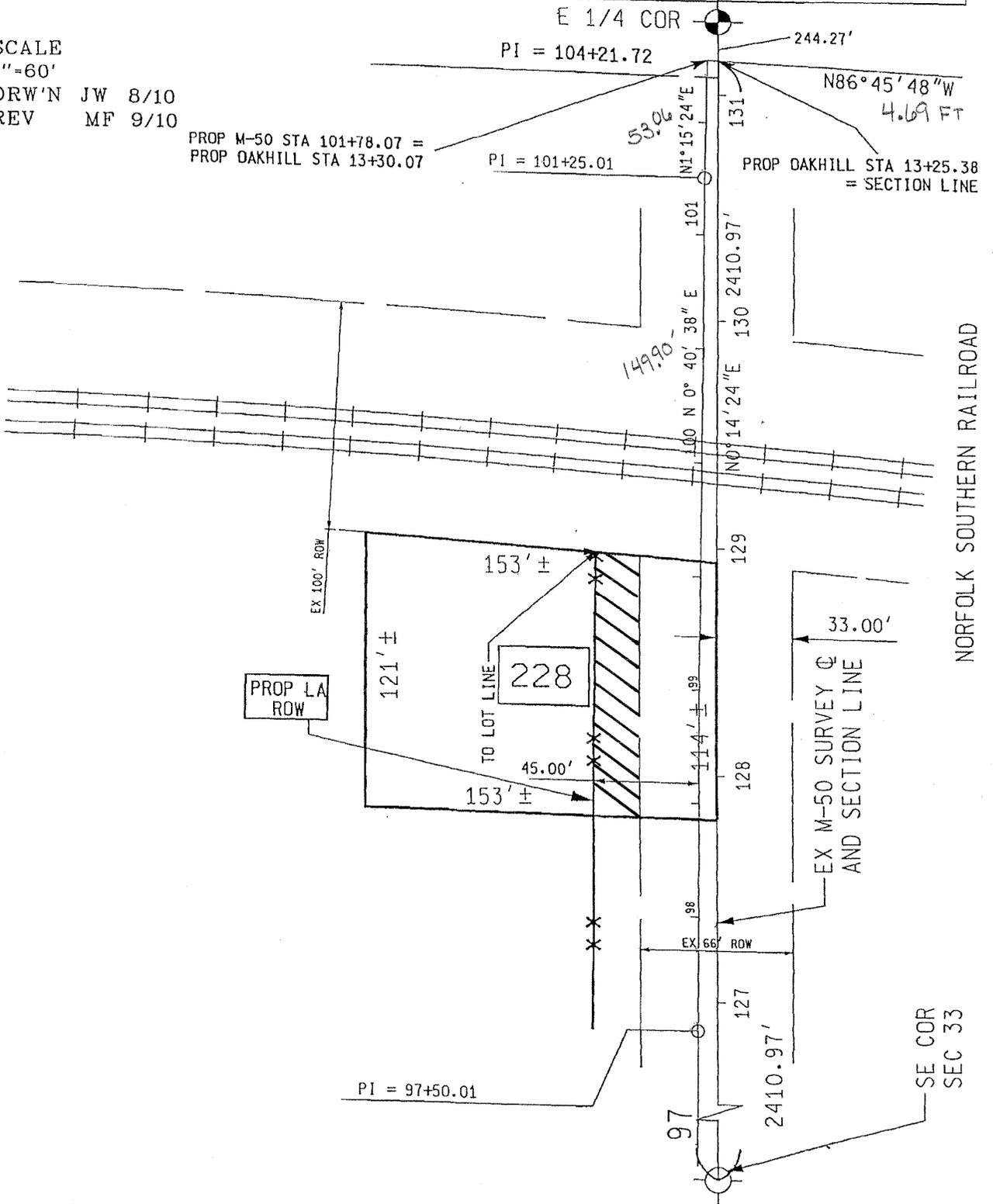
Copy: Sharon Hasen, City Manager's Office
Lynn Fessel, City Clerk
Engineering Department
Water Department
Inspection Department

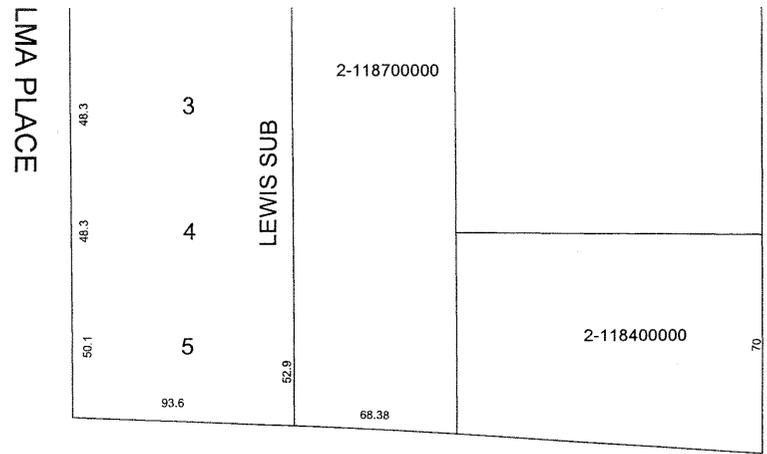
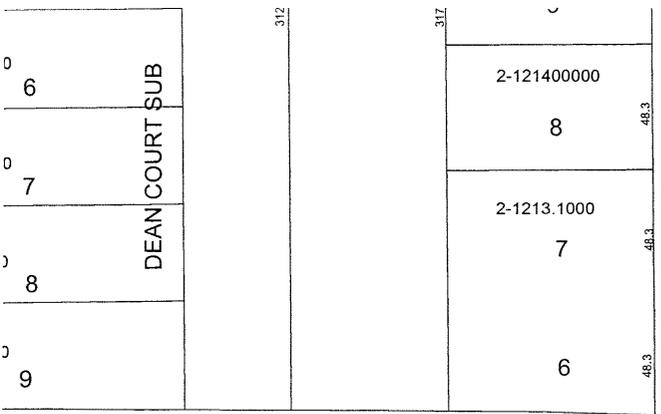
SEC.33, T2S , R1W
 CITY OF JACKSON
 JACKSON COUNTY

CONTROL 38072
 JOB NO. 79005B
 PARCEL 228

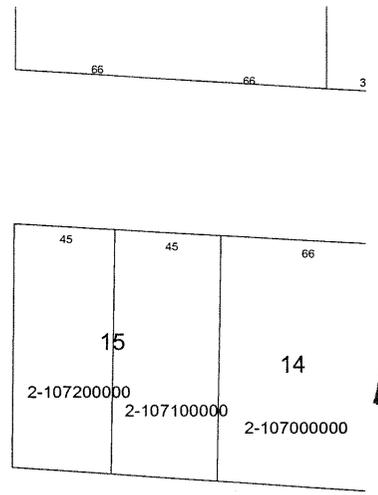


SCALE
 1"=60'
 DRW'N JW 8/10
 REV MF 9/10

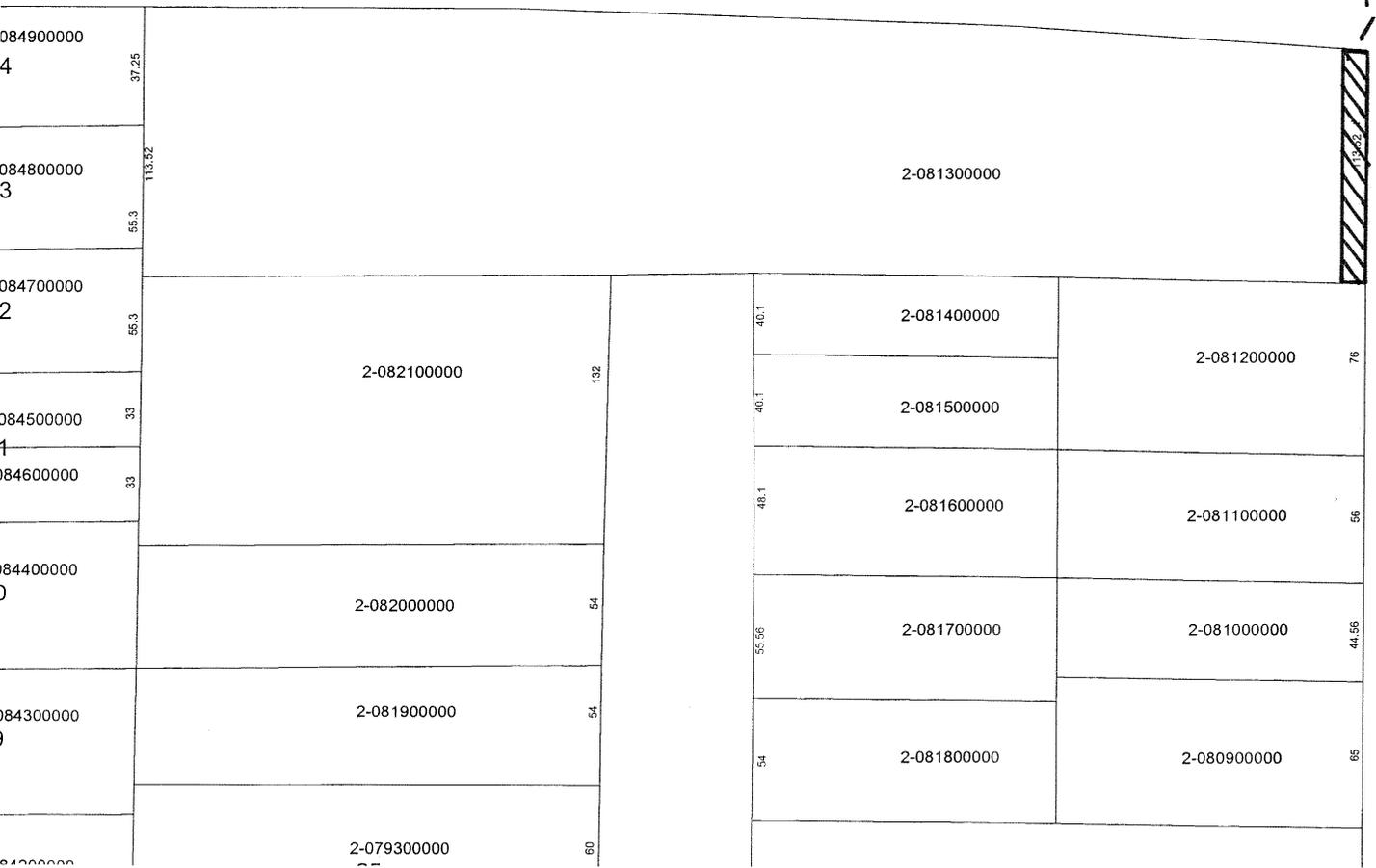
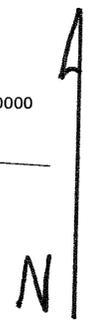




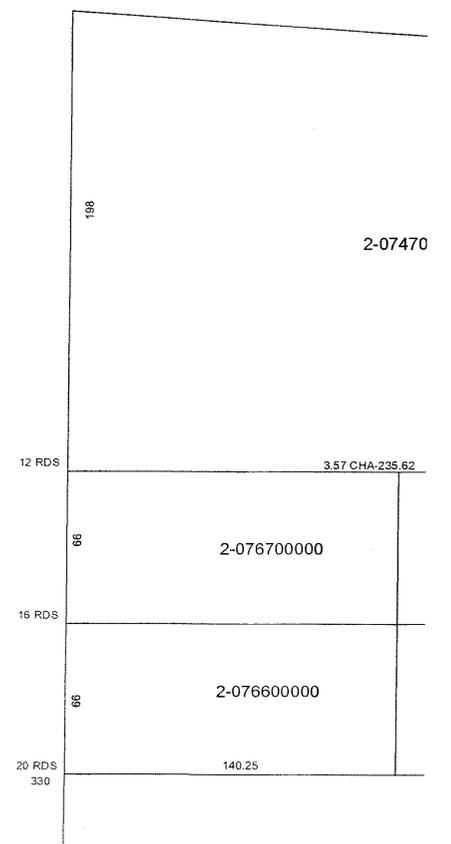
WEST AVE.



RAILROAD



19.75' ±



JACKSON COUNTY
SEPTEMBER 22, 2010
RECEIPT # 478651

STATE OF MICHIGAN
REAL ESTATE
TRANSFER TAX

\$77.55- CO
\$528.75- ST
STAMP # 58823



LIBER 1949 PAGE 0858 1 of 2



STATE OF MICHIGAN - JACKSON COUNTY
Received 09/22/2010 11:08:13 AM 2573746
Processed 09/22/2010 11:40:54 AM DW
Mindy Reilly, REGISTER OF DEEDS

JACKSON COUNTY RECORDS CERTIFICATE
No. 139222 Jackson, MI 9-20-10
I HEREBY CERTIFY that there are no TAX LIENS or
TITLES held by the State or any individual against the
within description, and all TAXES on same are paid for
five years previous to the date of this instrument, as
appears by the records in this office except as stated

Karen A. Coffman
KAREN A. COFFMAN, County Treasurer
Sec 135 Act 206 1693 As Am

Michigan Department
of Transportation
0648 (01/03)
JRR/09/10

WARRANTY DEED

TO THE MICHIGAN DEPARTMENT OF TRANSPORTATION
This information required by P.A. 286 1964 in order to convey land.
Partial Take

2

The Grantors Successor Trustee of the Mabel Anderson Trust u/a/d
August 31, 1995

for the sum of Seventy Thousand Five Hundred Dollars (\$70,500.00) conveys and warrants to the Michigan Department of Transportation, and to its successors in office and assigns, whose address is 4701 West Michigan Ave., Jackson, MI 49201, Michigan, the following described real estate in the TOWNSHIP of LEONI, COUNTY OF JACKSON, State of Michigan:

MST

That part of Tract "A" lying Easterly of a limited access right of way line described as: Commencing at the East 1/4 Corner of Section 33, Town 2 South, Range 1 West, City of Jackson, Jackson County, Michigan; thence South 00 degrees 14 minutes 24 seconds West, along the East Section Line of said Section 33, a distance of 244.27 feet to the centerline of Oakhill Street; thence North 86 degrees 45 minutes 48 seconds West, along said centerline, a distance of 4.69 feet to the Construction Centerline of M-50; thence South 01 degrees 15 minutes 24 seconds West, along said construction centerline a distance of 53.06 feet; thence South 00 degrees 40 minutes 38 seconds West, along said Construction Centerline a distance of 149.90 feet; thence North 89 degrees 19 minutes 22 seconds West, perpendicular to said Construction Centerline a distance of 45.00 feet to the point of beginning of said limited access right of way line; thence South 00 degrees 40 minutes 38 seconds West, along said limited access right of way line 225.10 feet to the point of ending of said limited access right of way line.

The lands described above in fee contain 6,020 square feet, more or less, of which 3,778 square feet, more or less, is existing right of way.

There shall be no right of direct ingress or egress, to and from and between the lands herein described, over and across the above described limited access line.

Tract "A"
The East 153 feet of the following described parcel of land:
Commencing on the South line of the Michigan Central Railroad where the same intersects the West line of Section 34, Town 2 South, Range 1 West, thence South on said Section line 1 chain and 72 links, thence North 88° West 8 chains and 50 links, thence North 1 chain and 72 links to the South line of said Michigan Central Railroad, thence Easterly along the South line of said Michigan Central Railroad to the place of beginning, being a part of the Southeast 1/4 of Section 33, Town 2 South, Range 1 West.

PROPERTY TAX CODE: 2-0813		
CONTROL SECTION: 38072	PARCEL: 228	NAME: WINN (successor trustee of M. Anderson Trust)
JOB NUMBER: 79005B	FEDERAL ITEM NUMBER: NA	FEDERAL PROJECT NUMBER: NA

ptk
2-0813EQ

38 - 10055682 - JAC

Signed this 17th day of 9, 2010

Witness -

Grantor - Gayle A. Winn, Trustee

Witness -

Grantor -

INDIVIDUAL ACKNOWLEDGMENT

STATE OF MICHIGAN

County of Jackson

The foregoing instrument was acknowledged before me this 17th day of 9, 2010.

by Gayle A. Winn, trustee of the Mabel Anderson Trust u/a/d August 31, 1995

CYNTHIA GOOTEE
NOTARY PUBLIC, Jackson County, MI
My Commission Expires Sept. 16, 2011
Commission Expires in Jackson County

Michigan

NOTARY PUBLIC-

COMMISSION EXPIRES

DRAFTED BY: Jeffrey R. Ruest
4701 W. Michigan Ave, Jackson, MI. 49201

When recorded, return to:
Michigan Department of Transportation
Attn: Jeffrey R. Ruest
4701 W. Michigan Ave.
Jackson, MI 49201



City Assessor

161 W. Michigan Ave. • Jackson, MI 49201-1303
(517) 788-4033 • Facsimile (517) 780-4762

September 28, 2010

Mr. Jeffrey R. Ruest, Real Estate Agent
University Region/Real Estate Division
Michigan Department of Transportation
4701 E. Michigan Avenue
Jackson, MI 49201

RE: Property Split at 432 N. West Avenue, Jackson

Dear Mr. Ruest:

Enclosed please find a copy of a memo to the Mayor and City Council regarding the property split at 432 N. West Avenue, Jackson.

This item will be placed on the October 12, 2010, City Council agenda. You may wish to be present at the meeting, or send a representative, to answer any questions the Council might have. The meeting will be held at City Hall, 161 W. Michigan Avenue, in the second floor Council chambers at 7:00 p.m. on Tuesday, October 12, 2010.

Please call if you have questions or concerns about the meeting or the property division.

Sincerely yours,

Deborah B. Koehn
Deputy City Assessor

Enclosures

Copy: Mayor & Council



City Manager's Office

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4035 — Facsimile: (517) 768-5820

MEMO TO: Honorable Mayor and City CouncilmemberS
FROM: Warren D. Renando, City Manager
DATE: October 7, 2010
SUBJECT: Intergovernmental Human Resources Department

Attached is the proposed Intergovernmental Agreement between the City and the County of Jackson for the provision of Human Resource functions. According to our Finance Director Phil Hones, the City will save approximately \$100,000.00 with this action. The County Administrator has reviewed this document and is in agreement with it also.

Therefore, I am requesting that the City Council approve the attached Intergovernmental Agreement between the City and the county of Jackson for the provision of Human Resources functions, and authorization for the Mayor to sign the Agreement on behalf of the City.

WDR:skh

Attachment



INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF JACKSON AND COUNTY OF JACKSON FOR THE PROVISION OF HUMAN RESOURCE FUNCTIONS

This Agreement (the "Agreement") made this ____ day of October, 2010, by and between The County of Jackson, a Michigan municipal corporation, of 120 W. Michigan Avenue, Jackson, Michigan 49201 (the "County"), and the City of Jackson, a Michigan municipal corporation, of 161 W. Michigan Avenue, Jackson, Michigan 49201 (the "City").

RECITALS

- A. Pursuant to the Urban Cooperation Act and the Intergovernmental Transfers of Functions and Responsibilities Act, being Public Act No. 7 and No. 8, respectively, of the Public Acts of 1967, as amended, MCL 125.501 *et seq.*, the parties may make intergovernmental agreements to provide for municipal services including the transfer of functions or responsibilities to one another upon consent of each of the political subdivisions involved; and
- B. The parties desire to enter into the Agreement for the purpose of outlining the terms and conditions under which certain services will be provided to one another.

TERMS AND CONDITIONS

NOW, THEREFORE, in exchange for consideration referred to in the Agreement, the parties agree as follows:

1. **Services.** The following services and/or transfers of functions and responsibilities shall be provided:
 - a. The County of Jackson Department of Human Resources will provide the City with services in; labor contract negotiations and implementation, benefits management, hiring of staff, and other human resource functions as requested by the City.

- b. The County will provide a Director of Human Resources, Deputy Director of Human Resources and appropriate support staff for the administration of the above-mentioned services. Both City and County must mutually agree on the hiring of the Director of Human Resources.
 - c. The County will be responsible for providing offices, maintenance, supply and overhead costs, and it's equipment for all staff of the Human Resources Department.
 - d. The City will provide one Personnel & Labor Relations Technician who will continue to be a City employee.
 - e. The City will be responsible for any costs related to the maintenance of computer programs or computers unique to the City.
2. **Costs.** All of the costs, including, but not limited to, compensation, federal and state payroll taxes, retirement plan contributions, health insurance, worker's compensation, life insurance, unemployment, shall be borne by the County except that the City shall reimburse the County \$81,369 annually (payments shall be made quarterly). The City shall commence payments to the County upon the Director of Human Resources starting employment with the County. Thereafter, the City shall be responsible for one half of the amount of increase (if any) to the annual salary of the Director of Human Resources.
3. **Effective Date.** The effective date (the "Effective Date") of the Agreement shall be November 1, 2010 unless otherwise mutually agrees by the parties in writing.
4. **Term of the Agreement.** The term of the Agreement shall commence on the Effective Date and shall continue for thirty-six (36) months thereafter, unless sooner terminated as hereinafter provided.
5. **Conditions Precedent.** The validity of the Agreement shall be conditioned upon the following:
 - a. The Agreement being approved by concurrent resolution of the governing body of the County and the City prior to the Effective Date.
 - b. The terms and conditions of the Agreement being entered in the respective minutes of the governing bodies for the meeting approving the Agreement.
 - c. A fully executed copy of the Agreement is filed with the Secretary of State for the State of Michigan, the County Clerk, and the City Clerk prior to the Effective Date.
6. **Termination of Agreement.** Anything contained herein to the contrary notwithstanding, the Agreement may be terminated by either party, for any reason, upon sixty (60) days written notice to the other party following formal action of the governing body of the terminating party authorizing the termination of the Agreement. Upon termination of the Agreement, the terms and conditions of the Agreement shall be null and void with the exception of the insurance provisions of paragraph 7 which shall survive the termination of the Agreement. Upon termination of the Agreement by other than the expiration of the thirty-six month term, written notice of the termination shall be provided to the County Clerk and the City Clerk.

7. **Insurance.** To the extent not otherwise prohibited by law, each party shall list the other party as an additional insured on their respective commercial general liability insurance policies. Said insurance coverage shall insure against causes of action, claims, damages, accidents, injuries, or liabilities that may arise as a result of the transfer of services, functions, or responsibilities as contemplated in this Agreement. A certificate of insurance shall be provided by each party evidencing this coverage.
8. **Remedies.** The parties reserve all rights to pursue any matter that may be subject to dispute by the parties in any court of competent jurisdiction or by other available legal means.
9. **Entire Agreement.** This is the entire agreement between the parties regarding its subject matter and it supersedes and replaces all prior and contemporaneous agreements. It may not be amended except in writing signed by both of the parties hereto. The headings in the Agreement are for convenience only, and shall not be considered as a part of the Agreement but the Recitals are an integral part of the Agreement.
10. **Governing Law.** The terms and conditions of the Agreement shall be governed by the laws of the State of Michigan.
11. **Notices.** Any written notice required or permitted in the Agreement shall be given by first class mail addressed to County Administrator, on behalf of the County, and the City Manager, on behalf of the City, at the address of that party first written above.
12. **Governmental Immunity.** Nothing in the Agreement shall be construed as a waiver of governmental immunity or other defenses to liability of either party or any officer or employee of either party.
13. **No Creation of Legal Entity.** The Agreement does not create a separate legal entity, a public body corporate, or a joint venture.
14. **Federal, State or Other Grants.** Any grants from Federal, State, or other public or private sources to either the County or the City in conjunction with the services, functions or responsibilities contemplated in the Agreement shall be retained by the party receiving the grant free of any claim by the other party.

IN WITNESS WHEREOF, each of the parties has caused the Agreement to be executed as of the date first written above, pursuant to a resolution of its governing body.

THE COUNTY OF JACKSON

By: _____

Its: _____

THE CITY OF JACKSON

By: _____

Its: _____



Department of Community Development

161 W. Michigan Avenue • Jackson, MI 49201-1303 •
Facsimile (517) 768-5832

Administrative Services
(517) 788-4060

Building Inspection
(517) 788-4012

Rehabilitation Services & Information
(517) 788-4070

INFORMATIONAL ITEM

TO: Warren D. Renando, City Manager
DATE: October 4, 2010
FROM: Carol L. Konieczki, Community Development Director
SUBJECT: Award of Rehab Contract at 105 N. Higby

Rehab Specialist Kurt Fritz requested bids through the Purchasing Department for an owner-occupied Rehabilitation project at 105 N. Higby. The Community Development Department has analyzed the bids submitted and arrived at a recommendation on bid award.

Five contractors attended the mandatory pre-bid walk through with two submitting completed bids. The resulting Bid Tabulations are attached for your review. The lowest acceptable bid is as follows:

Project	Awardable Contractor	Amount
105 N. Higby	Alpha & Omega Construction	\$19,646

The homeowner has been prequalified to receive full funding through either a CDBG or HOME rehab loan (\$10,550 Code and \$9,096 Lead). The contractor awarded this project is required to obtain a current installation floater on their general liability insurance policy.

In concurrent with the recommendation of the Department, we are prepared to award the contract as outlined above. Since this rehabilitation contract does not exceed the \$20,000 maximum, formal City Council action is not required to approve the award.

With your approval, please place this item in the Councilmembers packets as an informational item for the October 12, 2010 meeting.

cc: Shelly Allard, Purchasing Coordinator
Dennis M. Diffenderfer, Rehab Coordinator
Kim VanEvery, Loan Assistant
Michelle Pultz, CD Project Coordinator



Bid Tabulation
for
Housing Rehabilitation
at
105 N. Higby

				Alpha & Omega Construction Co. 340 Burt Avenue Jackson, MI 49201	At A Moments Notice 209 W. Washington, Suite 182 Jackson, MI 49201
Item #	Description	Code	Rehab Inspector Estimate	Unit Price	Unit Price
1	4 D. H. Windows West	L	1,000.00	1,000.00	1,100.00
2	4 D. H. Windows West LSWP	L	200.00	105.00	250.00
3	7 D. H. Windows North	L	1,750.00	1,750.00	1,925.00
4	7 D. H. Windows North LSWP	L	350.00	175.00	350.00
5	4 Cellar Windows	L	800.00	795.00	800.00
6	4 Cellar Windows LSWP	L	200.00	100.00	150.00
7	Steel Door East	C	550.00	475.00	500.00
8	Steel Door East LSWP	L	50.00	50.00	100.00
9	Storm Door East	C	225.00	200.00	240.00
10	2 D. H. Windows East	L	500.00	495.00	550.00
11	2 D. H. Windows East LSWP	L	100.00	50.00	100.00
12	Rebuild Garage Wall	C	250.00	195.00	350.00
13	Paint with LSWP	L	30.00	38.00	50.00
14	Garage Roof	C	1,300.00	1,300.00	1,600.00
15	Garage Siding	C	1,350.00	1,400.00	1,500.00
16	Garage Siding LSWP	L	150.00	125.00	200.00
17	Garage Soffit	C	600.00	600.00	500.00
18	Garage Soffit LSWP	L	100.00	125.00	200.00
19	Overhead Door	C	800.00	975.00	500.00
20	Support Brackets	C	200.00	150.00	125.00
21	Support Brackets LSWP	L	50.00	25.00	25.00
22	5 D. H. Windows South	L	1,250.00	1,250.00	1,375.00
23	5 D. H. Windows South LSWP	L	250.00	125.00	250.00
24	2 Window Wells	C	150.00	100.00	250.00
25	Steel Door West	C	550.00	475.00	500.00
26	Steel Door West LSWP	L	50.00	50.00	100.00
27	Undercut Door	C	50.00	25.00	75.00
28	Patch & Paint Kitchen	C	400.00	575.00	250.00
29	Patch & Paint Kitchen LSWP	L	50.00	25.00	50.00
30	Drywall Kitchen	I	500.00	500.00	550.00
31	Drywall Kitchen LSWP	L	50.00	50.00	250.00
32	Paint Kitchen	I	325.00	425.00	300.00
33	Base Cabinets	I	1,325.00	1,250.00	1,200.00
34	Wall Cabinets	I	1,200.00	1,300.00	1,200.00
35	Countertop	I	425.00	400.00	400.00
36	OMIT FROM BID	I			
37	Asbestos Floor Tile Kitchen	C	525.00	595.00	1,200.00
38	Underlayment - Kitchen Floor	C	200.00	175.00	225.00
39	Vinyl - Kitchen Floor	C	300.00	300.00	300.00
40	Door Removal Kitchen	C	75.00	75.00	100.00
41	Door Removal Kitchen LSWP	L	50.00	25.00	75.00
42	2 Doors SE Bedroom	L	350.00	400.00	400.00
43	2 Doors SE Bedroom LSWP	L	100.00	50.00	100.00
44	Paint Closet Trim	L	40.00	55.00	75.00
45	Paint Closet Trim LSWP	L	25.00	10.00	25.00
46	Bathroom Door	L	175.00	200.00	200.00
47	Bathroom Door LSWP	L	50.00	25.00	50.00
48	Asbestos Floor Tile Bath	C	425.00	475.00	400.00
49	Underlayment Bath Floor	C	150.00	125.00	350.00
50	Vinyl - Bath Floor	C	200.00	225.00	450.00
51	2 Doors SW Bedroom	L	350.00	400.00	200.00
52	2 Doors SW Bedroom LSWP	L	100.00	50.00	50.00
53	Patch Plaster Closet	C	75.00	25.00	150.00

Bids are broken down to utilize/identify funding sources
L = Lead based paint hazard elimination work

C = Code requirement repair

I = Incipient Item

Prepared by Purchasing

Bid Tabulation
for
Housing Rehabilitation
at
105 N. Higby

				Alpha & Omega Construction Co. 340 Burt Avenue Jackson, MI 49201	At A Moments Notice 209 W. Washington, Suite 182 Jackson, MI 49201
Item #	Description	Code	Rehab Inspector Estimate	Unit Price	Unit Price
54	Paint Closet Trim	L	40.00	38.00	150.00
55	Paint Closet Trim LSWP	L	25.00	10.00	50.00
56	Drywall Cellar Stairway	C	400.00	300.00	250.00
57	Drywall Cellar Stairway LSWP	L	100.00	50.00	50.00
58	Handrail	C	50.00	75.00	75.00
59	Stair Repairs	L	200.00	400.00	175.00
60	Stair Repairs LSWP	L	50.00	25.00	75.00
61	Flue Pipe Repair	C	25.00	35.00	250.00
62	Lead Paint Repairs	L	300.00	375.00	350.00
63	Lead Clearance	L	600.00	700.00	700.00
64	Plumbing	C	625.00	675.00	600.00
65	Electrical	C	1,550.00	1,600.00	1,500.00
	TOTAL		24,285.00	24,171.00	26,440.00
	Optional Plumbing included in #64	I	375.00	375.00	400.00
	Optional Electrical included in #65	I	425.00	350.00	400.00
		L	9,485.00	9,146.00	10,550.00
		C	11,025.00	11,150.00	12,240.00
		I	3,775.00	3,875.00	3,650.00