

Proposed Agenda

October 21, 2010

Honorable Mayor and
Members of the City Council
City of Jackson

Dear Mayor and City Councilmembers:

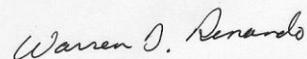
The next regular meeting of the City Council will be held on Tuesday, October 26 2010, at 7:00 p.m. in the City Council Chambers. The following items will appear on Tuesday's agenda.

1. **Call to Order.**
2. **Pledge of Allegiance** – Invocation by Andrew R. Frounfelker, 5th Ward City Councilmember.
3. **Roll Call.**
4. **Adoption of Agenda.**
5. **Citizen Comments. (3-Minute Limit)**
6. **Presentations/Proclamations.**
 - A. City Manager's presentation regarding proposed City Charter Amendments for redistribution of Wards, and the establishment of a Department of Public Safety, and recommendation to refer these questions to various committees for further action.
7. **Consent Calendar.**
 - A. Approval of the minutes of the regular City Council meeting of October 12, 2010.
 - B. Approval of the nominations for Michigan Municipal League Liability & Property Pool Official Ballot-2010. (Councilmember Greer requested action at the October 12, 2010 City Council meeting.)
 - C. Approval of the request from the Tea Party Express to conduct a Tea Party Rally at the west end of Parking Lot 20, with a street closure on First Street at Wildwood and Michigan Avenues, on Friday, October 29, 2010, from 10:00 a.m. to 12:00 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.)
 - D. Approval of the request from the Downtown Jackson Christmas Parade to conduct their Annual Christmas Parade through the streets of downtown Jackson with various street closures, on Friday, November 19, 2010, from 6:00 to 7:00 p.m. (street closures from 4:45 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 receipt of proper insurance coverage.)
 - E. Approval of the request to exercise the second extension of the Lease Agreement between the City and Jackson Affordable Housing Corporation for office space at the rental rate of \$1.00 annually, and authorization for the Mayor and City Clerk to execute the appropriate document(s), and for the City Attorney to make minor modifications.
 - F. Approval of the Offer to Purchase City-owned property located at 122 E. South Street, Stencil #5-1881 (vacant lot), in the amount of \$500.00, require a development agreement for the proposed use, subject to zoning approval, with a closing date on or before January 15, 2011, and authorization for the Mayor and City Clerk to execute the appropriate document(s), subject to approval and minor modifications by the City Attorney.

- G. Approval of the Offer to Purchase City-owned property “as is, where is,” located at 1906 Plymouth Street, in the amount of \$15,000.00, with a closing date on or before October 29, 2010, and authorization for the Mayor and City Clerk to execute the appropriate document(s), subject to approval and minor modifications by the City Attorney.
 - H. Approval of the Homelessness Prevention and Rapid Re-Housing Program (HPRP) budget reallocation in the amount of \$29,300.00 to the United Way of Jackson County (UWJC) for HPRP Financial Assistance, and \$5,150.00 to UWJC for costs to administer the grant.
 - I. Approval of the request to authorize the Mayor to execute the listing agreements for the properties rehabilitated with Neighborhood Stabilization Grant funds, and for the City Attorney to make minor modifications to the agreement.
 - J. Approval of Traffic Control Order (TCO) No. 2075, removing the existing traffic signal at the intersection of Mechanic Street and Michigan Avenue, and require that all traffic at the intersection stop prior to entering the intersection, creating an all way stop.
 - K. Receipt of the CDBG and HOME Financial Summary Report through September 30, 2010.
 - L. Receipt of the Dangerous Building Report through September 30, 2010.
 - M. Receipt of correspondence from the Michigan Municipal League regarding the City Manager search, and referral to the Rules and Personnel Committee for their review and recommendation.
8. **Committee Reports.**
- A. Receipt of the City Affairs Committee report.
9. **Appointments.**
- A. Approval of the Mayor’s recommendation to appoint Kyle Jansen to the Zoning Board of Appeals filling a current vacancy, beginning immediately, and ending December 31, 2010.
 - B. Approval of the Mayor’s recommendation to reappoint John Henegar to the Civil Service Commission for a three year term beginning immediately, and ending December 31, 2013.
10. **Public Hearings.**
- A. Public hearings on the applications filed by Refrigeration Sales to transfer Industrial Facilities Tax Exemption Certificate Nos. 2007-500 and 2010-071 from Industrial Development District No. 80 to Industrial Development District No. 89 (1810 E. High Street).
 - 1. Resolution approving the applications. (City Affairs Committee unanimously recommends approval.)
 - B. Public hearing on an application for an Industrial Facilities Tax Exemption Certificate filed by Refrigeration Sales, 1810 E. High Street.
 - 1. Resolution approving the application. (City Affairs Committee unanimously recommends approval.)
11. **Resolutions.**
- A. Consideration of a Liquor Control resolution regarding a request for a New Topless Activity Permit in conjunction with a 2010 Class C License with Dance-Entertainment Permit at 2216 E. Michigan Avenue. (Disapproval requested – activity not permitted in a C-4 Zoning District.)
12. **Ordinances.**

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. (City Affairs Committee unanimously recommends approval.)
 - B. Consideration of a proposed City Charter Amendment addressing the City Treasurer position, and authorization for the City Attorney to prepare the appropriate documents to have this Charter Amendment added to the next available ballot. (Postponed at the October 12, 2010, City Council meeting.)
 - C. Consideration of a proposed City Charter Amendment regarding the removal of Elected Officials, and authorization for the City Attorney to prepare the appropriate documents to have this Charter Amendment added to the next available ballot. (Postponed at the October 12, 2010, City Council meeting.)
14. **New Business.**
- A. Consideration of the request to approve the low bid contract award to Dore and Associates, Bay City, in the amount of \$846,600.00, for asbestos abatement at 212 W. Michigan Avenue, and authorization for the Mayor and City Clerk to execute the appropriate document(s).
 - B. Consideration of an application requesting a Payment in Lieu of Taxes (PILOT) from Excel-New Urban LDHA LP, and establishment of November 9, 2010, at the City Council meeting as the time and place to hold public hearing regarding the PILOT application for the development of Phase II of the Armory Arts Project.
 - C. Consideration of a Request for Extension of Final Site Plan from Excel-New Urban LDHA LP for the Armory Arts Project PUDD, and referral to the City Planning Commission for consideration of a recommendation at its November 3, 2010 meeting, in accordance with the recommendation of the Deputy City Attorney.
 - D. Consideration of the approval of the following actions regarding the proposed City of Jackson Addressing Policy:
 - 1. Adoption of the City of Jackson Addressing Policy;
 - 2. Consideration of a resolution establishing a Fee Schedule; and
 - 3. Consideration of an Ordinance amending Chapter 23, Section 23-58, City Code, to provide that street numbers are assigned by the City Assessor's Office rather than the Chief Building Official.
15. **City Councilmembers' Comments.**
16. **Manager's Comments.**
17. **Adjournment.**

Respectfully submitted,



Warren D. Renando
City Manager

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

OCTOBER 12, 2010

CALL TO ORDER.

The Jackson City Council met in regular session in City Hall and was called to order at 7:03 p.m. by Mayor Karen F. Dunigan.

PLEDGE OF ALLEGIANCE – INVOCATION.

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

ROLL CALL.

Present: Mayor Karen F. Dunigan and Councilmembers Carl L. Breeding, Robert B. Howe, Daniel P. Greer, Kenneth E. Gaiser, Andrew R. Frounfelker and John R. Polaczyk—7. Absent: none.

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

AGENDA.

Motion was made by Councilmember Polaczyk and seconded by Councilmember Greer to adopt the agenda.

Motion was made by Councilmember Breeding and seconded by Councilmember Howe to delete Item 6, presentation by the City Manager, from the agenda.

Motion was made by Councilmember Greer and seconded by Councilmember Polaczyk to postpone this presentation. The motion was adopted by the following vote. Yeas: Councilmembers Breeding, Howe, Greer and Polaczyk—4. Nays: Mayor Dunigan and Councilmembers Gaiser and Frounfelker--3. Absent: 0.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Greer to adopt the agenda, as amended. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

Councilmember Gaiser requested that the City Manager inquire into the various charter amendments that are being sought by “whomever” and make some sort of a presentation to the Council, so that Council can vote on it at the next meeting.

CITIZEN COMMENTS.

John Wilson discussed the renewal of funding to the Enterprise Group, asking if it is allowed by law to take the money from the Water and Sewer Funds.

Kim Hastings talked about the importance of arts education in Jackson and urged the Council to invest in the arts because the arts make communities vibrant.

Bill Worth, Jr. praised the redesign of Brown Street, stating it is now safer and traffic is moving more slowly.

Scott TenBrink also praised the redesign of Brown Street and asked Council to consider planning for expansion of a farmers market, increasing volume and diversity.

Richard Strunk gave a brief history of the ward system in the City and advocated that we let citizens get signatures and if there is enough interest in changing our current wards, the matter can be placed on a ballot. He also discussed the history of the City Treasurer’s position.

Jay Cummings and Jon Hart both spoke in favor of the City’s current ward system.

James Tuttle asked the Council to not dismiss the option of public safety.

Laurie Lewis asked that the entire budget be looked at, especially the non-essential items, before cutting Police and Fire positions.

Carrie Meadows and Tracy Bergstrom shared some crime statistics and told the Council that the City needs more Police officers and not less.

Kim Jaquish asked the Council if the City has applied for grants to fund police and fire personnel. She reported that the Eastside Neighborhood Watch Group is still gathering signatures of citizens wishing to save the fire stations and police personnel.

Tom Mijal and Michelle LaVoy Foster both spoke in support of farmers markets.

Jonathan Williams spoke in support of the Intergovernmental Agreement with the County for provision of Human Resource functions. He remarked that the County is willing to work with the City on the farmers market and better communication of the changes to Brown Street, before they took place, would have been helpful.

PRESENTATIONS/PROCLAMATIONS.

A. PRESENTATION BY THE CITY MANAGER ON VARIOUS PROPOSED CITY CHARTER AMENDMENTS.

The presentation was postponed when the agenda was adopted.

CONSENT CALENDAR.

Motion was made by Councilmember Polaczyk and seconded by Councilmember Greer to approve the following Consent Calendar. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

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 Withington 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 in 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.

COMMITTEE REPORTS.

A. RECEIPT OF THE RULES AND PERSONNEL COMMITTEE REPORT.

Motion was made by Councilmember Greer and seconded by Councilmember Howe to receive the report. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

1. CONSIDERATION OF A RECOMMENDATION FROM THE RULES AND PERSONNEL COMMITTEE TO EXTEND THE CITY ATTORNEY'S EMPLOYMENT AGREEMENT.

Motion was made by Councilmember Greer and seconded by Councilmember Howe to approve the recommendation from the Rules and Personnel Committee to extend the City Attorney's Employment Agreement. The motion was adopted by the following vote. Yeas: Councilmembers Howe, Greer, Frounfelker and Polaczyk—4. Nays: Mayor Dunigan and Councilmembers Breeding and Gaiser—3. Absent: 0.

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.

Motion was made by Councilmember Greer and seconded by Councilmember Howe to approve the recommendation from the Rules and Personnel Committee to allow the City Attorney to carry over an additional 40 hours of vacation. The motion was adopted by the following vote. Yeas: Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: Mayor Dunigan—1. Absent: 0.

2. CONSIDERATION OF A RECOMMENDATION FROM THE RULES AND PERSONNEL COMMITTEE TO EXTEND THE CITY ASSESSOR'S EMPLOYMENT AGREEMENT.

Motion was made by Councilmember Greer and seconded by Councilmember Howe to approve the recommendation from the Rules and Personnel Committee to

extend the City Assessor's Employment Agreement. The motion was adopted by the following vote. Yeas: Councilmembers Howe, Greer, Frounfelker and Polaczyk—4. Nays: Mayor Dunigan and Councilmembers Breeding and Gaiser—3. Absent: 0.

3. CONSIDERATION OF A RECOMMENDATION FROM THE RULES AND PERSONNEL COMMITTEE TO EXTEND THE CITY CLERK'S EMPLOYMENT AGREEMENT.

Motion was made by Councilmember Greer and seconded by Councilmember Howe to approve the recommendation from the Rules and Personnel Committee to extend the City Clerk's Employment Agreement. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

APPOINTMENTS.

None.

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.

Mayor Dunigan opened the public hearing. Brad Williams, Brownfield Authority Vice-chair, spoke in support of this grant and expressed his appreciation for staff and all of the work that has been done on the Brownfield Authority. The Mayor closed the public hearing.

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.

Motion was made by Councilmember Greer and seconded by Councilmember Howe to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

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.

Motion was made by Councilmember Greer and seconded by Councilmember Howe to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

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.**

Motion was made by Councilmember Greer and seconded by Councilmember Howe to adopt Ordinance No. 2010.8. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

- 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.**

Motion was made by Councilmember Greer and seconded by Councilmember Howe to adopt Ordinance No. 2010.9. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Howe, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: Councilmember Breeding—1. Absent: 0.

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.**

Motion was made by Councilmember Polaczyk and seconded by Councilmember Howe to refer this matter to the City Affairs Committee for review and a recommendation. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

- 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.**

Mr. Thomson addressed the Council explaining why the deadline was missed and respectfully requesting that the non-renewal be reconsidered. He further stated that he and the Kuhls are willing to work with others to update the Farmers Market and to make it something that everyone can live with.

Motion was made by Councilmember Polaczyk and seconded by Councilmember Howe to postpone this matter until a meeting is held with the Kuhls, County Commissioner Williams, DDA Director Greene and Councilmember Frounfelker and come back to the Council the first meeting in November. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

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.**

Motion was made by Councilmember Polaczyk and seconded by Councilmember Howe to approve the request. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

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.

Motion was made by Councilmember Polaczyk and seconded by Councilmember Greer to approve the Intergovernmental Agreement between the City and Jackson County, authorize the Mayor to sign the Agreement and for the City Attorney to make minor modifications. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

CITY COUNCILMEMBERS' COMMENTS.

Councilmember Greer asked that the ballot for the MML Board of Directors be placed on the next meeting's Consent Calendar. He knows some of the people on the ballot and they will serve us well.

Councilmember Howe remarked that he has received phone calls complaining about the changes on Brown Street. He thinks the traffic lights might be a problem at holiday time. City Engineer Jon Dowling reported that the timing of the lights will be changed on Monday.

Councilmember Gaiser stated he would appreciate it if public hearings could be held when changes such as the ones on Brown Street are being considered.

Councilmember Breeding asked the City Attorney to verify if it is legal to fund the Enterprise Group from the Water and Sewer Funds.

Mayor Dunigan reported that she has received many phone calls and visits regarding reconstruction of Fourth Street. The City Engineer briefly discussed the possibility of some tree removal, the number of lanes and that this project could be deleted from the list of future projects.

MANAGER'S COMMENTS.

City Manager Renando stated that in his 40 years of working in local government he has never been told not to give an opinion. He doesn't believe that not speaking about a problem or ignoring the problem solves the problem. He explained his compensation package and said that if he truly believes that the City Council intends to take no action to solve their huge problems, he will resign.

ADJOURNMENT.

No further business being presented, a motion was made by Councilmember Howe and seconded by Councilmember Greer to adjourn the meeting. The motion was adopted by unanimous voice vote and the meeting adjourned at 8:40 p.m.

Lynn Fessel

City Clerk

Michigan Municipal League
Liability & Property Pool

OFFICIAL BALLOT - 2010

Vote for six Directors by marking the line to the left of the name for three year terms beginning January 1, 2011.

____ Chair: Richard Mack, Incumbent
Councilmember, City of Maristee

____ Vice-Chair: Penny Hill, Incumbent
Manager, Village of Kalkaska

____ John Archocosky, Incumbent
Manager, City of Iron River

____ Lester Hoogland, Incumbent
Mayor, City of Zeeland

____ Michelle Van Wert, Incumbent
Mayor, City of Williamston

____ Richard Root, Incumbent
Mayor, City of Kentwood

Write-in Candidate

I hereby certify that:

(Municipality/Agency)

by action of its governing body, has authorized its vote to be cast for the above persons to serve as Director of the Michigan Municipal League Liability and Property Pool.

Official Signature

Date

Ballot deadline:
November 18, 2010



michigan municipal league

Liability & Property Pool

► 1675 Green Road
PO Box 1487
Ann Arbor, MI 48106-1487

TEL 734.662.3246 800.653.2483
FAX 734.741.1774
WEB www.mml.org

to	Members of the MML Liability and Property Pool	from	Michael J. Forster, Pool Administrator
cc		date	September 13, 2010
		subject	2010 Pool Director Election

Dear Pool Member:

Enclosed is your ballot for this year's Board of Directors election. Six (6) incumbent Directors have agreed to seek re-election. You also may write in one or more candidates if you wish.

A brief biographical sketch of each candidate is provided for your review.

I hope you will affirm the work of the Nominating Committee by returning your completed ballot in the enclosed return envelope, no later than November 10. You may also submit your ballot online by going to www.mml.org. Click on *Insurance*, then *Liability and Property Pool*; the official ballot is located in the left navigation bar under *Online Forms*.

The MML Liability & Property Pool is owned and controlled by its members. Your comments and suggestions on how we can serve you better are very much appreciated. Thank you again for your membership in the Pool, and for participating in the election of your governing board.

Sincerely,

Michael J. Forster
Pool Administrator

mforster@mml.org

THE CANDIDATES
Three-year terms beginning January 1, 2011



Chair: Richard Mack, Councilmember, City of Manistee

Richard has been a municipal official since 1997. He served as mayor of Manistee from 2000 – 2005, has currently serves as Mayor Pro tem. He is a supervisor with Morton Salt, a board member of the Michigan Association of Mayors, serves on the MML Finance and Taxation Committee and has completed level II of the Elected Officials Academy. Richard is the chair of the Liability Pool, and is seeking re-election to his second term as director.



Vice-Chair: Penny Hill, Manager, Village of Kalkaska

Penny has been a municipal government official since 1984, serving at various times as Clerk, Treasurer, and Manager. She has been a manager at three different municipalities since 1999, and currently serves as Kalkaska's Village Manager. Penny is a member of the Michigan Municipal League Board of Directors, serves as Vice Chairperson for MML Region 6, and is an active member of the MML Legislative Governance Committee and Finance Committee. Penny is also a member of the Michigan Local Government Manager's Association. She is a member of the Board of Directors for the Grand Traverse Regional Foundation, the Kalkaska Planning Commission, and the Kalkaska Downtown Development Authority. Penny is vice-chair of the Pool and is seeking re-election to her second term as director.

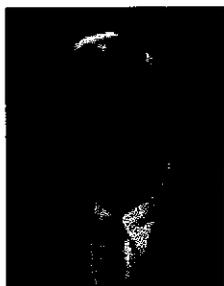


John Archocosky , Manager, City of Iron River

John has over thirty-five years experience as a municipal official, serving the last five as the manager in Iron River. He has been a Michigan Economic Development Corporation Partner since 2006 and a member of Iron County EDC for the past 15 years. John is a board member of the Iron County Family Independence Agency and its associated Foundations and serves as Chairman. He is also a member of numerous civic organizations. John is seeking election to his first term as director.

THE CANDIDATES

Three-year terms beginning January 1, 2011



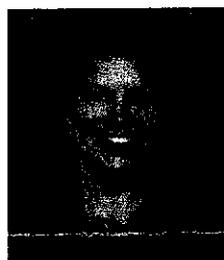
Lester Hoogland, Mayor, City of Zeeland

Mayor Hoogland has twenty-five years of experience as a municipal official. Les has been Zeeland's mayor since 1990 and served as a council member prior to that. He serves on the Salvation Army Advisory Board, Zeeland Community Foundation Board, Zeeland Community Development Corporation, Ottawa County Economic Development Board, Zeeland Hospital Finance Authority Board, Local Development Finance Authority and is a member of the Zeeland Chamber of Commerce, the Zeeland Historical Society and the American Legion. Les is seeking re-election to his second term as director.



Richard Root, Mayor, City of Kentwood

Mayor Root has eighteen years experience as a municipal official. Richard has been Kentwood's mayor since 2003. He has served on the MML's Legislative Committee, the Grand Valley Metro Council and on the Kentwood Planning and City Commissions. Richard is seeking re-election to his third term as director.



Michelle Van Wert, Mayor, City of Williamston

Michelle has six years municipal government experience, all with the City of Williamston. She was elected to the council in 2005, and has served as mayor since 2007. Michelle is a member of the MML Economic Development and Land Use Committee, the Michigan Association of Mayors, the Michigan Association of Planning and a number of local civic organizations. Michelle is seeking election to her first term as director.



Downtown Development Authority (DDA)

Memorandum

Date: October 20, 2010
To: Honorable Mayor and City Council
From: Jonathan Greene, Executive Director
RE: Special Event Request: Tea Party Express – Tea Party Rally

Please find the attached Special Event Application from Tea Party Express requesting approval to conduct their Tea Party Rally at the west end of Parking Lot 20 on Friday, October 29 from 10:00AM to 12:00PM. 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 expected to have an economic impact of \$200.00 on the mentioned City departments.

att: Special Event Application: Tea Party Express – Tea Party Rally

JG/jt

PAID

CITY OF JACKSON SPECIAL EVENT APPLICATION

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

Date Received By DDA Office: 10/13/10 Time: 10:30 By: J. Allen

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: Tea Party Express

Organization Address: 800 Hinckley Blvd, Jackson, MI 49203

Organization Agent Jackson Tea Party / Ron Acton Title: Community Organizer

Phone: (work) 517-768-9792 Phone: (home) same Phone: (during the event) same

Agent's Address 800 Hinckley Blvd, Jackson, MI 49203

Agent's E-Mail Address Freedom@JacksonTeaParty.org

Event Name Tea Party Express

Please give a brief description of the proposed special event: Tea Party Rally
Guest Speaker

Event Day(s) & Date(s) October 28, 2010 @ 10 AM

Event Time(s) 10 AM - 12 PM

Set-Up Date & Time 9:30 Tear-Down Date & Time 12:30

Event Location W. end of parking lot 20

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

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

STREET CLOSURES: Start Date/Time _____ 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** (circled)
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

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.)

Band stand 15 feet located @ street closure
Street closure First St. & Wildwood, Michigan Ave.

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.

10/13/10
Date

[Signature]
Signature of Sponsoring Organization's Agent

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

City of Jackson GIS Viewer

W N
S E

InfoGeographics ESRI Support Center Help

Tasks

- Find Bus Route
- Find School District
- Geocode Address
- Town Range Section
- Find Street
- Find_Parcel ▶

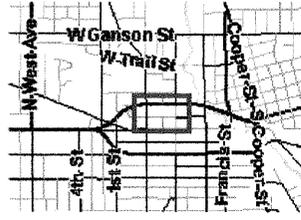
Results

Map Contents

- JacksonCity_GIS
 - Framework
 - All Roads
 - Adjusted Cens
 - Bedrock Geolo
 - Bus Routes
 - Census Block
 - Census Desigr
 - Census Tract
 - City
 - Contour Lines
 - County
 - DNR Ownershi

Navigation

Overview






CITY OF JACKSON

SPECIAL EVENT APPLICATION, Page 3

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

Event Title: Tea Party Express—Tea Party Rally

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:\$ 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: pending

Insurance Approved: _____

City Council Approved: _____ Denied: _____

Approval/ Denial Mailed: _____



Downtown Development Authority (DDA)

Memorandum

Date: October 20, 2010
To: Honorable Mayor and City Council
From: Jonathan Greene, Executive Director
RE: Special Event Request: Downtown Jackson Christmas Parade

Please find the attached Special Event Application from the Downtown Jackson Christmas Parade requesting approval to conduct their Annual Christmas Parade through the streets of Downtown Jackson, as depicted in the attached map, on Friday, November 19 from 6:00PM to 7:00PM. 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 expected to have an economic impact of \$1288.00 on the mentioned City departments.

att: Special Event Application: Downtown Jackson Christmas Parade

JG/jt

PAID

**CITY OF JACKSON
SPECIAL EVENT APPLICATION**

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

Date Received By DDA Office: Justin Luten Time: 10:00am By: 10/13/10

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: Downtown Jackson Christmas Parade

Organization Address: One Energy Plaza, Jackson MI

Organization Agent Ed Hatfield, Jr. Title: Committee Chair

Phone: (work) 517-788-1420 Phone: (home) _____ Phone: (during the event) _____

Agent's Address 1955 Parnall Rd. Jackson MI

Agent's E-Mail Address ehatfield@cmsenergy.com

Event Name Annual Christmas Parade

Please give a brief description of the proposed special event: Annual Christmas Parade complete with costume Characters, bands, floats and Santa through downtown along Michigan Ave.

Event Day(s) & Date(s) Friday, November 19, 2010

Event Time(s) 6:00 - 7:00 PM

Set-Up Date & Time 4:00 PM Tear-Down Date & Time 9:00 PM

Event Location See attached map for Parade Route

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

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

STREET CLOSURES: Start Date/Time 4:45 PM through Date/Time: 8:00 PM

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

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

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

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

If yes, what time? _____ until _____

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? 22,000 – 22,500

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

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

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

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

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.

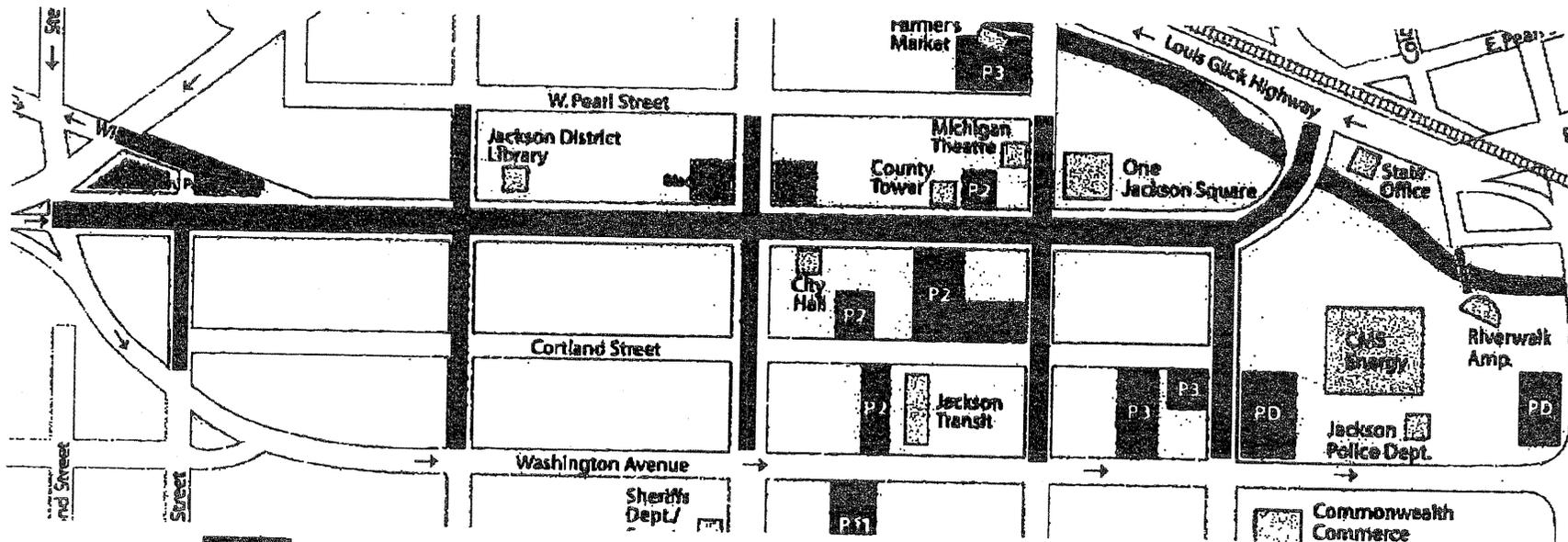
Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.

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.

10.01.2010
Date

Edward Hatfield
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**



 Parade Street Closures

Christmas Parade: November 21, 2008 4:45-8 p.m.

- Michigan Ave (Steward Ave to Louis Glick Hwy)
- First St (Washington Ave to Wildwood Ave)
- Wildwood Ave (Michigan Ave to Louis Glick Hwy)
- Cortland St (First St to Francis St)
- Blackstone St (Washington Ave to Pearl St)
- Hayes St (Michigan Ave to Pearl St) - **NOT REFLECTED ON MAP**
- Jackson St (Washington Ave to Pearl St)
- Mechanic St (Washington Ave to Pearl St)
- Francis St (Washington Ave to Michigan Ave)



CITY OF JACKSON

SPECIAL EVENT APPLICATION, Page 3

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

Event Title: Downtown Jackson Christmas Parade

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:\$ 500.00

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

Traffic Eng.: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 788.00

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: _____

Julius A. Giglio
City Attorney

Susan G. Murphy
Deputy City Attorney

Gilbert W. Carlson
Assistant City Attorney

OFFICE OF THE



161 West Michigan Avenue
Jackson, MI 49201
(517) 788-4050;
(517) 788-4023
Fax: (517) 788-4059

CITY ATTORNEY

MEMORANDUM
October 13, 2010

TO: Honorable Mayor and City Council

FROM: Julius A. Giglio, City Attorney

RE: Jackson Affordable Housing Extension of Lease

The City has been renting office space to Jackson Affordable Housing on the sixth floor of City Hall for quite some time. The current Extension of Lease expires on November 30, 2010. Karen Jackson, Executive Director of Jackson Affordable Housing, has requested that the lease be extended for an additional year (See Attached). I have drafted a Second Extension of Lease, which extends the term of the lease until November 30, 2011. If Council wishes to extend the lease, the requisite action is to approve the Second Extension of Lease, authorize the Mayor and Clerk to sign same, and authorize the City Attorney to make minor modifications.

If Council has any questions, please feel free to contact me.

JAG/dr
Enc.

cc Karen Jackson, Executive Director, Jackson Affordable Housing, w/enc.

SECOND EXTENSION OF LEASE

THIS AGREEMENT, entered into as of the date appearing below, by and between the City of Jackson, a Michigan municipal corporation, with offices at 161 West Michigan Avenue, Jackson, Michigan (hereinafter "City"), and Jackson Affordable Housing Corporation, a Michigan non-profit corporation, with offices at 161 West Michigan Avenue, Jackson, Michigan (hereinafter "JAHC").

WITNESSETH:

WHEREAS, the City and JAHC have heretofore entered into a certain Lease dated November 20, 2008, for the suite of offices comprising 600 square feet, more or less, situated in the southern half of the 6th Floor of the building known as Jackson City Hall ("Lease"); and

WHEREAS, the Lease expired by its terms on the 30th day of November, 2009; and

WHEREAS, Paragraph 4 of the Lease allows the City to grant two (2) one-year renewals or extensions of the Lease; and

WHEREAS, the parties entered into a First Extension of Lease on November 30, 2009; and

WHEREAS, the First Extension of Lease expires by its terms on November 30, 2010; and

WHEREAS, it is the desire of the parties hereto to extend for an additional one (1) year the term of the Lease, together with all other covenants and obligations therein contained; and

WHEREAS, the City Council has determined that JAHC's activities of providing affordable housing services to low and moderate income residents of the City, and JAHC's activities of renovating vacant/substandard houses for sale to first-time home buyers, are services deemed necessary and serving a public purpose; and

WHEREAS, the City Council has further determined that the providing of housing services by JAHC within the City are services deemed to be in the public interest; and

WHEREAS, JAHC is the only Guidance on Community Housing Development Organization (CHDO) under the Federal HUD HOME Program that is located within the City of Jackson; and

WHEREAS, the City Council has determined that it wishes to have JAHC provide its services and continue to conduct its operations, and that JAHC only be charged a nominal rent so that its resources can be used for providing its services; and

WHEREAS, Section 2.18 of the Jackson City Charter authorizes the City Council to enter into contracts with organizations for “public purpose” services considered necessary by the City Council.

NOW, THEREFORE, for and in consideration of the services to be provided by JAHC and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereto agree as follows:

1. The Lease between the City and JAHC is hereby incorporated by reference herein and made part hereof as though set forth in full.
2. The Lease is hereby amended as follows:
 - A. The term thereof shall be extended one year, commencing December 1, 2010 and ending November 30, 2011.
 - B. The annual rent will be One Dollar (\$1.00), payable upon the date of execution of this Second Extension of Lease.

Except as herein modified, all terms, conditions, covenants and promises as originally set forth in the Lease shall remain in full force and effect for the terms of this extension.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this _____ day of _____, 2010.

CITY OF JACKSON, MICHIGAN
A municipal corporation

By _____
Karen F. Dunigan, Mayor

By _____
Lynn Fessel, City Clerk

**JACKSON AFFORDABLE
HOUSING CORPORATION**

By _____
Karen A. Jackson
Its Executive Director

Approved as to substance:

Warren D. Renando
City Manager

Approved as to form:

Julius A. Giglio
City Attorney



*Improving the quality
of life in
Jackson area neighborhoods*

Jackson Affordable Housing Corporation
www.jacksonaffordablehousing.org

Board of Directors

Karen Hawley,
President
JTV

Ron Clingerman,
Vice President
Fifth Third Bank

Terry Willyard,
Treasurer
Baker College

Phil Fracker,
Secretary
*Jackson Housing
Commission*

Mike Archer,
Member at Large
Flagstar Bank

Willie Walters
Community Member

Kitrina Sims
Homebuyer

C. Jean LaFountain
Community Member

Billy Beers
Homebuyer

Laura Piascik
Community Member

October 8, 2010

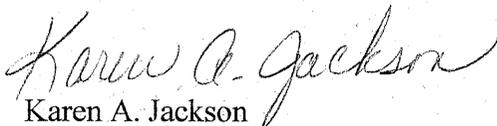
Lynn Fessel
Purchasing Agent
City of Jackson

Dear Ms. Fessel:

Per the terms of our lease agreement dated November 20, 2008 I would like to exercise my option for renewal.

Thank you for your consideration.

Sincerely,


Karen A. Jackson
Executive Director

RECEIVED
CITY of JACKSON
OCT 11 2010
CLERK'S OFFICE

BY _____



Equal Housing Opportunity
Equal Opportunity Employer



Assisting people to become homeowners in Jackson County

161 West Michigan Avenue, Jackson, Michigan 49201 517.788.4626. Facsimile 517.780.4721



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, Interim City Manager
DATE: October 14, 2010
FROM: Carol Konieczki, Community Development Director
SUBJECT: Sale of Vacant Lot at 122 E. South St., Assessor's Stencil 5-1881

The City has received an offer of \$500.00 for the vacant lot located at 122 E. South St. The lot is .31 acres. The purchaser does not live adjacent to the property and wishes to clean it up and possibly build a house on the lot.

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 \$1,500.00 TCV . The purchaser does not live adjacent to this parcel. Therefore, the lot cannot be combined with the purchaser's property. In accordance with the City's Disposition of Property Policy, a development agreement is required.

Action requested is to approve the Offer to Purchase City-Owned Property for the stated sum of \$500, and require a development agreement for the proposed use, subject to zoning approval, with a closing date on or before January 15, 2011. 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 October 26, 2010 City Council agenda.



Offer to Purchase City Owned Property

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

Date 10-1-2016

I, Rusty Mayo
(Name or Names as desired on deed),
231 E High St.
Address, City State
(517) 490-4793
Telephone Number

am submitting an offer to purchase City-owned property located at:
122 E South St. (Address)
~~2001-33~~ 2001-33 5-1881 (Assessor's Stencil Number), hereinafter "Property"

for the sum of \$ \$ 500.00 cash. (Five Hundred)

If purchased, I would use the Property for the following purpose:
Clean up and possibly build house

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.

Rusty Mayo
(Purchaser Signature)

Rusty Mayo
(Purchaser Signature)

Acceptance of Offer to Purchase

For the City: _____

Date: _____

Its: _____



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 20, 2010
FROM: Carol Konieczki, Community Development Director
SUBJECT: New Neighbor Home Purchase – 1906 Plymouth St.

The City has received an offer of \$15,000 for the purchase of the New Neighbor home at 1906 Plymouth St. An appraisal on April 8, 2005 determined the value at \$71,500. We received an offer to purchase the property in July 2006 for \$69,500, which was the listed price at the time; however, the purchaser did not complete the terms of the Purchase Agreement.

Currently the City has invested:	\$ 20,660	Housing Initiative
	\$ 58,665	CDBG
Total estimated invested prior to closing:	\$ 79,325	
Estimated closing costs	\$ 4,862	
Total Investment	<u>\$ 84,187</u>	

The estimated closing costs for the City are calculated at:

\$ 4,000	Realtor fee	(This property was not listed at the time this offer was proposed. The realtor fee exceeds the normal 7% broker fee which would be \$1,050 on this sale.)
\$ 400	Closing fee	
\$ 333	Title Insurance	
\$ 129	Transfer Tax and Revenue stamps	(There are no taxes currently assessed to be pro-rated.)
\$ 4,862	Estimated closing costs to the City of Jackson	

The estimated amount that will be received by the City is \$10,138.22, and will be distributed back to the following accounts:

Reimburse General Fund (211) account	\$ 2,635.94
CDBG Program Income	<u>\$ 7,502.28</u>
Total received	\$ 10,138.22

The City will convey the property by Quit Claim Deed. The City will not pay any special assessments after closing, nor conduct a pest inspection or provide a home warranty or title insurance. The City will not repair the roof, or remove any trees on the property. The final contract language will require review by the City Attorney. (Addendum B is the purchaser's financial information and is not attached.)

Action requested is to approve the Offer to Purchase City-Owned Property "as is, where is," for the stated sum of \$15,000.00, with a closing date on or before October 29, 2010. Further approval requested is 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 October 26, 2010 City Council agenda.

CC: Julius Giglio



Julius A. Giglio
City Attorney

Susan G. Murphy
Deputy City Attorney
Gilbert W. Carlson
Assistant City Attorney

OFFICE OF THE



161 West Michigan Avenue
Jackson, MI 49201
(517) 788-4050 / (517) 788-4023
Fax: (517) 788-4059

CITY ATTORNEY

MEMORANDUM
October 19, 2010

TO: Carol Konieczki, Director of Community Development
FROM: Julius A. Giglio, City Attorney 
RE: 1906 Plymouth Street Purchase Agreement

I reviewed the proposed purchase agreement for 1906 Plymouth Street (PA) and made some changes in the document (See attached).

Paragraph 12 "Form of Conveyance" should be by quit claim deed. Also, the PA requires that we provide home warranty (Paragraph 16), pay special assessments after closing (Paragraph 19), and conduct a pest inspection (Paragraph 24). Under Additional Provisions (Paragraph 35), we agree to repair roof shingles, clean backyard, remove trees, and pay a \$4,000.00 commission. For a \$15,000.00 sale, it seems unreasonable to agree to these undertakings. Nor do we know the cost of the repairs we are agreeing to.

If you wish to agree to their provisions, we should limit our exposure by identifying the maximum dollar amount we will provide.

Finally, it is not clear as to why Addendums A and B are attached (Paragraph 36). Addendum A is a previous listing; Addendum B is a source of income provision.

If you have questions, please contact me.

JAG/dn
Enc.

OCT 18 2010



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(517) 780-3800 (800) HomeGroup
www.7803800.com

Purchase Agreement

Property Address: 1906 Plymouth

List Office:
List Agent: Marc Meyer
Phone: Fax:
Email:

Sell Office: Prudential Premier Properties
Sell Agent: Laura Schlecte
Phone: 734/660-4260 Fax: 517/780-3808
Email: laura@7803800.com

Seller's Agent Dual Agent Transaction Coord.

Buyer's Agent Dual Agent Transaction Coord.

- 1. THIS OFFER MADE ON 10/18/10
2. BETWEEN (Buyer) Brenda Gale Whiteaker Marital/legal status: Single
3. FOR THE PURCHASE OF the property commonly known as 1906 Plymouth
4. FOR THE SUM OF \$ 15,000.00
5. ALL BUILDINGS, attached fixtures, improvements, built-in appliances, landscaping, and gas, oil and mineral rights owned by Seller are included in the purchase price.
6. PERSONAL PROPERTY: To be included in the purchase price as indicated on Multiple Listing Service data sheet.
7. TERMS of purchase to be indicated below (Other unmarked terms of purchase do not apply):
CASH: The full purchase price upon the transfer of title for the property.
NEW MORTGAGE: The full purchase price up on the execution and delivery of a Warranty Deed, contingent upon Buyer's ability to obtain a type mortgage for no less than years, with a minimum down payment of % of the purchase price at no more than % interest per annum.
LAND CONTRACT: \$ upon execution and delivery of a land contract with the balance payable in monthly principal and interest installments of \$ or more. Interest at % per annum. Interest to start on date of closing and first payment due 30 days after closing date. Land contract due in full no later than after date of closing. At time of payoff, Seller shall provide a warranty deed and pay all county/state transfer taxes.
Additional terms:

If taxes and insurance are not included in the monthly payment, Buyer agrees to pay them when billed and furnish evidence to Seller of same. The contract will / will not have a due on sale clause. The contract will / will not have a late fee of See also attached Addendum



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- 8. BANK APPRAISAL: This purchase agreement is subject to bank appraisal equal to or greater than purchase price.
9. SELLER CONCESSIONS: Seller to contribute 0% of the gross purchase price towards buyer's closing costs, pre-paids, escrows, home owners insurance, home inspection, or any other out-of-pocket expenses related to the purchase of this property and additional 0% of the gross purchase price to be used as down payment assistance.
10. COMMISSION REIMBURSEMENT: Seller shall reimburse Buyer at closing an amount calculated as follows: 3.5% of the purchase price less the amount of commission paid by Listing Broker to Buyer's Broker, Prudential/Premier Properties.
11. FOR VALUABLE CONSIDERATION: Buyer gives the Seller to and including 10/27/10 5:00p for written acceptance of this agreement and agrees that this agreement, when accepted by Seller via original, facsimile or scanned signature, will constitute a binding agreement between Buyer and Seller. Buyer shall deposit \$ 1,000.00 as earnest money to be held by the Escrow Agent as part of the purchase price.
12. FORM OF CONVEYANCE: Seller shall convey and transfer, by Warranty Deed or Land Contract, a marketable record title to the property and improvements as evidenced by Owner's Title Insurance Policy without standard exceptions (at no additional cost to either party) in the amount of the purchase price, and pay all county/state transfer tax. Buyer and Buyer's Lender require that the mortgage title policy be issued, and mortgage closing be conducted by Buyer does not request a transfer valuation affidavit / land contract memo at the Buyer's expense.
13. CLOSE of sale shall be on or before October 29, 2010.
14. POSSESSION to be given no later than immediately after close of sale, subject to Tenant's Rights, if any, with / without payment of rent of \$ per day, including the day of closing through the day keys are delivered. Rent in the sum of \$ will be withheld from Seller at closing and held by Escrow Agent. Within 7 days after delivery of keys by Seller, the funds will be distributed according to the terms of this purchase agreement. Other Provisions: See attached Addendum.
15. ADDITIONAL ADJUSTMENTS: Rent, association fees, fuel oil and/or propane gas in tank, and fixed water and/or sewer bills, if any, are to be prorated to date of closing. \$ will be retained from Seller's proceeds by Escrow Agent to be applied to final billing for METERED water and sewer charges.
16. HOME WARRANTY: Home Warranty to be provided by American Home Shield at Seller's / Buyer's expense. See Addendum C. Buyer waives Home Warranty.

Quit Claim Deed CRK 10/19/10

City will not pay for home warranty CRK 10/19/10



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17. **CONDOMINIUM ASSOCIATION:** Seller **Not Applicable** to provide a copy of the current active condominium association documents, including but not limited to Rules & Regulations, Articles, Master Deed, Bylaws, etc. for Buyer's review and acceptance. This contingency to be removed within _____ days after receipt of documents.

18. **TAXES** are to be treated as if they cover the CALENDAR YEAR in which they are first billed. Taxes first billed in years prior to year of closing shall be paid by the SELLER. Taxes which are first billed in the year of closing shall be prorated so that SELLER shall pay taxes from the first of the year to closing date and BUYER shall pay taxes for the balance of the year, including the day of closing. If any bill for taxes is not issued as of the closing date, the current taxable value, homestead stats and millage rate shall be used for proration purposes, plus collection fee, if any.

Proposal A Information: The 1994 constitutional amendment, known as Proposal A, states the following: (1) Assessments cannot exceed 50 percent of true cash value, defined as the usual selling price of property. (2) The system of county and state equalization has not been changed or eliminated. (3) The taxable value of each parcel shall not increase more than the lesser of the Consumers Price Index or 5 percent, except that adjustments are made for additions and losses. (The Consumer Price Index for the period of October 1 to September 30 will be published annually by the State Tax Commission.) And (4) when the ownership of the property transfers, the taxes will be spread against 50 percent of the true cash value, as determined by the assessor in the year following the transfer. The County Board of commissioners will meet in April to adopt county equalized values for each class of real and personal property in each assessing unit in the county. In May, the State Tax Commission will adopt state equalized values for each class of real and personal property in each county of in the state. "Taxable value" is the value against which taxes will be spread starting in 1995. "Capped value" is the maximum amount to which the taxable value of each parcel could be increase in any given year. Taxable Value multiplied by Millage Rate equals Property Tax Bill. Questions and Answers at: www.michigan.gov/documents/2856_11014_7.pdf

19. **ASSESSMENTS:** Seller shall pay all installments of special assessments due as of the closing date. Installments of existing special assessments due after the closing date shall be paid by the Seller Buyer. *City will not pay ckk 10/19/10* (If the buyer elects to assume existing special assessments and is obtaining a mortgage, buyer should confirm with lender that the assessment can be assumed). Assessments levied after the closing date to be paid by Buyer. **Seller has no knowledge of any pending assessments and/or benefit charges that have not been disclosed in writing to the Buyer in this Agreement. Any exceptions shall be disclosed to Buyer in writing.**

20. **INSPECTIONS/REPORTS:** Seller to make property in a condition where as all reports/inspections noted in this purchase agreement can be completed, including but not limited to: turning on power; de-winterizing property; gas/LP to buildings; water pump/tank operational; HVAC (appropriate for season) systems turned on; hot water tank on and operational; gas fireplaces turned on; proper access to attic; basement/crawl spaces; access to electrical service box with all breakers/fuses in "ON" position; etc. If any of the reports/inspections required by this purchase agreement are found deficient, the Seller and the Buyer agree to negotiate in good faith the cost of the correction. If negotiations fail, either party may declare this Agreement to be null and void and Buyer shall receive a full refund of the earnest money in full termination of this Agreement.

Neither Brokers, **Prudential Premier Properties/**_____ nor any of the respective real estate sales agents possess the expertise necessary to assess structural and mechanical matters, determine environmental risk or the presence of environmental contamination, nor many of the other matters herein set fourth which may be material to the decision to purchase or to the amount of the purchase price.



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Inspections are readily available for reasonable fees by trained professionals. The Buyer(s) and/or inspector(s) hired by the Buyer(s) are permitted to fully inspect subject property. Inspections of the physical condition of subject property by a professional with Buyer's approval of the condition of the property, as disclosed by the inspection, are an important safeguard. Buyer is advised to hire professional inspectors to inspect the property. If Broker supplies Buyer and/or Seller with the names of any professional inspectors, lenders, title companies, or insurance companies, such suggestions do not constitute a recommendation or endorsement of any such individual, entity or company by the Broker. Buyer and/or Seller may investigate several persons or companies and use the information obtained to make selections for the required services.

21. SURVEY/MORTGAGE REPORT/PROPERTY IMPROVEMENT REPORT:

Property Surveys Information: If exact boundary lines of the property are material to either the decision to purchase or the amount of the purchase price, the parties should arrange to have a boundary/staked survey completed by a licensed surveyor. A boundary/staked survey discloses the property's corners and verifies the location of existing corner markers or monuments, the location and distant of measurements for all buildings and other physical improvements as they relate to the property lines as well as the property boundary lines, and the physical location of any known exceptions. A mortgage report shows only the approximate location of the improvements or buildings and visible encroachments on the property, but does not show dimensions from buildings or improvements to property lines.

Mortgage Report - Buyer shall provide, at Buyer's expense, a current mortgage report certified to Buyer's **lender only if required by lender**. This report shall identify any buildings and improvements on the property as described with **no** boundary lines established.

Property Improvement Report - Buyer shall furnish at Buyer's expense a current property improvement report certified to the **Buyer**. This report shall identify any buildings and improvements on the property as described with **no** boundary lines established. (This document can be utilized in situations where the lender does **not** require a mortgage certificate.)

Boundary (Stake) Survey - Seller / Buyer shall furnish at their expense a current report identifying any buildings, encroachments and improvements within the boundaries of the described property. This survey shall show all boundaries and property shall be staked at all corners.

Buyer waives stake survey, mortgage report and property improvement report.

22. MECHANICAL, ELECTRICAL AND STRUCTURAL INSPECTION:

This Purchase Agreement is contingent upon an inspection by inspector of Buyer's choice, at Buyer's expense, to ascertain current condition of the property within ten (10) calendar days of written notification that the property is in proper condition for inspection as described in Paragraph 20 of this agreement after acceptance of this offer. This contingency shall be deemed waived unless the Buyer, based on the results of the inspection, objects in writing within the time period permitted for the inspection. NOTE: the intention of the inspection(s) is not to create a list of repairs for the Seller to correct. It is the Seller's position that the negotiated price fairly reflects the present "AS-IS" condition of the property.

Buyer waives inspection.

23. WELL AND SEPTIC INSPECTIONS:

Connected to community water

Connected to community sewer

Seller / Buyer to furnish a written report stating that the water is potable.

Seller / Buyer to furnish a written report that the well system is in good working order.

Seller / Buyer to furnish a written report stating that the septic system is in good working order.



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City will not pay ask 10/19/10

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- 24. **PEST INSPECTION:** Seller / Buyer / Waived shall furnish at his expense an inspection by Aardvark Pest Control for termites, powder post beetles, carpenter ants and carpenter bees. If active infestation is found, or evidence of previous untreated termite infestation, it shall be the option of the Seller, within 7 days from inspection, to contract to treat and to contract to repair any ruined material resulting from termites, powder post beetles or carpenter ants. If the Seller does not contract to treat and repair, this agreement may be declared null and void by the Buyer.
- 25. **RADON TESTING:** Seller / Buyer / Waived shall furnish at his expense an inspection by a qualified radon testing company for the presence of radon. Seller to pay for mitigation if required to achieve satisfactory results of radon levels.
- 26. **INVESTIGATING SCHOOLS:** If the quality or suitability of school facilities is material to the Buyer, the Buyer should obtain information directly from the appropriate school district.
- 27. **ZONING, BUILDING AND OTHER USE RESTRICTIONS:** It is the Buyer's responsibility to verify from the appropriate city, county and state authorities that zoning, building and other use restrictions are compatible with Buyers intended use of the property.
- 28. **FLOODING, BUILDINGS AND OTHER USE RESTRICTIONS:** Buyer(s) should review Seller's Disclosure Statement where Seller has revealed their knowledge or lack thereof, as it pertains to flood insurance; flooding or inadequate drainage on subject property. Special Flood Hazard areas or government designated flood plains do exist. Buyer is advised that lenders may annually require flood plain insurance as a condition of procuring a mortgage.
- 29. **POTENTIAL HAZARDOUS SUBSTANCES:** There are numerous federal, state and local laws and regulations in existence which are intended to control and/or correct environmental contamination. These laws and regulations may expose owners, tenants and other users of property to liability for substantial damages and/or clean-up costs occasioned by environmental contamination, regardless of fault and regardless of when in time the contamination may have occurred. Accordingly, it is prudent for each party to a real estate transaction to seek legal and technical counsel from professionals experienced in such matters so that each may be better apprized of the respective rights and responsibilities in regard to environmental contamination, hazardous wastes disposed of on the property, or property that now has or had underground storage tanks. The term "hazardous wastes or substances" as used in this agreement may include, but is not limited to, petroleum based products, paints and solvents, lead cyanide, DDT, printing inks, acids, pesticides, ammonium compounds, asbestos, PCB, mold or mold contaminated materials and other chemical products.
- 30. **LEAD BASED PAINT:** Buyer acknowledges that prior to signing this Purchase Agreement, Buyer has received and reviewed a copy of the *Lead-Based Paint Seller's Disclosure Form* which the **Seller** completed on date _____, the terms of which are incorporated herein by reference.
 _____ Buyer shall have a _____ day opportunity after the date of this Agreement to conduct an inspection of the property for presence of lead-based paint and/or lead-based paint hazards. (Federal regulations require a 10-day period or other mutually agreed upon period of time.) If Buyer is not satisfied with the results of this inspection, upon notice from Buyer to Seller within this period, this Agreement shall terminate and any deposit shall be refunded to Buyer.
 Buyer hereby waives his/her opportunity to conduct a risk assessment or inspection for the presence of lead-based pain and/or lead-based paint hazards.
 _____ No lead-based paint disclosure form is required because the property was built in 1978 or later.



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- 31. **DISCLOSURE STATEMENT ACKNOWLEDGMENT:** Buyer acknowledges receipt of Seller's Disclosure Statement, which was signed by the Buyer on date N/A in compliance with the Michigan Seller Disclosure Act.
- 32. **CONDITION OF PROPERTY:** BUYER HAS PERSONALLY EXAMINED THIS PROPERTY AND AGREES TO ACCEPT SAME IN ITS **"AS IS"** CONDITION AND SELLER AGREES NOT TO ADVERSELY ALTER THE PRESENT CONDITION. If said premises are damaged by fire or other casualty prior to closing, Buyer may elect to revoke this Agreement and be reimbursed for all earnest money hereunder, or conclude the sale on the payment to Buyer of such insurance proceeds necessary to repair the property to its condition at the time of this Agreement's acceptance. Buyer shall assume all risk of loss or damage not caused by acts of negligence of the Seller from date of closing. **WALK THROUGH INSPECTION:** Although the Buyer has the right to a walk-through inspection prior to closing, the sole purpose is to determine if it is in the same condition as when the Purchase Agreement was executed, and the included personal property remains on the premises.
- 33. **SELLER/BUYER HAS BEEN ADVISED TO SEEK LEGAL COUNSEL TO INSURE THAT:** 1) the details of the Purchase Agreement are being adhered to, 2) title is marketable, and 3) Property complies with or is not affected by the Land Division Act, as amended.
- 34. **FACILITATIVE MEDIATION:** In the event of any controversy between the parties, including the parties's real estate agents and brokers, they agree that, prior to or promptly following initiation of, ligation or other dispute resolution proceeding, they will participate in good faith in facilitative mediation using a mediator qualified under MCR 2.411. The cost of the mediator shall be borne equally by the parties involved in the controversy.
- 35. **ADDITIONAL PROVISIONS:**
 - A. ~~Seller to repair roof shingles that are curling and drip edging on driveway side of house.~~ *CRK 10/19/10*
 - B. ~~Seller to clean out backyard, except for treated lumber, including the removal of at least two trees at the back of the property and trimming of the tree between the house and garage so that it does not damage the roof of the garage.~~ *CRK 10/19/10*
 - C. Seller to pay \$4,000.00 total in commission to Prudential Premier Properties.
 - D. ~~Seller to confirm that there will be no Winter 2010 tax bill.~~ *CRK 10/19/10*
 - E. Purchaser's money is a combination of \$10,000+ from the Social Security Administration plus \$5,000 from her Father - Ken Elston. See Addendum B.



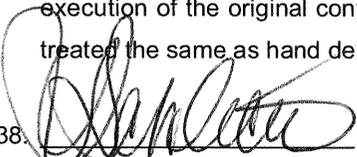
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36. **SEE ALSO ADDENDUMS MARKED:** A, B, & C. The parties agree that a) there are not additional written or oral agreements or understandings, b) the Agreement shall not be amended or modified unless both parties do so in writing, c) this Agreement shall be governed and construed in accordance with the laws of the State of Michigan, d) invalidation of one or more terms shall not affect the validity of the remaining terms, and e) this Agreement shall survive the closing, the delivery of deeds, instruments or contracts and shall not merge into any such documents of conveyance provide for herein.

37. **EXECUTION OF CONTRACT:** Execution of a facsimile or scanned/mailed counterpart of this contract shall be deemed execution of the original contract. Facsimile or scanned/mailed transmission of an executed copy of this contract shall be treated the same as hand delivery.

38.	 _____	 _____	_____
	WITNESS	BUYER	BUYER

<u>Laura Schlecte</u>	<u>Brenda Gale Whiteaker</u>	_____
Agent Name/Phone #	Print Buyer's Legal Name	Print Buyer's Legal Name

39. **SELLER'S ACCEPTANCE:** _____ Date: _____ Time: _____
The above is hereby accepted _____ and Seller gives the Buyer until _____, to accept any changes. Receipt of a copy of this agreement is acknowledged by Seller.

_____	_____	_____
WITNESS	SELLER	SELLER
_____	_____	_____
Listing Agent Name/Phone	Print Buyer's Legal Name	Print Buyer's Legal Name

40. **BUYER'S RECEIPT AND ACCEPTANCE OF CHANGES:** _____ Date: _____ Time: _____
Receipt is acknowledged by Buyer of the Seller's acceptance of offer. If acceptance was subject to changes, Buyer agrees to accept changes; all other terms and condition remain unchanged.

_____	_____	_____
WITNESS	BUYER	BUYER

MLS # 1026937

Class Residential

Residential

Status Expired

Area 07-Jackson, City of



Address

1906 PLYMOUTH

Jackson MI

Township City Of Jackson

County Jackson

Zip: 49203

of Bdrms 2

Full Baths 1

Half Baths 0

Master Bath No

Basement Full Basement

Garage One/Half Car, Garage Detached

Manufactured No Foreclosed: Subject to Short Sale:

Subdivision EAST ADDITION

Lake Name None

No Water Selection

School District Jackson

Zoning Residential

Waterways

Sold Price

Sale Date

How Sold

DESIGN

2 Story

Year Built

1900

Owner Name CITY OF JACKSON

Tax ID 6-1104

Legal PT OF LOT 14, BLK 37

Lot Front 35 Lot Size 35 x 132 x 35 x 132

Frontage RF/LF RF Est Acreage 0.11

Cross Streets S. GORHAM & ELM ST.

Main Room Descriptions

Room	Level	Dims
Living Room	1	16x11
Dining Room	1	10x11
Kitchen	1	8x10
Family Room		
Den		
Rec Room		
Foyer		
Laundry Rm		

Bedroom Descriptions

Room	Level	Dims
MasterBed	2	16x11
Bedroom 2	2	12x12
Bedroom 3		
Bedroom 4		
Bedroom 5		

Other Room Descriptions

DECK	1	12x10
OPEN PORCH	1	13x8

Bathroom Types

Baths	Full	Half
Lvl 1	0	0
Lvl 2	1	0
Lvl 3	0	0
Bsmnt	0	0

Fireplaces

Fireplaces			
Lvl 1	Lvl 2	Lvl 3	Bsmnt

Square Footage Area

Approximate GLA SqFt	
Level1	515
Level2	360
Level3	0
Abv Grd SF	875
Finished SF	875
Bmst SF	480
Bsmnt Fin	0
Source	Assessors Data

DESIGN 2 Story
 EXTERIOR
 HEAT TYPE Forced Air, Gas Water Heater
 FUEL TYPE Natural Gas
 WATER/SEWER
 FLOORING
 MISCELLANEOUS
 LAND DESCRPTN
 ROAD TYPE Paved, Paved Driveway, Shared Drive
 TERMS Cash, Conventional, FHA, VA
 MISC. INTERIOR
 MISC. EXTERIOR Deck
 PERS PROP INC Dishwasher, Range/Oven, Refrigerator

POSSESSION Possession At Cl...
 FEE DESCRIP
 FEE AMT
 NEW/OCCUPIED Pre-Owned
 TRANSMIT/INTERNET Yes
 DOCS ON FILE
 LB Paint Disclosure

Remarks IT'S LIKE A NEW HOME. NEW WINDOWS, EXTERIOR DOORS, ROOFING, SIDING, KITCHEN AND APPLIANCES, WIRING, PLUMBING AND HEATING. BUYER MUST SATISFY SELLER'S QUALIFICATIONS. COMMUNITY DEVELOPMENT (JACKSON) NEW NEIGHBOR PROGRAM. WINTER TAXES ARE FOR 04.

How Sold Seller Concessions
 Contract Date
 Listing Date 8/4/2005
 Last List Price \$69,500
 Original Price \$69,500
 DOM 303 Price/Sq Ft Sold Price Less Conc.

Winter Tax 144.18
 Summer Tax 534.47
 Total Tax 678.65
 Summer Millage
 Winter Millage

TV 11,311 2005 2010
 SEV 12,250 2005 2010
 Assessments No
 Homestead % 0

Listing FRONIE M HALFACRE Office: (517) 788-2633 Selling Agent
 Agent RE/MAX MID-MICHIGAN R.E. Agent
 2300 W. MICHIGAN AVENUE JACKSON MI 49202 0000

Additional Contact Info:

Exclusive Agency No Sub Agency 3.5 Buyer Agency 3.5 Transaction Broker 3.5

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Your AHS® Home Warranty FlexPlan® in four easy steps!

Addendum C

1 Select the Core Coverage Plan® right for you.

	Seller & Buyer	Buyer
<input checked="" type="checkbox"/> Single Family Home (if 5,000-10,000 sq.ft., call for quote)	\$450	\$390
<input type="checkbox"/> Condo/Townhome/Mobile Home	\$410	\$350
<input type="checkbox"/> New Construction Single Family (covers years 2-5)	N/A	\$640
<input type="checkbox"/> New Construction Condo (covers years 2-5)	N/A	\$550

Note: For Duplex, Triplex and Fourplex pricing, please call 1-800-735-4663 for quote.

\$60 Trade Service Call Fee for each trade service request, or actual cost, whichever is less. Additional charges may apply to certain repairs and replacements.

2 Customize your FlexPlan with the selections below.

	Seller & Buyer	Buyer
<input type="checkbox"/> ServicePlus Package® (Available to Seller & Buyer and Buyer Core Coverage Plan selected)	\$79	\$79
<input type="checkbox"/> CoveragePlus Package® (Available to Seller & Buyer and Buyer Core Coverage Plan selected)	\$55	\$55

Optional coverage available to Buyers only.

<input type="checkbox"/> Kitchen Refrigerator w/Ice Maker and Dispenser	\$45
<input type="checkbox"/> Additional Refrigerator w/Ice Maker and Dispenser*	\$25
<input type="checkbox"/> Washer and Dryer	\$80
<input type="checkbox"/> Washer/Dryer/Refrigerator w/Ice Maker and Dispenser	\$102
<input type="checkbox"/> Free Standing Ice Maker	\$45
<input type="checkbox"/> Swimming Pool or Inground Spa Equipment**	\$160
<input type="checkbox"/> Swimming Pool/Inground Spa Equipment (shared equipment)**	\$160
<input type="checkbox"/> Additional Swimming Pool or Inground Spa Equipment**	\$80
<input type="checkbox"/> Water Softener	\$40
<input type="checkbox"/> Well Pump**	\$85
<input type="checkbox"/> Septic System Pumping and Septic Sewage Ejector Pump**	\$30

3 Total your coverage and confirm.

Core Coverage Plan	\$ 390.00
ServicePlus Package	\$
CoveragePlus Package	\$
Additional FlexPlan Options	\$
TOTAL:	\$ 390.00

Brenda Whiteaker 10/18/10

The warranty plan fee may include a service fee payable to the named real estate company for administrative and other services performed in the procurement of plan, including promoting, selling, processing, and advertising the plan. The service fee is a good faith estimate of the value of the above named real estate company's services and expenses in providing such services in the procurement of plan.

*Kitchen Refrigerator option must be purchased. **Not available for Condo/Townhome except Spa Equipment.

Form No. 810000 2/08

4 Please provide the following information.

1906 Plymouth
 Property address to be covered
Jackson
 City State Zip

Contract # (Provided when AHS receives your application.)

Please check appropriate box for initiating agent. Required fields have been bolded.

Seller Information

City of Jackson
 Seller Name
 ()
 Phone Number
 E-mail Address
 Mailing Address
 City State Zip

Real Estate Company
Marc Meyer
 Agent Name

Agent E-mail Address
 ()
 Main Office Number Listing Expiration Date

Buyer Information

Brenda Gale Whiteaker
 Buyer Name
 ()
 Phone Number
 E-mail Address
619 Dewey Jackson, MI 49202
 Mailing Address

City State Zip
Prudential Premier Properties
 Real Estate Company
Laura Schlecte
 Agent Name
laura@7803800.com
 Agent E-mail Address
 () **734/660-4260**
 Main Office Number

Closing Company Information

Closing Company Name
 () ()
 Phone Number Fax Number

Estimated Closing Date Closing Number

Closing Rep Name

E-mail Address

ORDER:

Online
www.AHSsales.com

Phone
1-800-735-4663

Phone Español
1-800-250-2025

Fax
1-800-329-2478

Mail without Payment
AHS, P.O. Box 849
Carroll, IA 51401

Mail with Payment
AHS, P.O. Box 2803
Memphis, TN 38101



Prudential

Premier Properties

761 W. Michigan Ave., Jackson, MI 49201
(517) 780-3800 (800) HomeGroup
www.7803800.com

Earnest Money Deposit

Property Address: 1906 Plymouth Sellers: City of Jackson

Listing Agent/Office: _____ Marc Meyer

Purchasers: Brenda Gale Whiteaker Address: _____

Selling Agent/Office: Prudential Premier Properties Laura Schlecte

Sales Price: \$ 15,000.00 Amount of EMD: \$ 1,000.00 Check #: _____ Cash

Date: _____ Escrow Company: American Title

In the event of any dispute between the parties as to the disposition of said funds, Escrow Company may decline to disburse said funds unless it receives a written instruction signed by all parties. Escrow Company may also interplead said fund with the Circuit Court or commence a small claims court action in order to receive a court order directing how to disburse said funds. In the event court proceedings are instituted, Escrow Company may recover its reasonable attorney's fees, court costs, and employee costs involved in such proceedings, deducting the sum from said funds. The undersigned jointly and severally indemnify and hold Escrow Company harmless for any loss, cost or damage which it may suffer from acting as escrow agent, except for damages caused by its willful negligence or intentional misconduct.

Brenda Whiteaker

Buyer

Seller

Buyer

Seller

Copy Check Here

Real Estate Summary Sheet

Information herein deemed reliable but not guaranteed

10/19/2010 3:54 PM

Parcel:	6-110400000	Current Class:	711.EXEMPT CITY , TWP
Owner's Name:	CITY OF JACKSON	Previous Class:	711.EXEMPT CITY , TWP
Property Address:	1906 PLYMOUTH ST JACKSON, MI 49203	Gov. Unit:	50 UNIT '50' JACKSON
Liber/Page:	1647-314	MAP #	
Split:	//	School:	38170 JACKSON PUBLIC
Public Impr.:	Paved Road, Sidewalk, Water, Sewer, Electric, Gas	Neighborhood:	008 008 - PRINGLE & PLEASANT
Topography:	Level		
Mailing Address:			
	COMMUNITY DEVELOPMENT 161 W MICHIGAN AVE JACKSON MI 49201		

Most Recent Sale Information

Sold on 10/18/2000 for 0 by STATE OF MICHIGAN.

Terms of Sale: STATE/CITY/CNTY DEED

Liber/Page: 1647-314

Most Recent Permit Information

Permit P07506 on 09/02/2003 for \$0 category Plumbing.

Physical Property Characteristics

2011 S.E.V.:	Tentative	2011 Taxable:	Tentative	Lot Dimensions:	
2010 S.E.V.:	0	2010 Taxable:	0	Acreage:	0.11
Zoning:	R-2	Land Value:	Tentative	Frontage:	35.0
PRE:	0.000	Land Impr. Value:	Tentative	Average Depth:	132.0

Improvement Data

of Residential Buildings: 1
Year Built: 1900
Occupancy: Single Family
Class: CD
Style: TRADITIONAL
Exterior: Alum., Vinyl
% Good (Physical): 71
Heating System: Forced Air w/ Ducts
Electric - Amps Service: 100
of Bedrooms: 2
Full Baths: 1 Half Baths: 0
Floor Area: 840
Ground Area: 480
Garage Area: 336
Basement Area: 480
Basement Walls:
Estimated TCV: Tentative

Image



Parcel Number: 6-110400000

Cost Est. for Res. Bldg: 1 Single Family TRADITIONAL Cls CD Blt 1900

(11) Heating System: Forced Air w/ Ducts

Ground Area = Size for Rates = 480 SF Floor Area = 840 SF.

Stories	Exterior	Foundation	Rate	Bsmnt-Adj	Heat-Adj	Size	Cost
1.75	Story Siding	Basement	102.28	0.00	0.00	480	49,094

Other Additions/Adjustments	Rate	Size	Cost
-----------------------------	------	------	------

(13) Plumbing

Average Fixture(s)	630.00	2	1,260
--------------------	--------	---	-------

(14) Water/Sewer

Public Water	1025.00	1	1,025
Public Sewer	1025.00	1	1,025

(16) Porches

WCP (1 Story), Standard	28.05	98	2,749
-------------------------	-------	----	-------

(16) Deck/Balcony

Treated Wood, Standard	10.00	49	490
------------------------	-------	----	-----

(17) Garages

Class:CD Exterior: Siding Foundation: 18 Inch (Unfinished)

Base Cost	21.32	336	7,164
-----------	-------	-----	-------

County Multiplier = 1.22 =>

Cost New = 76,624

Notes: 0

Phy/Ab.Phy/Func/Econ/Comb.%Good= 72/100/100/100/72.0, Depr.Cost = 55,170

ECF (PRINGLE & PLEASANT) 1.078 => TCV of Bldg: 1 = 59,473



Prudential

Prudential Premier Properties

761 W. Michigan Ave.

Jackson, MI 49201

Office 517 780-3800 Toll Free 800 466-3476

www.PrudentialPremierProperties.com

October 19, 2010

To: Carol Konieczki
From: Marc Meyer

Re: 1906 Plymouth

Carol,

Attached, please find the seller's net sheet and comparable sales for the purchase offer of 1906 Plymouth. The net sheet, does NOT included the cost of tree removal and/or the roof repair. The comparable sales sheet uses houses in the neighborhood from Elm St. to Rockwell, and Michigan Ave. to Page Ave. and I went back to October 19, 2009 for the solds.

This is the best offer that the buyer can write, financially. She fits the income requirements for a buyer for this program.

Please let me know if you have questions.

A handwritten signature in black ink, appearing to read 'Marc Meyer'.

Marc



Chicago Title MICHIGAN

Seller's Net Sheet Report

10/19/2010

Prepared By:

Company: Prudential Premier Properties
 Agent: Marc Meyer
 Address: 761 W. Michigan Avenue
 Jackson, MI 49201
 Phone: 517-740-2028
 Fax: 517-780-3808

Prepared For:

Seller: City of Jackson
 Address: 161 W. Michigan Avenue
 Jackson, MI 49201
 County: Jackson

Estimated Closing Date		
Selling Price		11/1/2010
Less Existing Mortgage Payoff		\$15,000.00
Property Taxes - Calendar Year Proration (In Arrear)		(\$0.00)
Taxes Owed		
1st Half Tax	\$0.00	
2nd Half Tax	\$0.00	
305 out of 365 days in 2010 @ \$0.00 per day	\$0.00	
Less Total Property Taxes	\$0.00	
Sales Commission		\$0.00
Listing Broker		
Selling Broker	\$2,000.00	
Less Total Sales Commission	\$2,000.00	
Fees		(\$4,000.00)
Closing Fees	\$400.00	
Home Warranty	\$390.00	
Marketing Fees	\$0.00	
Revenue Stamps	\$16.50	
Transfer Tax	\$112.50	
Less Total Fees	\$919.00	
Less Title Insurance Premium (ALTA Expanded Rates)		(\$332.78)
Less Cost Paid By Seller		(\$0.00)
Less Repairs		(\$0.00)
*Net Seller's Proceeds	\$9,748.22	

 Seller

 Seller

*Please note that the figures reflected above are estimates and to be used for reference purposes only. The amount of the figures may vary and the accuracy is dependent upon several factors, including, but not limited to the location of the property, custom and the terms of the Purchase/Sales Agreement

CMA Summary Report

Residential Summary Statistics				
	High	Low	Average	Median
LP:	\$65,000	\$5,000	\$22,670	\$14,000
SP:	\$62,000	\$8,000	\$21,633	\$14,250

Residential - Sold							
ADDRESS	Tot Sq Ft	Beds	DOM	SP/SF	DOM	LP	SP
608 S GORHAM	913	3	37	8.76	37	\$8,900	\$8,000
409 S GORHAM	1160	2	39	7.33	39	\$5,000	\$8,500
1914 PRINGLE AVE	1170	3	32	8.12	32	\$11,450	\$9,500
940 S GORHAM	1159	2	32	8.63	32	\$10,000	\$10,000
214 S DWIGHT ST	1144	3	284	11.01	284	\$12,900	\$12,600
405 S GORHAM	1490	4	60	9.06	60	\$15,000	\$13,500
125 S FORBES	1111	2	35	13.50	35	\$13,000	\$15,000
210 S GORHAM	1756	3	68	9.11	68	\$18,000	\$16,000
510 S GORHAM	840	2	34	27.38	34	\$24,900	\$23,000
1800 DEYO ST	1508	3	143	16.58	143	\$28,000	\$25,000
723 S PLEASANT ST	1040	3	82	54.33	82	\$59,900	\$56,500
315 S GORHAM	1570	4	108	37.15	108	\$65,000	\$62,000
Total Listings					Avg	Avg	Avg
12					79	\$22,670	\$21,633

Base one year

*17.58 average sold
 x 875 sqft. per sq ft
 for subject*

*\$ 15,382.50 adjusted
 price for*

1906 Plymouth



Community Development

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4060 — Facsimile: (517) 780-4781

October 18, 2010

TO: Warren D. Renando, City Manager
FROM: Carol L. Konieczki, Community Development Director
RE: Homelessness Prevention and Rapid Re-Housing Program (HPRP) Budget Reallocation

In 2009, the City received \$568,942 in Homelessness Prevention and Rapid Re-Housing Program (HPRP) grant funds through the American Recovery and Reinvestment Act of 2009 (ARRA). On September 8, 2009, City Council approved the allocation \$500,000 to Neighbors in Need (NiN), through United Way of Jackson County (UWJC) as facilitator and fiduciary of NiN. While HPRP dictates certain spending thresholds (60% by September 30, 2011 and 100% by September 30, 2012), the funds received by the City are quickly dwindling.

Even though September 30, 2010 marked the end of the fifth quarter of HPRP funding and required the filing of a quarterly report, provision of direct services to City residents did not begin until January 2010. Reported outcomes as of September 30, 2010 are as follows:

Activity	Prevention		Rapid Re-Housing	
	Persons	Households	Persons	Households
Rental Assistance	227	86	80	36
Security/Utility Deposits	73	32	78	33
Utility Payments	15	6	1	1
Case Management	644	261	94	47
Legal Services	397	166	n/a	n/a

At the end of September 2010, \$301,848.26 had been expended for direct services and administration; at the beginning of October, UWJC filed a reimbursement request totaling \$89,274.11, bringing the total expended to \$391,122.37. City staff has reviewed the amount of HPRP funds retained For City Inspectors to perform required unit inspections and has determined \$29,300 can be released to UWJC to be used by partnering agencies to continue to provide HPRP assistance to City residents.

City staff also determined \$5,150 in administration fees would be available to reimburse UWJC staff time spent in the development and implementation of HPRP. While UWJC initially offered to administer the grant for the City without reimbursement for administration costs, a recent HUD monitoring concluded the City was in violation of program rule for not sharing its administration allotment, requiring UWJC to absorb administrative expenses without subsidy.

Requested action by City Council is to approve the reallocation of \$29,300 to UWJC for HPRP Financial Assistance and \$5,150 to UWJC for costs to administer the grant. Please place this item on the October 26, 2010 City Council agenda for consideration.

cc: Heather L. Soat, Financial Analyst
Michelle L. Pultz, CD Project Coordinator

S:\HPRP\Memos\Memo - reallocation 10-26-10.doc



Community Development

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4060 — Facsimile: (517) 780-4781

October 18, 2010

TO: Warren D. Renando, City Manager
FROM: **Carol L. Konieczki, Community Development Director**
RE: Authorization to Execute Listing Agreements for Properties Rehabilitated with Neighborhood Stabilization Program Grant Funds

The Community Development Department has successfully completed the rehabilitation of four properties, with an additional five properties in the early stages of rehabilitation, utilizing Neighborhood Stabilization Program (NSP) funds as previously approved by City Council as follows:

Projects complete –
115 Damon Street
140 Stanley Street
904 Orchard Place
941 S. Jackson Street

Projects underway –
509 W. Franklin Street
544 N. Pleasant Street
604 Detroit Street
733 Oakdale
1707 E. Ganson Street

Per the NSP guidelines, the sales price for each property is limited to the fair market value, as determined by an independent, post-rehabilitation appraisal, and must not exceed the total development costs. Compensation for the sales will be 7% of the gross purchase price with a minimum commission of \$4,000 per property as stated in the Request for Proposal dated March 26, 2010. All purchase offers will be subject to City Council for approval prior to acceptance of any purchase offer.

Action requested is to authorize the Mayor to execute the listing agreements for the properties rehabilitated with NSP funds and the authorization for the City Attorney to make minor modifications to the agreement, if necessary, for finalization.

Please place this item on the October 26, 2010 agenda for City Council consideration.



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

DATE: October 19, 2010
TO: Warren D. Renando, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
RE: Request to Approve Traffic Control Order No. 2075
Removal of Traffic Signal at Mechanic Street and Michigan Avenue

The Department of Engineering investigated to see if the existing traffic signal at the intersection of Michigan Avenue and Mechanic Street is warranted based upon the Manual of Uniform Traffic Control Devices. The traffic does not meet any of the eight warrants for requiring a traffic signal at the location.

It is the Department of Engineering's recommendation that the traffic signal be removed at Michigan Avenue and Mechanic Street. It is further recommended that all traffic at the intersection be required to stop prior to entering the intersection, creating an all way stop.

With your concurrence, I request Traffic Control Order 2075 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. 2075

LOCATION: Mechanic and Michigan

DATE: October 19, 2010

ASSIGNED TO: Engineering

TCO DESCRIPTION

Investigate to see if existing traffic signal at the intersection of Mechanic Street and Michigan Avenue is warranted based upon the Manual of Uniform Traffic Control Devices.

BY JON H. DOWLING, P.E.

RECOMMENDATION

As the existing traffic signal at the intersection of Mechanic Street and Michigan Avenue does not meet any of the listed warrants in the Manual of Uniform Traffic Control Devices it is recommended that the traffic signal be removed. It is further recommended that all traffic at the intersection be required to stop prior to entering the intersection, creating an all way stop.

APPROVED **REJECTED**

DATE:

BY CITY COUNCIL

WORK ASSIGNMENT: To Sign Shop

DATE:

TO:

BY JON H. DOWLING, P.E.

MATERIAL USED

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



Community Development

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4060 — Facsimile: (517) 780-4781

October 15, 2010

TO: Warren D. Renando, Interim City Manager
FROM: **Carol L. Konieczki, Community Development Director**
RE: CDBG and HOME Financial Summaries through September 2010

Attached is a Financial Summary for CDBG and HOME funds through September 2010.

Please place this item for consideration on the October 26, 2010 City Council agenda.

Cc: Heather Soat, Financial Analyst
Michelle Pultz, Project Coordinator

**City of Jackson
Community Development Block Grant
Monthly Financial Summary
For the Three Months Ended September 30, 2010**

	<u>Budgeted</u>	<u>Expended Prior Year</u>	<u>Actual Month-to-Date</u>	<u>Actual Year-to-Date</u>	<u>Total Funds Expended- to-Date</u>	<u>Balance</u>	<u>Percent Spent</u>
<u>Public Services</u>							
1 Family Services & Children's Aid							
FY 2009/2010	10,000	7,263	-	2,737	10,000	-	100.0%
FY 2010/2011	7,000	-	-	-	-	7,000	0.0%
2 JAHC - Homeownership Training	8,000	-	-	-	-	8,000	0.0%
3 MLK Summer Program	40,000	-	-	-	-	40,000	0.0%
4 Center for Family Health	20,000	-	-	-	-	20,000	0.0%
5 Partnership Park-After School Programs							
FY 2009/2010	5,000	4,485	-	515	5,000	-	100.0%
FY 2010/2011	5,000	-	-	-	-	5,000	0.0%
6 United Way - 211 Services							
FY 2009/2010	12,000	9,000	-	3,000	12,000	-	100.0%
FY 2010/2011	10,000	-	-	-	-	10,000	0.0%
7 Salvation Army - Heating Assistance	70,000	-	-	-	-	70,000	0.0%
8 AWARE	15,000	-	-	-	-	15,000	0.0%
<u>Administration</u>							
9 Administration & Planning							
FY 2009/2010	216,425	125,853	21,558	53,037	178,890	37,535	82.7%
FY 2010/2011	249,700	-	-	-	-	249,700	0.0%
<u>Code Enforcement</u>							
10 City Code Enforcement Division							
FY 2009/2010	450,000	373,952	5,382	76,048	450,000	-	100.0%
FY 2010/2011	503,345	-	33,972	33,972	33,972	469,373	6.7%
11 City Attorney Office	63,000	-	-	-	-	63,000	0.0%
<u>Housing Rehabilitation Projects</u>							
12 Owner Occupied Housing Rehabilitation							

	<u>Budgeted</u>	<u>Expended Prior Year</u>	<u>Actual Month-to-Date</u>	<u>Actual Year-to-Date</u>	<u>Total Funds Expended- to-Date</u>	<u>Balance</u>	<u>Percent Spent</u>
FY 2007/2008	259,035	206,871	412	28,392	235,263	23,772	90.8%
FY 2008/2009	58,980	-	-	-	-	58,980	0.0%
FY 2009/2010	88,000	-	-	-	-	88,000	0.0%
FY 2010/2011	60,000	-	-	-	-	60,000	0.0%
13 City Emergency Hazard Repair Program							
FY 2009/2010	125,000	81,944	15,897	36,448	118,392	6,608	94.7%
FY 2010/2011	125,000	-	-	-	-	125,000	0.0%
14 New Neighbor Program (FY 2005/2006)	80,000	64,216	4,004	4,819	69,035	10,965	86.3%
15 World Changers							
FY 2008/2009	46,250	16,231	-	29,707	45,938	312	99.3%
FY 2010/2011	45,585	-	-	-	-	45,585	n/a
16 Cleanup	10,000	-	-	-	-	10,000	n/a
17 City Rehab Administration (Denied Loans)							
FY 2008/2009	3,000	1,947	-	-	1,947	1,053	64.9%
FY 2009/2010	1,000	-	-	-	-	1,000	0.0%
FY 2010/2011	1,000	-	-	-	-	1,000	0.0%
18 John George Home - building repairs	10,000	-	-	-	-	10,000	0.0%
19 DDA - Façade Loans (FY 2008/2009)	18,000	5,026	-	-	5,026	12,974	27.9%
20 Grace Haven - shelter repairs (2008/2009)	18,000	-	-	-	-	18,000	0.0%
<u>Street Projects</u>							
21 Mason - Jackson to Mechanic (FY 2009/2010)	91,000	12,120	-	299	12,419	78,581	13.6%
22 Mason - Mechanic to Francis (FY 2009/2010)	72,000	6,718	-	-	6,718	65,282	9.3%
23 Loomis - Leroy to North (FY 2009/2010)	90,000	12,393	-	-	12,393	77,607	13.8%
24 Loomis - North to Argyle (FY 2009/2010)	47,000	-	-	-	-	47,000	0.0%
25 Monroe Street Sidewalk (FY 2009/2010)	30,000	-	-	-	-	30,000	0.0%
26 Special Assessments (FY 2009/2010)	22,718	-	-	-	-	22,718	0.0%
27 Wilkins - Jackson to Williams	103,000	-	-	-	-	103,000	0.0%
28 Wilkins - Williams to Mechanic	106,000	-	-	-	-	106,000	0.0%
29 Wilkins - Mechanic to Francis	136,000	-	-	-	-	136,000	0.0%
30 Special Assessments	10,000	-	-	-	-	10,000	0.0%
<u>Other Projects</u>							

	<u>Budgeted</u>	<u>Expended Prior Year</u>	<u>Actual Month-to-Date</u>	<u>Actual Year-to-Date</u>	<u>Total Funds Expended- to-Date</u>	<u>Balance</u>	<u>Percent Spent</u>
31 Public Works - curb ramps							
FY 2008/2009	40,000	33,337	-	6,663	40,000	-	100.0%
FY 2009/2010	67,523	-	-	26,517	26,517	41,006	39.3%
FY 2010/2011	20,000	-	-	-	-	20,000	0.0%
32 Tree Removal/Replacement							
FY 2009/2010	25,000	18,751	-	-	18,751	6,249	75.0%
FY 2010/2011	14,000	-	-	-	-	14,000	0.0%
<u>Economic Development</u>							
33 Job Creation Loans	50,000	-	-	-	-	50,000	0.0%
<u>Public Improvements</u>							
34 Grand River Arts Walk (FY 2008/2009)	328,906	300,530	-	28,376	328,906	-	100.0%
35 JPD Equipment	7,752	-	-	-	-	7,752	0.0%
36 Demolition	38,000	-	-	-	-	38,000	0.0%

NOTE: All funds are FY 2010/2011 allocations unless otherwise indicated

S:\Finance\Reports\2010-2011\CDBG Monthly Financial Summary\2010-09-30.xls\CDBG

**City of Jackson
HOME
Monthly Financial Summary
For the Three Months Ended September 30, 2010**

	<u>Budgeted</u>	<u>Expended Prior Year</u>	<u>Actual Month-to-Date</u>	<u>Actual Year-to-Date</u>	<u>Total Funds Expended- to-Date</u>	<u>Balance</u>	<u>Percent Spent</u>
1 Rehabilitation Assistance Program							
FY 2009/2010	547,129	52,568	-	-	52,568	494,561	9.6%
FY 2010/2011	180,707	-	-	-	-	180,707	0.0%
2 HOME Administration							
FY 2009/2010	30,000	-	-	30,000	30,000	-	100.0%
FY 2010/2011	30,400	-	-	-	-	30,400	0.0%
3 JAHC - Downpayment Assistance							
FY 2009/2010	25,000	7,405	-	-	7,405	17,595	29.6%
FY 2010/2011	40,000	-	-	-	-	40,000	0.0%
4 JAHC - CHDO Operating Expenses							
FY 2008/2009	12,000	10,458	-	-	10,458	1,542	87.2%
FY 2009/2010	15,000	-	-	-	-	15,000	0.0%
FY 2010/2011	18,000	-	-	-	-	18,000	0.0%
5 JAHC - CHDO Acquisition/Rehab/Resale							
FY 2008/2009	60,000	43,306	6,280	7,305	50,611	9,389	84.4%
FY 2009/2010	55,477	-	-	-	-	55,477	0.0%
FY 2010/2011	90,000	-	-	-	-	90,000	0.0%
6 JAHC - Administration							
FY 2009/2010	5,000	2,102	-	-	2,102	2,898	42.0%
FY 2010/2011	6,000	-	-	-	-	6,000	0.0%
7 CAA - New Construction (FY 2006/2007)	75,000	35,750	-	-	35,750	39,250	47.7%
8 Habitat for Humanity (FY 2008/2009)	69,800	56,533	-	-	56,533	13,267	81.0%



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

Date: October 18, 2010

To: Building Code Board of Examiners and Appeals Members

From: Frank Donovan, Chief Building Official

Subject: Dangerous Building Report

The Dangerous Building Report summarizes the current status of dangerous or unsafe structures as referenced in Chapter 17 of the City Code of Ordinances.

Page 1	Dangerous Building Report Summary Sheet
Page 2 – 13	Condemned Properties (Dangerous and Unsafe) 2010
Page 14 – 16	Condemned Properties (Dangerous and Unsafe) 2009
Page 17 – 18	Condemned Properties (Dangerous and Unsafe) 2008
Page 19	Hazardous Properties (Secured and Released)
Page 20	Unfit for Human Habitation (Notice to Vacate)

If you have any comments or questions please contact Sheila Prater at (517) 788-4012.

FD/smp



**CITY OF JACKSON
DANGEROUS BUILDING REPORT SUMMARY SHEET**

CONDEMNED PROPERTIES (DANGEROUS AND UNSAFE) 2010

Jan-10	Feb-10	March-10	April-10	May-10	June-10	July-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	YTD Total
1	5	7	4	4	3	5	4	3				36
(4) CONDEMNED PROPERTIES (DANGEROUS AND UNSAFE) CARRIED OVER FROM 2009 (1 properties are scheduled for BCBA hearings, 3 properties have been upheld and are awaiting demolition) (2) CONDEMNED PROPERTIES (DANGEROUS AND UNSAFE) CARRIED OVER FROM 2008 (1 has a new owner who plans on repairing, 1 is now owned by the County of Jackson)												6

This table reflects the number of properties that are condemned and posted as dangerous and unsafe

CONDEMNED PROPERTIES THAT HAVE BEEN REPAIRED/RELEASED

Jan-10	Feb-10	March-10	April-10	May-10	June-10	July-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	YTD Total
0	0	0	5	0	0	3	2	3				13

CONDEMNED PROPERTIES THAT HAVE BEEN DEMOLISHED

Jan-10	Feb-10	March-10	April-10	May-10	June-10	July-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	YTD Total
0	4	2	3	2	0	0	3	0				14

HAZARDOUS PROPERTIES (OPEN AND ACCESSIBLE)

Jan-10	Feb-10	March-10	April-10	May-10	June-10	July-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	YTD Total
4	7	5	4	7	4	6	6	3				46

This table reflects the number of properties that were posted open and accessible. Once secured they have been released.

UNFIT FOR HUMAN HABITATION (NOTICE TO VACATE)

Jan-10	Feb-10	March-10	April-10	May-10	June-10	July-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	YTD Total
2	1	0	0	0	0	0	0	1				4

This information reflects the number or properties that were posted unfit for human habitation and the occupants were ordered to vacate.

CITY OF JACKSON

CONDEMNED PROPERTIES 2010

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
614 Backus St (2-1558) Earl Dutton House	3/26/2010 North second story roof system has collapsed. Large voids throughout roof. Rafters, decking and shingles water damaged.	03/26/2010 Condemned house. 03/29/2010 Notice and Order mailed to owner(s). Owner given 60 days to complete repairs. 06/01/2010 Reinspection scheduled. 06/17/2010 Staff recommended UPHOLDING Notice and Order. 06/17/2010 Board UPHELD Notice and Order, bids for demolition to be requested. Permit Information: No permits issued to date. Current Status: Building Board UPHELD Notice and Order. Bids for demolition awarded 09/17/2010.
1415 S Cooper St (5-0866) James/Kim Justin Commercial	05/03/2010 Commercial building open and accessible. Awning rotted and collapsing. Interior egress paths blocked.	05/03/2010 Condemned commercial building. 05/05/2010 Notice and Order mailed to owner(s). Owner given 2 weeks to complete. 05/20/2010 Reinspection scheduled. 07/29/2010 Staff recommended tabling until the August meeting so that inspector can conduct inspection. 07/29/2010 Board tabled until the August Board meeting. 08/26/2010 Staff recommended tabling until the September meeting. Owner/tenant making progress and should be finished in a couple of weeks. 08/26/2010 Board tabled until the September Board meeting. 09/30/2010 Staff recommended releasing, property has been repaired by owner(s). 09/30/2010 Board Dismissed Notice and Order. Permit Information: Electrical permit issued 05/19/2010, rough inspection disapproved, finalized 06/14/2010. Current Status: Property repaired by owner, released from condemnation.

CITY OF JACKSON

CONDEMNED PROPERTIES 2010

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
816 Eaton St (2-1703) Fletcher Hall Garage	08/12/2010 Garage is deteriorated and decayed; roof system collapsed.	08/12/2010 Condemned garage. 08/17/2010 Notice and Order mailed to owner(s). Owner given 45 months to complete repairs. 11/03/2010 Reinspection scheduled. Permit Information: No permits issued to date. Current Status: Publication required. Scheduled for the November Building Code Board of Appeals meeting.
915 Everhard St (5-0496) Katrina Foster House	03/01/2010 House is deteriorated and decayed. Chimney collapsed, open and accessible, hole in flooring, foundation crumbling.	03/01/2010 Condemned house. 03/03/2010 Notice and Order mailed to owner(s). Owner given 45 days to complete repairs. 05/03/2010 Reinspection conducted; no progress being made on repairs. 05/27/2010 Staff recommended UPHOLDING Notice and Order. 05/27/2010 Board UPHELD Notice and Order, bids for demolition to be requested. Permit Information: No permits issued to date. Current Status: Building Board UPHELD Notice and Order, bids for demolition awarded 08/03/2010.

CITY OF JACKSON

CONDEMNED PROPERTIES 2010

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
1412 First St (3-2342) Ross/Rosemary Cain House	07/13/2010 House is deteriorated and decayed; roof system collapsed.	07/13/2010 Condemned house. 07/23/2010 Notice and Order mailed to owner(s). Owner given 3 months to complete repairs. 10/25/2010 Reinspection scheduled. Permit Information: Building permit issued 07/28/2010; insulation approved 08/19/2010; finalized 09/13/2010. Current Status: Property has been repaired by owner, released from condemnation.
119 Francis Ct (5-1478) Steve Simokaitis Garage/House Per County Treasurer – parcel is in forfeiture 2008 and 2009 taxes delinquent	05/27/2010 Garage roof system rotted and has holes and is collapsing.	05/27/2010 Condemned garage/house. 05/27/2010 Notice and Order mailed to owner(s). Owner given 45 days to complete repairs. 09/01/2010 Reinspection conducted, no work or permits issued. 09/30/2010 Staff recommended UPHOLDING the Notice and Order. 09/30/2010 Board UPHELD Notice and Order, bids for demolition to be requested. Permit Information: No permits issued to date. Current Status: Building Board UPHELD Notice and Order, bids for demolition to be requested 10/22/2010.
928 Francis St (5-0636) Connie Earl Garage	09/10/2010 Garage destroyed by fire. New this month	09/10/2010 Condemned garage. 09/15/2010 Notice and Order mailed to owner(s). Owner given 2 months to complete demolition. 11/03/2010 Reinspection scheduled. Permit Information: No permits issued to date. Current Status: Publication required. Scheduled for the November Building Code Board of Appeals meeting.

CITY OF JACKSON

CONDEMNED PROPERTIES 2010

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
703 E Ganson St (7-0701) Candy Moffitt Garage/Porch	05/04/2010 Garage/porch deteriorated and decayed. Roof has holes in it and is collapsing.	05/04/2010 Condemned house. 05/05/2010 Notice and Order mailed to owner(s). Owner given 3 months to demolish. 09/01/2010 Reinspection conducted, no work or permits issued. 09/30/2010 Staff recommended UPHOLDING the Notice and Order. 09/30/2010 Board UPHELD Notice and Order, bids for demolition to be requested. Permit Information: No permits issued to date. Current Status: Building Board UPHELD Notice and Order, bids for demolition to be requested 10/22/2010.
630 ½ W Ganson St (2-1089) Kimberly Scholl Stair System	09/20/2010 Garage destroyed by fire. New this month	09/20/2010 Condemned garage. 09/22/2010 Notice and Order mailed to owner(s). Owner given 7 days to pull permit and duration of permit to complete repairs. Permit Information: No permits issued to date. Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 10/28/2010 if the owner does not comply with the Notice and Order.
407 Homewild Ave (7-0319) Brandy Ekins Garages	08/12/2010 Garages are deteriorated and decayed. Roof's have holes in them and are collapsing.	08/12/2010 Condemned garages. 08/17/2010 Notice and Order mailed to owner(s). Owner given 28 days to complete. 09/17/2010 Reinspection scheduled. Permit Information: No permits issued to date. Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 10/28/2010 if the owner does not comply with the Notice and Order.

CITY OF JACKSON

CONDEMNED PROPERTIES 2010

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
334 N Horton St (8-0163) Kassie Elliott Garage	02/01/2010 Garage deteriorated and collapsing.	02/01/2010 Condemned garage. 02/10/2010 Notice and Order mailed to owner(s). Owner given 1 month to complete repairs. 03/10/2010 Reinspection conducted; owner is working on making repairs. Permit Information: Roofing permit issued 03/22/2010; no inspections. Current Status: Per Chief Building Official monitor permit for compliance.
1212 S Jackson St (4-1135) James/Grace Sparks House	06/16/2010 Foundation wall collapsed.	06/16/2010 Condemned house. 07/02/2010 Notice and Order mailed to owner(s). Owner given 60 days to complete repairs. 09/01/2010 Reinspection conducted. Building permit will be issued week of 09/13/2010 and then work to be completed within 1 month. Timeline extended accordingly to allow for stated dates. Permit Information: No permits issued to date. Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 11/18/2010 if the owner does not comply with the Notice and Order.

Per County Treasurer – 2009 taxes owing

CITY OF JACKSON

CONDEMNED PROPERTIES 2010

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
421 Jefferson St (1-0694) Davonne Pierce House	04/05/2010 Fire damage throughout house.	04/05/2010 Condemned house. 04/07/2010 Notice and Order mailed to owner(s). Owner given 90 days to complete repairs. 07/12/2010 Reinspection conducted, no progress. Owner is awaiting Insurance settlement. 07/29/2010 Staff recommended tabling until the August meeting to see if owner is able to settle with insurance company. 07/29/2010 Board tabled until the August Board meeting. 08/26/2010 Staff recommended tabling until the October meeting to allow owner time to attend hearing regarding insurance settlement. 08/26/2010 Board tabled until the October Board meeting. Permit Information: No permits issued to date. Current Status: Scheduled for the October Building Code Board of Appeals meeting.
1223 Maple Ave (4-0939) Elisabeth McKinch House/Garage	08/18/2010 Property open and accessible three times in the past two years.	08/18/2010 Condemned house/garage. 08/25/2010 Notice and Order mailed to owner(s). Owner given 60 days to complete repairs. 10/25/2010 Reinspection scheduled. Permit Information: No permits issued to date. Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 11/18/2010 if the owner does not comply with the Notice and Order.

Per County Treasurer – 2009 taxes owing

CITY OF JACKSON

CONDEMNED PROPERTIES 2010

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
611 W Morrell St (3-2064) Christopher Mullins House/Garage	08/30/2010 Fire, smoke and water damage.	08/30/2010 Condemned house/garage. 09/01/2010 Notice and Order mailed to owner(s). Owner given 5 days to get permit. 09/06/2010 Reinspection scheduled. 09/30/2010 Staff recommended UPHOLDING the Notice and Order. Owner does have contract to demolish and should be done by 11/02/2010. 09/30/2010 Board UPHELD Notice and Order, bids for demolition to be requested. Permit Information: No permits issued to date. Current Status: Building Board UPHELD Notice and Order, bids for demolition to be requested 10/22/2010.
618 W North St (2-1279) Sharon Nelson Foundation/Electrical	07/02/2010 Foundation wall collapsed. Electrical service box struck by collision.	07/02/2010 Condemned foundation/electrical. 07/07/2010 Notice and Order mailed to owner(s). Owner given 45 days to complete repairs. 08/19/2010 Reinspection conducted. Extended timeline for repairs until 10/01/2010 for owner to settle with insurance company and start repairs. Permit Information: Electrical permit issued 07/07/2010; finalized 07/07/2010. Current Status: Property repaired by owner, released by Building Inspector.

CITY OF JACKSON

CONDEMNED PROPERTIES 2010

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
603 Oakhill Ave (2-1037) Mark Deneka House	07/02/2010 Fire damage throughout house.	07/02/2010 Condemned house. 07/07/2010 Notice and Order mailed to owner(s). Owner given 120 days to complete repairs. 11/08/2010 Reinspection scheduled. Permit Information: No permits issued to date. Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 12/16/2010 if the owner does not comply with the Notice and Order.
502 Page Ave (6-0736) Hector Trujillo Garage	09/28/2010 Garage roof is collapsing. New this month	09/28/2010 Condemned garage. 10/05/2010 Notice and Order mailed to owner(s). Owner given 180 days to complete repairs. 04/05/2011 Reinspection scheduled. Permit Information: No permits issued to date. Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals in May 2011 if the owner does not comply with the Notice and Order.

CITY OF JACKSON

CONDEMNED PROPERTIES 2010

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
112 W Prospect St (5-1543) John Powell Garage Per County Treasurer – parcel is in forfeiture 2008 and 2009 taxes delinquent	06/23/2010 Tree fell on rear detached garage.	06/23/2010 Condemned garage. 07/02/2010 Notice and Order mailed to owner(s). Owner given 90 days to complete repairs. 08/11/2010 Publication required. 10/08/2010 Reinspection scheduled. Permit Information: No permits issued to date. Current Status: Publication required. Scheduled for the 11/18/2010 Building Code Board of Appeals meeting.
220 E Robinson St (5-1466) Ronald Austin Sr House/Garage	07/06/2010 Garage deteriorated and decayed. Garage roof has collapsed. House roof is deteriorated and decayed; rotted.	07/06/2010 Condemned house/garage. 07/15/2010 Notice and Order mailed to owner(s). Owner given 90 days to complete repairs. 08/11/2010 Publication required. 10/18/2010 Reinspection scheduled. Permit Information: No permits issued to date. Current Status: Publication required. Scheduled for the 11/18/2010 Building Code Board of Appeals meeting.

CITY OF JACKSON

CONDEMNED PROPERTIES 2010

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
523 Seymour Ave (8-0731) Angela Union House	03/05/2010 Fire damage throughout house.	03/05/2010 Condemned house. 03/11/2010 Notice and Order mailed to owner(s). Owner given 120 days to complete repairs. 07/12/2010 Reinspection conducted, no work performed just settled with the insurance company. 07/29/2010 Staff recommended tabling until the August meeting in order for inspector to try and contact owner. 07/29/2010 Board tabled until the August Board meeting. 08/26/2010 Staff recommended tabling until the September meeting to contact insurance company regarding ACT 495 funds. 08/26/2010 Board tabled until the September Board meeting. 09/30/2010 Staff recommended tabling until the October meeting for the owner to get a signed contract for repairs. 09/30/2010 Board tabled until the October Board meeting. Permit Information: No permits issued to date. Current Status: Scheduled for the October Building Code Board of Appeals meeting.

CITY OF JACKSON

CONDEMNED PROPERTIES 2010

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
412 Third St (3-0196) Hugh Hiller House	02/01/2010 Fire damage to house.	02/01/2010 Condemned house. 02/10/2010 Notice and Order mailed to owner(s). Owner given 4 months to complete repairs. 06/10/2010 Reinspection conducted, no progress. 07/29/2010 Staff recommended UPHOLDING Notice and Order. 07/29/2010 Board UPHELD Notice and Order, bids for demolition to be requested. Permit Information: Electrical permit issued 07/12/2010; finalized 07/20/2010. Current Status: Building Board UPHELD Notice and Order, bids for demolition awarded 09/17/2010.
781 Tomlinson St (6-1322) John Babchook Garage	05/04/2010 Roof system rotted and caving in.	05/04/2010 Condemned garage. 05/05/2010 Notice and Order mailed to owner(s). Owner given 4 months to complete repairs. 08/11/2010 Publication required. 10/01/2010 Reinspection scheduled. Permit Information: No permits issued to date. Current Status: Publication required. Scheduled for the October Building Code Board of Appeals meeting.

Per County Treasurer – 2009 taxes delinquent

CITY OF JACKSON

CONDEMNED PROPERTIES 2010

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
803 E Washington Ave (6-1548) Rudy/Dorothy Meyers House/Garage	07/28/2010 Foundation deteriorated and decayed. Garage pushed off foundation.	07/28/2010 Condemned house/garage. 07/29/2010 Notice and Order mailed to owner(s). Owner given 60 days to complete repairs or demolish. 11/03/2010 Reinspection scheduled.
Per County Treasurer – 2009 taxes delinquent		Permit Information: No permits issued to date. Current Status: Publication required. Scheduled for the November Building Code Board of Appeals meeting.

CITY OF JACKSON

CONDEMNED PROPERTIES 2009

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
1501 S Jackson St (4-1559) Kenneth Zaggy Commercial	11/24/09 Fire damage throughout structure.	11/24/09 Condemned commercial building. 12/02/09 Notice and Order hand delivered to owner(s). Owner given 7 days to install a fence, provide a timeline for repairs/demolition and pull permit. 180 days from the date of permit to complete. 12/18/09 Staff recommended tabling until the January meeting. Owner looking at selling property to someone who will clean up and rehabilitate. 12/18/09 Board tabled until the January Board meeting. 01/28/2010 Staff recommended continuing until the June meeting. Owner has provided performance agreement and should be done by end of May. 01/28/2010 Board continued until the May Board meeting. 03/25/2010 Building Board granted variance to allow owner to leave the concrete walls as is. Variance will be granted allowing the roof system to remain an "open air" system as long as the owner supplies a statement from an engineer stating they have inspected it. 05/27/2010 Staff recommended tabling until the July meeting. Owner making progress. 05/27/2010 Board continued until the July Board meeting. 07/29/2010 Staff recommended tabling until the September meeting. Owner is working on repairs. 07/29/2010 Board continued until the September Board meeting. 09/30/2010 Staff recommended tabling until the October meeting. Owner continues to make repairs. 09/30/2010 Board continued until the October Board meeting. Permit Information: Demolition permit issued 01/27/2010; no inspections. Fence permit issued 12/23/2009; no inspections. Electrical permit issued 04/06/2010; service approved 05/27/2010. Current Status: Property scheduled for the October Building Code Board of Appeals meeting.

CITY OF JACKSON

CONDEMNED PROPERTIES 2009

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
902 Maple Ave (4-0857) Anthony Gittens House	10/05/09 Fire and smoke damage.	10/05/09 Condemned house. 10/28/09 Notice and Order mailed to owner(s). Owner given 4 months to complete repairs. 03/01/2010 Reinspection revealed temporary tarp and boarded up to north fire damaged roof. Recheck in 1 month and if no progress schedule for building board. 04/29/2010 Staff recommended UPHOLDING Notice and Order. 04/29/2010 Board UPHELD Notice and Order, bids for demolition awarded 08/03/2010. Permit Information: Building permit issued 02/04/2010; no inspections. Current Status: 08/24/2010 Owner filed in Circuit Court. Demolition order put on hold.
Per County Treasurer – parcel is in forfeiture 2008 and 2009 taxes delinquent		
1421 E Michigan Ave (6-0566) Hakim/Chaudhri Bashir LLC House	08/06/09 Open and accessible. Porch rotted with open holes through floor system.	08/06/09 Condemned house. 08/14/09 Notice and Order mailed to owner(s). Owner was given 45 days to complete repairs. 11/19/09 Reinspection conducted, no change in status of property. 12/18/09 Staff recommended UPHOLDING Notice and Order. 12/18/09 Board UPHELD Notice and Order, bids for demolition to be requested. Permit Information: No permits issued to date. Current Status: Bids for demolition awarded 03/10/2010.
Per County Treasurer – 2006 through 2009 Taxes are delinquent – parcel in bankruptcy		

CITY OF JACKSON

CONDEMNED PROPERTIES 2009

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
326 W Wesley St (4-0300) Wells Fargo Bank (new owner) Garage	06/23/09 Tree has fallen onto southwest corner of garage breaking hip rafters. West side garage open with holes through roof and weather damaged rafters.	06/23/09 Condemned garage. 07/01/09 Notice and Order mailed to owner(s). Owner was given 90 days to complete repairs. 10/14/09 Reinspection conducted, no progress. 11/20/09 Staff recommended continuing until December to allow bank time to compare the cost of demolition vs. cost of repairing. 11/20/09 Board continued until the December meeting. 12/18/09 Staff recommended UPHOLDING Notice and Order. 12/18/09 Board UPHELD Notice and Order, bids for demolition to be requested. 12/31/09 Received letter from owner requesting reconsideration. Placed on January agenda. 01/28/2010 Staff recommended continuing until the February meeting. Bank attempted repairs but repairs are unacceptable. 01/28/2010 Board continued until the February BCBA meeting. 02/25/2010 Staff made no recommendation. 02/25/2010 Board denied request for reconsideration. 06/09/2010 Bids for demolition awarded. Permit Information: Demolition permit issued 07/14/2010; no inspections. Building permit issued to owner 08/18/2010; no inspections. Current Status: 08/06/2010 Demolition on hold, owner plans to repair.

CITY OF JACKSON

CONDEMNED PROPERTIES 2008

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
320 W Biddle St (4-0549) Teri Pedersen (new owner 1/2010) County of Jackson (new owner 5/2009) MoHawk United LLC Deutsche Bank Natl Trust Single Family Dwelling Per County Treasurer – 2009 taxes owing	10/17/08 Open front and back door and broken windows. Interior unfit for human habitation.	10/17/08 Condemned house. 10/24/08 Emergency Order signed. 10/27/08 Property secured by DPW. 10/29/08 Notice and Order mailed to owner(s). 12/08/08 Reinspection conducted; property is secured and roof is tarped. 01/23/09 Staff recommended UPHOLDING Notice and Order. 01/23/09 Board UPHELD Notice and Order, bids to be requested for demolition. Permit Information: Roofing permit issued 03/04/2010; no inspections. Alternation permit issued 04/30/2010; no inspections. Current Status: Bid for demolition awarded 08/24/09. County sold property, awaiting deed. Demolition on hold, new owner plans to repair.

CITY OF JACKSON

CONDEMNED PROPERTIES 2008

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
800 S Mechanic St (4-0600) Gregory Cole Multi Family Dwelling	08/06/08 Open doors and windows, damaged walls and floor in back bathroom on first floor.	08/06/08 Condemned house. 08/08/08 Emergency Order signed. 08/08/08 Property secured by DPW. 08/13/08 Notice and Order mailed to owner(s). 09/17/08 Reinspection conducted; no change in status. 02/20/09 Staff recommended continuing until March. 02/20/09 Board continued until the March Board meeting. 03/20/09 Staff recommended UPHOLDING Notice and Order. 03/20/09 Board UPHELD Notice and Order, bids to be requested for demolition. 06/19/09 Staff recommended UPHOLDING Notice and Order. 06/19/09 Board UPHELD Notice and Order, bids to be requested for demolition. 07/03/09 Owner filed Circuit Court action. 01/19/2010 Circuit Court action dismissed. Permit Information: Electrical permit issued 12/23/08; 01/14/09 rough approved. Building permit reinstated 04/22/09, no inspections. Current Status: Bids for demolition awarded 03/10/2010.

CITY OF JACKSON

HAZARDOUS PROPERTIES

(Secured and Released)

Property Address (Stencil #)	Date of Compliant	Date Referred to DPW or Contractor	Date Secured
703 E Ganson St (7-0701) Candy Moffit House	09/01/2010	09/14/2010	09/15/2010
410 W Morrell St (3-2040) Ramie Williams House	09/15/2010	09/16/2010	09/20/2010
113 Wren St (5-1030) Bryce Peters Financial Corp House	09/28/2010	09/30/2010	10/01/2010

CITY OF JACKSON

UNFIT FOR HUMAN HABITATION

(Notice to Vacate)

Property Address (Stencil #)	Reason Vacated	Date of Complaint	Date Vacated	Reported by	Vacated by	Date Released
630 ½ W Ganson St (2-1089) Kimberly Scholl Upper Unit	Unsafe stairs to entrance	08/31/2010	09/20/2010	Staff	Brian Taylor	

Sharon Hasen

From: Caroline Kennedy [ckennedy@mml.org]
Sent: Tuesday, October 19, 2010 9:40 AM
To: Warren D. Renando
Cc: Sharon Hasen
Subject: FW: MML Exec Search Overview and Cover Letter
Attachments: Jackson cover letter 2.doc; Jackson-MML Exec Search Overview 2010.doc

Hi Warren--Please let me know if you have received this. It appears we had your middle initial wrong in our system. I am so sorry for all the confusion!

From: Caroline Kennedy
Sent: Sun 10/17/2010 10:41 PM
To: wjrenando@cityofjackson.org
Subject: MML Exec Search Overview and Cover Letter

Dear Mr. Renando --

Attached please find an overview document of the League's executive search process and a cover letter addressed to council. Per our conversation, the cover letter includes a recommendation to wait until the beginning of the new year to launch the new search process. Should the city decide to engage the League, your search consultant will work directly with council to determine the specific timing of the process.

The overview is a fairly comprehensive document, designed to answer most of the initial questions that a council typically has regarding our process. You will see that we have specifically included a short description of search consultant Robert Hamilton in this overview. We are recommending Mr. Hamilton at this time due to both the recommended timing of the project and his experience. We are also pleased to provide the city with a firm, not-to-exceed professional fee, which is included in the document. Please note that our fees are separated into two categories--professional fees and project expenses, which are also explained. The last page of the overview is designed to serve as a letter of agreement. Should the city determine they are ready to proceed, we simply need an authorized signature, and the page can be returned to me via email or a hard copy sent to the attention of Heather Van Poucker, in our Ann Arbor office. We would also be happy to answer any outstanding questions, and/or send a search consultant to make a presentation and answer questions of council directly.

In closing, I apologize that you did not previously receive this information. The document creation dates were September 15 and should have been sent to you shortly thereafter. Please accept my most sincere apology. Also, please let me know if there is anything else I can provide. I am traveling for work most of the week, so the best way to reach me is via email and/or cell phone at 989.430.5599.

Sincerely,

Caroline Kennedy

Manager of Field Operations

MICHIGAN MUNICIPAL LEAGUE

989.430.5599

ckennedy@mml.org

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michigan municipal league

Better Communities.
Better Michigan.

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October 17, 2010

Mayor Dunigan and Council
161 W. Michigan Ave.
Jackson, MI 49201-1303

Dear Mayor Dunigan and Council,

The Michigan Municipal League appreciates the opportunity to provide this overview of our executive search process to assist Jackson with the search for a city manager.

As you may be aware, the Michigan Municipal League is a non-profit, non-partisan organization committed to strengthening the quality of municipal government and administration in Michigan. In terms of executive search, we recognize that selecting effective leadership for an organization is critical to organizational success.

Accordingly, we work closely with our members to gain a full understanding of their priorities, and structure the search process accordingly. This process helps to ensure the best possible employment match. We understand the city of Jackson is eager to have a new, long-term manager in place. To attain the best possible candidate pool for enduring success, in light of the two most recent search attempts, the League recommends a new search begin after the new year.

Please feel free to contact me with questions, to formalize a letter of agreement, or to schedule a presentation with a search facilitator at 800.653.2483 or ckennedy@mml.org.

Sincerely,

Submitted electronically

Caroline Kennedy
Manager, Field Operations

OVERVIEW OF THE EXECUTIVE SEARCH PROCESS

The Michigan Municipal League is committed to strengthening the quality of municipal government and administration in Michigan. In terms of executive search, we recognize that selecting effective leadership for an organization is critical to organizational success. Accordingly, we work closely with our clients to gain a full understanding of the priorities of the community and structure the search process to gain a complete picture of a candidate's experience, qualifications and management style. This helps to ensure the best possible employment match, resulting in a successful, long-term placement. To this end, the entire process is conducted with the participation of the full council.

As a non-profit membership organization, we are able to offer our members and other public sector employers highly professional executive search services at a very competitive price. Further, our objective is clear: to find the best management professionals to serve our member communities.

The League executive search includes the tasks detailed as follows. Typically a search project proceeds with the following activities and requires 60 to 90 days to complete depending upon timing of ad placement, availability of candidates and elected officials and other factors.

Develop Recruitment Profiles

In the first meeting, the search consultant will facilitate a work session to develop a comprehensive recruitment profile. The recruitment profile typically has two components:

1. The Candidate Profile outlines in detail the qualifications, experience and professional characteristics required for employment, and is designed to reflect the goals and priorities of the community. The completed profile will be used throughout the selection process as an objective tool for determining the most appropriate candidates to be interviewed, and ultimately a final selection.
2. The Community Profile provides a detailed description of the position, the organization (i.e. organizational structure, services provided, etc.) and the community itself. This component is an excellent opportunity to promote the benefits of your city or region to prospective candidates (i.e. local and regional attractions, school systems, community strengths and cultural or entertainment opportunities.)

The recruitment profile is used to develop a recruitment brochure which is featured on the MML website in its entirety. The brochure is also emailed directly to hundreds of Managers, Assistant Managers, department heads and other municipal professionals as identified to directly promote awareness and interest in the position.

Develop and Administer Recruitment and Outreach Campaign

In order to recruit and select the most qualified candidates, it is necessary to effectively market the position to the widest and most appropriate audience. To accomplish this, we will develop an outreach and advertising campaign that includes placing advertisements in various professional publications specific to the area of expertise being sought. Our advertising strategy will include both written and electronic publications as well as direct recruitment efforts that include some or all of the following:

- MML Classified Ads (website, features complete recruitment brochure)
- ICMA Newsletter
- ICMA Website
- Other professional associations as appropriate (i.e. MGFOA, Illinois or Ohio Public Manager's Association, etc.)
- Other public associations as appropriate (i.e. MTA, MAC, etc.)
- Direct email and fax campaign
- Direct personal contacts

The full recruitment brochure will be featured on the League's web site which receives an average of 4,000 hits per week. This practice provides an excellent opportunity to promote the position and the community to a wide range of prospective candidates.

In addition to advertising the position, we will utilize our extensive network of contacts to identify professionals in transition and managers who may have an interest in the opportunity. We focus the recruiting effort on attracting the most qualified candidates, including passive candidates whom we target with direct recruiting and contact to promote interest in the position.

These customized and comprehensive outreach and recruiting activities result in the highest quality candidate pool. Following the closing date for receipt of résumés, we will proceed with résumé review and interviews.

Screen Résumés and Narrow Field of Applicants

As résumés are received, we will review each applicant against the criteria established in the candidate profile and identify those candidates who most closely meet the city's requirements. As appropriate, we will conduct prescreening interviews to ensure a comprehensive initial screening process.

At this point, the facilitator will discuss with the city the quality of the candidate pool to determine if advertising should be repeated. Please note that a definitive decision must be made by council at this time, as it is the only time during the process when repeat advertising may be advisable.

At the conclusion of this initial screening process, the facilitator will present the hiring authority with a summary of the applicants, including their education, experience and related professional strengths and accomplishments. This applicant summary serves as the basis for a suggested "short-list" of the strongest candidates for further consideration. After discussion and consideration, the hiring authority will determine the candidates to invite to a personal interview.

Preliminary Reference Review

As the field of applicants is narrowed, we will conduct preliminary reference reviews to verify an applicant's prior work history and learn more about the candidates' experience, past performance, and management style.

Interview and Selection Process

Once a list of final candidates has been developed, we will assist in coordinating and scheduling interviews. As well, we will assist the hiring authority in developing their interview questions, with a focus on management technique, problem solving strategies and other topics related to

the priorities outlined in the candidate profile. It is crucial to the success of the search that all council members be committed to prompt scheduling of interviews, as advised by the facilitator.

Further, we will offer guidance and advice concerning appropriate interview topics as well as those that should be avoided. While our executive search facilitators have extensive experience in the field of human resources, and specifically interview and selection, they are not attorneys. It is always advisable for the city attorney to be apprised of the proposed interview and selection process.

A search facilitator will attend and facilitate the interviews with each of the final candidates. At the conclusion of the interview process, we will facilitate discussion and evaluation of each candidate.

Keep in mind that our search facilitators do not presume to choose the best candidate for the position. That important decision is completely at the discretion of the hiring authority. Rather, we will aide in assessing interview responses and how they relate to the objective criteria established in the candidate profile and provide related guidance and expertise.

Typically our intensive prescreening and interview process is sufficient for a client to reach a decision on extending a conditional offer of employment. Further, timing is critical in an executive search and any delay in action can result in losing a highly sought candidate. However, in some cases, the client community desires a second interview, or may even wish to consider additional candidates from its original pool of applicants. We will arrange and facilitate additional interviews immediately, on a one-time basis, at no additional expense except for travel.

Background Investigation

We will also assist in identifying a third party vendor to perform an in-depth background check (credit history, driving record, criminal record, educational verifications, etc.) for the final candidate. This extensive background investigation is completed by a third party vendor, and we will provide options and suggestions related to this. We will coordinate the background investigation free of charge, but the actual cost of the investigation will be billed as a project expense.

This level of investigation typically begins once a conditional offer of employment is extended to the final candidate.

Contract Negotiation and Search Close-out

We will facilitate the process of negotiating an employment agreement with the selected candidate. This may include sample contract language, comparative pay recommendations, severance clause suggestions or other topics about which the hiring authority may have questions.

After the hiring authority has reached an agreement with the individual selected for the position, we will perform closing tasks, such as notification of unsuccessful candidates.

Typical project timeline

Activity	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Weeks 11 & 12
Initial Meeting: Establish meeting dates, create profiles, recruitment strategy, ad language											
Optional targeted outreach with individuals/groups											
Place ads											
Direct recruitment, active solicitation of candidates											
Application screening, initial reference checks											
Prepare short list, meet & review candidates											
Conduct first interviews											
2 nd interviews, "meet & greet," site visits, etc.											
Extend conditional offer, negotiate terms											
Background checks, pre-employment tests as needed											
Close out activities											

SEARCH FACILITATOR

Robert A. Hamilton: Mr. Hamilton is the 2007 recipient of the prestigious Jack M. Partriarche award, the highest award given by the MLGMA in recognition of outstanding service in city management. He retired as City Manager from the City of Monroe and has over 25 years of experience in municipal management. Mr. Hamilton holds a Master's degree in public administration and has served as President of the Michigan Local Government Management Association.

Below are listed some of the municipalities that have utilized the executive search services of the League in recent years. Clients have included cities, villages, counties and townships of all sizes throughout the State.

Previous executive search clients

City of Albion
 City of Alpena
 City of Baraga
 City of Battle Creek
 City of Belding
 City of Berkley
 City of Big Rapids

City of Hart
 City of Highland Park
 City of Howell
 City of Huntington Woods
 City of Inkster
 City of Iron Mountain
 City of Ironwood

Village of Bellevue
 Village of Beverly Hills
 Village of Caro
 Village of Cass City
 Village of Cassopolis
 Village of Constantine
 Village of Douglas

City of Bloomfield Hills	City of Ishpeming	Village of Franklin
City of Boyne City	City of Keego Harbor	Village of Holly
City of Brown City	City of Lapeer	Village of Kalkaska
City of Buchanan	City of Leslie	Village of Kingsley
City of Caro	City of Marine City	Village of Lake Orion
City of Cass City	City of Marlette	Village of L'Anse
City of Cedar Springs	City of Menominee	Village of Mattawan
City of Chelsea	City of Milan	Village of Middleville
City of Clawson	City of Monroe	Village of Newberry
City of Clio	City of Mount Pleasant	Village of Oxford
City of Croswell	City of Muskegon Heights	Village of Paw Paw
City of Davison	City of Norton Shores	Village of Reese
City of Eastpointe	City of Norway	Village of Sparta
City of East Grand Rapids	City of Parchment	Village of Stockbridge
City of Escanaba	City of Plymouth	Village of Wolverine Lake
City of Ewart	City of Portland	Brighton Township
City of Farmington	City of Rogers City	Delhi Township
City of Ferrysburg	City of Saint Clair	Huron Township
City of Frankenmuth	City of Saline	Lyon Township
City of Frankfort	City of Sandusky	Oakland Township
City of Grayling	City of Tecumseh	Shelby Township
City of Grosse Pointe	City of Three Rivers	Hartland Township
City of Grosse Pointe Woods	City of Troy	Spring Lake Township
City of Hamtramck	City of White Cloud	Ypsilanti Township
City of Harper Woods	City of Whitehall	Coloma Township
City of Hillsdale	City of Williamston	County of Saint Joseph
	City of Woodhaven	White Lake Fire Authority
		Saginaw County Road Commission
		Western Washtenaw Recycling Auth.

PROJECT FEES AND EXPENSES

Professional Fees

The Michigan Municipal League's is pleased to provide to the city a firm "not-to-exceed" professional fee of \$11,500.

Project Expenses

In addition to professional fees, project expenses related to the executive search process are billed at actual cost and are estimated as follows:

- **Actual cost of advertising:** The number of ads placed and publications chosen are at the discretion of the hiring authority. We will provide information concerning rates for advertisements prior to ad placement. Typically advertising costs are around \$750, depending on the length of ad and number of publications.

- Actual cost of background investigation: The cost of investigation varies based on the items chosen, but typically range from \$150 to \$300 per candidate.
- Actual costs of travel and related out-of-pocket expenses incurred by the search facilitator: It should be noted that it is the policy of the League to minimize out-of-pocket expenses to the greatest extent possible. We charge the IRS rate for mileage reimbursement and make every effort to avoid overnight stay.

* * * * *

The League welcomes the opportunity to assist the city in this most important process. Thank you for consideration of our service.

Sincerely,

Sent via email

Caroline Kennedy
Manager of Field Operations

PLEASE PROVIDE SIGNATURE BELOW TO FORMALLY ENGAGE THE LEAGUE TO CONDUCT AN EXECUTIVE SEARCH.

AUTHORIZED SIGNATURE: _____

TITLE: _____ DATE: _____



161 W. Michigan Avenue - Jackson, MI 49201-1303
Telephone: (517) 788-4028 — Facsimile: (517) 768-5820

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Daniel P. Greer, 3rd Ward City Councilmember
City Affairs Committee Chairman

DATE: October 19, 2010

SUBJECT: City Affairs Committee Report

The City Affairs Committee met on Monday, October 18, 2010, with Councilmembers Polaczyk, Howe, and myself in attendance along with various City staff and Mr. Scott Fleming, President & CEO of the Enterprise Group.

Consideration was given regarding the City's contribution to The Enterprise Group's Capital Campaign. The City Affairs Committee unanimously recommends funding The Enterprise Group's Capital Campaign at the requested amount of \$100,000 out of Sewer and Water Enterprise funds. It was also suggested that emphasis be put on the fact that none of this money will come from the General Fund, and will, therefore, not affect City employee lay-offs.

The Committee also considered and unanimously recommends the approval of an application for an Industrial Facilities Exemption Certificates for Refrigeration Sales.

Your consideration and concurrence with the above recommendations would be appreciated.

DPG:JG:skh

CITY OF JACKSON



MICHIGAN

Office of Mayor
Karen F. Dunigan

161 W. Michigan Avenue
Jackson, MI 49201
Phone: (517) 788-4028
Fax: (517) 768-5820

MEMO TO: City Councilmembers
FROM: Karen F. Dunigan, Mayor
DATE: October 20, 2010
SUBJECT: Zoning Board of Appeals

In accordance with City Code, Sec. 2-281 and 28-242, seven members are appointed by the Mayor with City Council approval for three-year terms. No elected official or city employee may be appointed. Also, in accordance with the Michigan Zoning Enabling Act (PA 110 of 2006), which went into effect on July 1, 2006, it is required that a regular member of the Zoning Board of Appeals (ZBA) also serve on the City Planning Commission (MCL 125.3601). Alternate members may be called on a rotating basis to sit as members of the Board of Appeals in the absence of a member. The alternate member having been appointed shall serve on the case until a final decision has been made and shall have the same voting rights as a member. Members must be City residents.

It is, therefore, my desire to appoint Kyle Jansen to the Zoning Board of Appeals filling a current vacancy beginning immediately, and ending December 31, 2010.

KFD:skh

CITY OF JACKSON



MICHIGAN

RECEIVED
MAY 28 2010
BY: _____

161 W. Michigan Avenue
Jackson, MI 49201
Phone: (517) 788-402
Fax: (517) 768-5820

Office of Mayor
Jerry F. Ludwig

City of Jackson Board/Commission Application

Name: Kyle Anne Jensen

Address: 734 Bloomfield Blvd Zip: 49203

Home Phone: 517 788 8899 Other Phone: _____

Occupation: Development Director, Michigan Shakespeare Festival
Community Involvement/Activity

County Parks Commissioner Alligiance Health Community
Region 2 Planning Commissioner Chamber Economic Club
Committee

Are you a registered voter? X Ward? 6

Which Board or Commission(s) are you interested in?

- Parks + Recreation
- Downtown Development Authority
- _____

List additional information you feel may be pertinent to board or commission

Feel free to attach any information. (Resume, press clippings)

APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR

Kyle Jensen
Signature of Applicant

5/28/10
Date

CITY OF JACKSON



MICHIGAN

Office of Mayor
Karen F. Dunigan

161 W. Michigan Avenue
Jackson, MI 49201
Phone: (517) 788-4028
Fax: (517) 768-5820

MEMO TO: City Councilmembers
FROM: Karen F. Dunigan, Mayor
DATE: October 20, 2010
SUBJECT: Civil Service Commission

In accordance with City Code, Sec. 2-301, Charter Section 7.7, the Mayor appoints with Council confirmation, five members to three year terms. The members must have been registered electors in the City for at least two years.

It is my desire, therefore, to reappoint John Henegar to the Civil Service Commission for a three-year term, beginning immediately, and ending August 31, 2013.

KFD:skh

CITY OF JACKSON



RECEIVED
OCT 15 2010
BY:

161 W. Michigan Avenue
Jackson, MI 49201
Phone: (517) 788-4028
Fax: (517) 768-5820

Office of Mayor
Karen F. Dunigan

MICHIGAN

City of Jackson Board/Commission Application

Name: John HENEGAR
Address: 1206 E. Noeth St Zip: 49202
Home Phone: 517 962-5520 Other Phone: 517-513-9302
e-mail address: jhamp86@comcast.net Occupation: unemployed at present

Community Involvement/Activity

Telecommunications Commission

Are you a registered voter? yes Ward? 3

Which Board or Commission(s) are you interested in?

- 1. Civil Service Commission
- 2. _____
- 3. _____

List additional information you feel may be pertinent to board or commission

Feel free to attach any information. (Resume, press clippings)

APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR

John Henegar
Signature of Applicant

9-10-10
Date

Please return to Mayor's Office, City of Jackson, 161 W. Michigan Avenue, Jackson, MI 49201

October 18, 2010

MEMO TO: Honorable Mayor and City Council

FROM: Lynn Fessel, City Clerk



SUBJECT: Public Hearing and Resolution on the Applications filed by Refrigeration Sales to Transfer Industrial Facilities Exemption Certificate Nos. 2007-500 and 2010-071

Attached please find a resolution, along with supporting documentation, on the applications filed by Refrigeration Sales to transfer Industrial Facilities Exemption Certificate Nos. 2007-500 and 2010-071 from Industrial Development District No. 80 to No. 89 (1810 E. High Street), for the remaining years granted.

Please consider adopting this resolution after the public hearing is held at the October 26, 2010, City Council meeting.

Thank you.

/lf

Attachments

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

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, Act 198 of the Public Acts of 1974, as amended, was enacted for the purpose of stimulating economic development in the state by providing tax benefits to industry through the establishment of Plant Rehabilitation Districts and Industrial Development Districts; and

WHEREAS, the Jackson City Council, acting under the authority of said Act, did on September 26, 2000, create by resolution Industrial Development District No. 89, which includes property located at 1810 East High Street, Jackson, Michigan, as particularly described in said resolution; and

WHEREAS, pursuant to the provision of said Act, Refrigeration Sales filed on September 29, 2010, applications for the transfer of Industrial Facilities Exemption Certificates Nos. 2007-500 and 2010-071 from Industrial Development District No. 80 to Industrial Development District No. 89 for the remaining years granted; and

WHEREAS, the applicant has complied with the applicable requirements contained in Section 5 and 9 of the Act; and

WHEREAS, the applicant and the City have executed a letter of agreement regarding Act 334 of 1993 and an affidavit in accordance with State Tax Commission Bulletin No. 3; and

WHEREAS, notice of receipt of the application has been given in writing to the Assessor of the City of Jackson and to the legislative body of each taxing unit which levies ad valorem property taxes in the City of Jackson; and

WHEREAS, a public hearing on said application was held on October 26, 2010; and

NOW, THEREFORE, BE IT RESOLVED that the Jackson City Council hereby approves the transfer of existing Industrial Facilities Exemption Certificate Nos. 2007-500 and 2010-071 from Industrial District No. 80 to Industrial Development No. 89 for the remaining years granted and directs the City Clerk to so certify and to forward a copy the State Tax Commission for consideration by that body.

* * * * *

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 October 26, 2010.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of the City of Jackson, Michigan, on this 27th day of October, 2010.

Lynn Fessel, City Clerk

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 Fessel, 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 checked="" type="checkbox"/> Transfer (1 copy only) <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(1)) <input type="checkbox"/> Research and Development (Sec. 2(9))	3a. School District where facility is located Jackson	3b. School Code 38170
4. Amount of years requested for exemption (1-12 Years)		

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>Synn Fessel, 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 checked="" type="checkbox"/> Transfer (1 copy only) <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(1)) <input type="checkbox"/> Research and Development (Sec. 2(9))	3a. School District where facility is located Jackson	3b. School Code 38170
4. Amount of years requested for exemption (1-12 Years)		

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)	▶ _____ Real Property Costs
* Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	▶ <u>\$199,312.00</u>
6b. Cost of machinery, equipment, furniture and fixtures	▶ _____ Personal Property Costs
* Attach itemized listing with month, day and year of beginning of installation, plus total	▶ <u>\$199,312.00</u>
6c. Total Project Costs	▶ _____ Total of Real & Personal Costs
* Round Costs to Nearest Dollar	

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)
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

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

October 18, 2010

MEMO TO: Honorable Mayor and City Council

FROM: Lynn Fessel, City Clerk



SUBJECT: Public Hearing and Resolution on the Application filed by Refrigeration Sales for an Industrial Facilities Exemption Certificate for a Facility Located at 1810 E. High Street.

Attached please find a resolution, along with supporting documentation, on the application filed by Refrigeration Sales for an Industrial Facilities Exemption Certificate for their facility located at 1810 E. High Street. If Council adopts the resolution, it will be forwarded to the State Tax Commission for their consideration.

Please consider adopting this resolution after the public hearing is held at the October 26, 2010, City Council meeting.

Thank you.

/lf

Attachments

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

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, Act 198 of the Public Acts of 1974, as amended, was enacted for the purpose of stimulating economic development in the state by providing tax benefits to industry through the establishment of Plant Rehabilitation Districts and Industrial Development Districts; and

WHEREAS, the Jackson City Council, acting under the authority of said Act, did on September 26, 2000, create by resolution Industrial Development District No. 89, which includes property located at 1810 East High Street, Jackson, Michigan, as particularly described in said resolution; and

WHEREAS, pursuant to the provision of said Act, Refrigeration Sales filed on September 29, 2010 an application for an Industrial Facilities Exemption Certificate for a facility located within said district for 12 years; and

WHEREAS, the applicant has complied with the applicable requirements contained in Section 5 and 9 of the Act; and

WHEREAS, the applicant and the City have executed a letter of agreement regarding Act 334 of 1993 and an affidavit in accordance with State Tax Commission Bulletin No. 3; and

WHEREAS, notice of receipt of the application has been given in writing to the Assessor of the City of Jackson and to the legislative body of each taxing unit which levies ad valorem property taxes in the City of Jackson; and

WHEREAS, a public hearing on said application was held on October 26, 2010; and

WHEREAS, the Jackson City Council has determined that the granting of an Industrial Facilities Exemption Certificate, considered with the aggregate amount of Industrial Facilities Exemption Certificates previously granted and currently in force, shall not have the effect of substantially impeding the operation of the local government unit or impairing the financial soundness of the taxing unit which levies an ad valorem property tax in the City of Jackson;

NOW, THEREFORE, BE IT RESOLVED that the Jackson City Council hereby approves this application for 12 years after project completion and directs the City Clerk to so certify and to forward a copy to the State Tax Commission for consideration by that body.

* * * * *

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 October 26, 2010.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of the City of Jackson, Michigan, on this 27th day of October, 2010.

Lynn Fessel, City Clerk

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>Gynn Fessel, 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	1e. County Jackson
2. Type of Approval Requested <input checked="" type="checkbox"/> New (Sec. 2(4)) <input type="checkbox"/> Transfer (1 copy only) <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(1)) <input type="checkbox"/> Research and Development (Sec. 2(9))	3a. School District where facility is located Jackson	3b. School Code 38170
	4. Amount of years requested for exemption (1-12 Years)	

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
6c. Total Project Costs * Round Costs to Nearest Dollar	Personal Property Costs \$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.

	Begin Date (M/D/Y)	End Date (M/D/Y)	
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 50	10. No. of new jobs at this facility expected to create within 2 years of completion. 2
--	---

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:

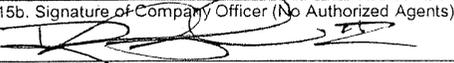
Industrial Development District Plant Rehabilitation District

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))? <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 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)
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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

**FISCAL STATEMENT FOR TAX ABATEMENT REQUEST
SUMMARY INFORMATION**

This form is issued under authority of P.A. 198 of 1974,
as amended. Filing is voluntary.

	One Year After Construction is Done	After 5 Years	After 15 Years
Revenue			
1. Revenue from proposed property (from page 2, line 1).....	765	445	320
2. Revenue from related development (from page 2, line 2).....	-	-	-
3. TOTAL (Add lines 1 and 2).....	765	445	320
Cost			
4. Roads (from page 3, line 6).....			
5. Sewer (from page 4, line 10).....			
6. Storm Drains (from page 5, line 14).....			
7. Water Systems (from page 6, line 18).....			
8. Police Personnel (Enter "total annual cost" from page 7, line 20).....			
9. Police Equipment (from page 7, line 22).....			
10. Police Buildings (from page 7, line 24).....			
11. Fire Personnel (Enter "total annual cost" from page 8, line 26).....			
12. Fire Equipment (from page 8, line 28).....			
13. Fire Buildings (from page 8, line 30).....			
14. Other Costs (from page 9, line 31).....			
15. TOTAL COST (Add lines 4 through 14).....			

FISCAL STATEMENT FOR TAX ABATEMENT REQUEST - DETAIL

File this form with your application for a tax abatement, unless you have already filed it. Your application cannot be processed without this information.

You must complete all sections of this form. Attach additional pages whenever you need more space. Carry all results to page 1 of this form.

Estimated Average Annual Revenue

1. What is the expected annual change in revenue for your local unit because of the proposed property? Include in these figures the expected increase (or decrease) in property taxes due to the addition of the proposed property to the tax base, the change in the value of surrounding property, and in income tax revenue as a result of the proposed property.

One Year After Construction is Done	After 5 Years	After 15 Years
765	445	320

2. What is the expected annual change in revenue for your local unit because of related development expected from the proposed property? Include in these figures the expected increase (or decrease) in property taxes due to the addition of the new development to the tax base when constructed, the change in the value of surrounding property, and in income tax revenues as a result of the expected development.

One Year After Construction is Done	After 5 Years	After 15 Years

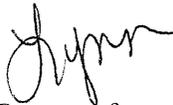
MEMORANDUM

City Clerk's Office

October 18, 2010

TO: Honorable Mayor and City Councilmembers

FROM: Lynn Fessel, City Clerk



SUBJECT: Resolution Regarding the Request from B1-Bar, Inc., for a New Topless Activity Permit to be Held in Conjunction with a 2010 Class C Licensed Business with Dance-Entertainment Permit Located at 2216 E. Michigan Avenue, Jackson

Attached for your consideration is a resolution requesting a New Topless Activity Permit at 2216 E. Michigan Avenue. This location is zoned C-4 and topless activity is a permitted use in an I-2 designation only. I spoke with Miss Nancy Minix and explained to her that she could file an application requesting a rezoning. She did not wish to do this and understood that this resolution would go to City Council with her request considered for Disapproval. The State Liquor Control Commission requires a resolution adopted by the City Council on this matter.

Requested action is to adopt the resolution with the request considered for DISAPPROVAL and the application NOT RECOMMENDED for issuance.

Thank you.

/lf

c: City Manager
City Attorney

mailed 9-20-10

Request ID # 569920

RESOLUTION

At a _____ meeting of the _____
(Regular or Special) (Township Board, City or Village Council)

called to order by _____ on _____ at _____ P.M.

The following resolution was offered:

Moved by _____ and supported by _____

That the request from BI-BAR, INC. , FOR A NEW TOPLESS ACTIVITY PERMIT, TO BE HELD IN CONJUNCTION WITH 2010 CLASS C LICENSED BUSINESS WITH DANCE-ENTERTAINMENT PERMIT, LOCATED AT 2216 E. MICHIGAN, JACKSON, MI 49202, JACKSON COUNTY

be considered for _____
(Approval or Disapproval)

APPROVAL

DISAPPROVAL

Yeas: _____

Yeas: _____

Nays: _____

Nays: _____

Absent: _____

Absent: _____

It is the consensus of this legislative body that the application be:

_____ for issuance
(Recommended or Not Recommended)

State of Michigan _____)

County of _____)

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the _____ at a _____
(Township Board, City or Village Council) (Regular or Special)

meeting held on _____
(Date)

(Signed) _____
(Township, City or Village Clerk)

SEAL

(Mailing address of Township, City or Village)



Michigan Department of Labor & Economic Growth
MICHIGAN LIQUOR CONTROL COMMISSION (MLCC)
 7150 Harris Drive, P.O. Box 30005
 Lansing, Michigan 48909-7505

Mailed 9-20-10

FOR MLCC USE ONLY	
Request ID #	<u>569920</u>
Business ID #	<u>160455</u>

LOCAL APPROVAL NOTICE
 [Authorized by MCL 436.1501]

SEPTEMBER 16, 2010

TO: JACKSON CITY COUNCIL
 ATTN: CLERK
 161 W. MICHIGAN AVENUE
 JACKSON, MI 49201-1303

RECEIVED
 CITY of JACKSON
 SEP 23 2010
 CLERK'S OFFICE

BY _____

APPLICANT: BI-BAR, INC.

Home Address and Telephone No. or Contact Address and Telephone No.:

CONTACT: NANCY ANNE MINIX, B (517) 782-1544

The MLCC cannot consider the approval of an application for a new or transfer of an on-premises license without the approval of the local legislative body pursuant to the provisions of MCL 436.1501 of the Liquor Control Code of 1998. For your information, local legislative body approval is also required for DANCE, ENTERTAINMENT, DANCE-ENTERTAINMENT AND TOPLESS ACTIVITY PERMITS AND FOR OFFICIAL PERMITS FOR EXTENDED HOURS FOR DANCE AND/OR ENTERTAINMENT pursuant to the provisions of MCL 436.1916 of the Liquor Control Code of 1998.

For your convenience a resolution form is enclosed that includes a description of the licensing application requiring consideration of the local legislative body. The clerk should complete the resolution certifying that your decision of approval or disapproval of the application was made at an official meeting. **Please return the completed resolution to the MLCC as soon as possible.**

If you have any questions, please contact Unit 3 of the Retail Licensing Division at (517) 636-0204.

**PLEASE COMPLETE ENCLOSED RESOLUTION AND RETURN
 TO THE LIQUOR CONTROL COMMISSION AT ABOVE ADDRESS**

rlb



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



**The Enterprise
Group**
of Jackson, Inc.

October 14, 2010

City of Jackson
Attn: Mr. Warren Renando, City Manager
161 W. Michigan Avenue
Jackson, MI 49201

RE: ECONOMIC DEVELOPMENT ACTIVITIES IMPACT REPORT SUMMARY

Dear Manager Renando:

Our request for the second installment of the City of Jackson's campaign pledge to The Enterprise Group (EG) was referred to the City Affairs Committee at Tuesday's City Council meeting, and we hereby request that you provide the committee members with this more concise report to supplement previously submitted documentation for their deliberations.

In addition to county-wide indirect services, the following highlights are direct EG involvement, specific to the City of Jackson.

- EDC Revolving Loan Fund Program, staffed/administered by The EG - \$3.5 Million in RLF funds have been loaned over the life of the program to Jackson County businesses, leveraging \$32.6 Million:
 - Full Spectrum Solutions (City manufacturer) received two \$200,000 loans from the Revolving Loan Fund to support manufacturing operations and their expansion within the City
 - EG staff is currently processing a RLF loan to another City manufacturer for \$172,000
 - EG staff received an application today for a \$35,000 loan for a retail expansion within the City
- The Jackson County Brownfield Redevelopment Authority (JCBRA), staffed/administered by The EG:
 - Approved a \$400,000 EPA Brownfield revolving loan to the City of Jackson last week to partner with the City BRA for asbestos removal at the former Consumers Energy building, 212 W. Michigan Avenue,
 - Provided \$111,483 in Brownfield funding from their current EPA assessment grant for properties located within the City of Jackson
- The EG administers the Business Success Retention / Expansion program, in cooperation with the Michigan Economic Development Corporation (MEDC). Eighty percent (80%) of job growth comes from existing businesses. City staff are invited to, and attend city visits. A list of City companies routinely visited is attached.
 - 93 retention visits were conducted in the last year,
 - 30 were city employers (32%)
 - Almost all out-county companies use City companies as vendors
- EG is the local partner of the Michigan Economic Development Corporation ("MEDC"), involved with the following in the past year:
 - Assisted seven companies located in the City with MMTC Diversification Training
 - Awarded MEGA grants to two Jackson County companies, with another pending

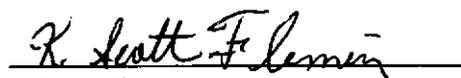
"We are looking forward to working with The Enterprise Group of Jackson (EG) in the near future to expand our potential growth both with personnel and business opportunities," says Mr. Jacobson. "At the end of the day you are only as good as the people you work with. We are fortunate to have great employees and are fully supported by our CEO Denny Nystrom of Dynamic Industrial Group." Dexter Stamping is hoping relationships with the EG, local political leaders, and state-wide groups like the Michigan Economic Development Corporation can provide the right blend of business incentive assistance to fuel their potential employee expansion as well as their growth in the automotive and emerging non-automotive sectors. So far the company has been pleased with the communications it has had with local economic leaders.

Excerpt from Fall 2010 Issue of EG e-newsletter 'The Economic Development Review'

- Hosted the MEDC's CATeam Conference in Downtown Jackson in November 2009
- The EG actively markets properties for business attraction, and is assisting the City by assembling some "preferred" 20-acre super sites. We rely on available properties to be uploaded to our web site, but also work with site consultants to attract target market companies to the community.
- The Small Business Technology & Development Center ("SBTDC") assisted 15 City of Jackson clients with SBTDC services (market research, business plan preparation assistance, consulting, marketing strategies, financing and grant information and referrals)through The EG,
 - Six currently active, and
 - Three have created an economic impact in the City,
 - Two clients have expansion plans within the City that would:
 - retain 8 jobs,
 - create approximately 10 – 15 new jobs in three years,
 - involve anticipated investment of \$1.5 million.
- JAMA's Academy for Manufacturing Careers currently works with 14 City companies, and has held 201 classes with enrollment of 2,867 students since its inception.
- The EG has supported other city initiatives, as follows:
 - Promotes the progress of the Grand River ArtsWalk on our EG Home Web Page
 - Currently assisting with mailing lists and addresses for Grand River ArtsWalk Ribbon Cutting invitations; will promote on web site and via email distribution lists.
 - Promoted Gillespie project meetings
 - Helped promote the DDA Discover Downtown Again event
 - Assisted in promoting the Michigan by Rail forum at the Michigan Theatre
 - Submitted three appropriation requests for redevelopment of the former Riverwalk Plaza Hotel in Downtown Jackson
 - As partner in Armory Arts Village, has been instrumental in the project's success, gaining a significant number of awards and recognition for the City as a result; i.e. the Cool Cities MSHDA Emerging Cities award presented to Mayor Dunigan in August.
 - By pursuing and qualifying for appropriated funding for the ACME demolition, \$375,000 in City NSP funds were freed up for use on other City projects.

Please feel free to contact me with any additional questions, and we can provide answers before your meeting.

Respectfully submitted,



K. Scott Fleming
President & CEO

I met the Enterprise Group for the first time three years ago on May 16th, 2007. At that time, I had an idea for my new company, but no facility, money or the connections I needed to move forward. This week, due to our success, TransPharm Preclinical Solutions was featured on ABC World News with Diane Sawyer. Obviously, many factors contributed to our success, but it started with The Enterprise Group of Jackson, Inc. (EG). I remember thinking to myself, "Why are they so happy to meet me?" I wasn't aware that I would be the first life science related company to open its doors in Jackson. The EG listened and gave me many options. One of the most important connections they made for me was the introduction to Valerie Hoag, Managing Director of the 21st Century Jobs fund, with the Michigan Economic Development Corporation. A meeting was set and I was able to lay out my plan with Valerie and The EG. The end result of the meeting was a \$400,000 loan from the Company Formation and Growth Fund. This was a program set up in response to Pfizer Global Research and Development closing its Ann Arbor facility, where I worked for 10 years. The EG also helped guide me to appreciate our local politicians along the way. One of them is Congressman Mark Schauer. I honestly didn't care much about politics until I started TransPharm. What I soon learned is whether you care or not, politics affects all of us in some manner. Mark really took the time to push our story to those that needed to hear it. This was critical for us to get the state loan we needed.

Excerpt from Spring 2010 Issue of EG e-newsletter 'The Economic Development Review'

Report: Quick Account List

Thursday, October 14, 2010

Account Name	Region/County
Accubit	Jackson County - City of Jackson
Advance Packaging Corp.	Jackson County - City of Jackson
Air-Hydraulics	Jackson County - City of Jackson
AJ Williams Manufacturing Company	Jackson County - City of Jackson
Allegiance Health	Jackson County - City of Jackson
Allegiance Health	Jackson County - City of Jackson
Alro Steel Corporation	Jackson County - City of Jackson
Apollo Express	Jackson County - City of Jackson
Aunt Mille's Bakeries	Jackson County - City of Jackson
Baxter Machine & Tool	Jackson County - City of Jackson
Boone Welding & Fabricating	Jackson County - City of Jackson
Carb-A-Tron Tools	Jackson County - City of Jackson
CDM International	Jackson County - City of Jackson
Certaanteed Corp.	Jackson County - City of Jackson
Chelsea Grinding	Jackson County - City of Jackson
CoDo Machine & Tool	Jackson County - City of Jackson
Consumers Energy Headquarters	Jackson County - City of Jackson
Consumers Energy Laboratory Services	Jackson County - City of Jackson
Contour Tool & Machine	Jackson County - City of Jackson
Controlled Turning	Jackson County - City of Jackson
Crankshaft Machine Company	Jackson County - City of Jackson
Die-Namic Tool & Design LLC	Jackson County - City of Jackson
Eagle Powder Coating, Inc.	Jackson County - City of Jackson
Eagle Pro Industries	Jackson County - City of Jackson
Eagle Rotary Systems	Jackson County - City of Jackson
Eaton Corporation	Jackson County - City of Jackson
Edscha	Jackson County - City of Jackson
Edwards Machining	Jackson County - City of Jackson
Elm Plating	Jackson County - City of Jackson
F.P. Miller Company	Jackson County - City of Jackson
Heat Controller	Jackson County - City of Jackson
Jackson Citizen Patriot	Jackson County - City of Jackson
Jackson Grinding Co.	Jackson County - City of Jackson
Jackson Tumble Finish	Jackson County - City of Jackson
Lefere Forge & Machine Company	Jackson County - City of Jackson
Matthews Plating (former R & J Plating)	Jackson County - City of Jackson
McGee Power	Jackson County - City of Jackson
Michner Plating	Jackson County - City of Jackson
Micromatic Screw Products	Jackson County - City of Jackson
Miller Industrial Products	Jackson County - City of Jackson
Miller Tool & Die	Jackson County - City of Jackson
Miller Truck & Storage Co.	Jackson County - City of Jackson
Omnisource	Jackson County - City of Jackson
Orbitform, Inc.	Jackson County - City of Jackson
Pioneer Foundry Co., Inc.	Jackson County - City of Jackson
Plastigage Custom Fabrication	Jackson County - City of Jackson
Plating Systems & Technologies	Jackson County - City of Jackson
Precise Test Lab	Jackson County - City of Jackson
Production Engineering	Jackson County - City of Jackson
RTD Manufacturing	Jackson County - City of Jackson
Steinke-Fenton Fabricators	Jackson County - City of Jackson
Sterling Spring	Jackson County - City of Jackson
Technique Inc.	Jackson County - City of Jackson
Trulife	Jackson County - City of Jackson
United Metal Technologies	Jackson County - City of Jackson



The Enterprise Group of Jackson, Inc.

ECONOMIC DEVELOPMENT SUCCESS STORY

Full Spectrum Solutions Growing Green

Full Spectrum Solutions, a local industry leader in full spectrum lighting, is growing its business, expanding its product line and constructing a new, state-of-the-art manufacturing facility in the City of Jackson. The company is the most recent loan recipient from The Economic Development Corporation of Jackson County's (EDC) Revolving Loan Fund (RLF), which is served by The Enterprise Group of Jackson. The loan will provide necessary funding to create the tooling and purchase the equipment and machinery necessary to manufacture its Everlast® Induction Lighting System.
http://www.fullspectrum solutions.com/commercial_lighting_60_ctg.htm

The company offers a complete line of quality and versatile full spectrum light fixtures that feature energy efficiency and cost savings for home, office, warehouse and commercial applications. The energy savings line features products that use 60 – 80% less energy than standard fixtures and include daylight sensors and dimmable features to increase energy savings. In keeping with their dedication to green products, the company is in the final phase of constructing a new 70,000 square foot facility that will be a LEED-certified structure meeting the criteria established by the U.S. Green Building Council. The “green” building will feature a rainwater capture system, geothermal heating and cooling, solar and wind hybrid parking lot lighting and skylights that track the sun as it travels across the Michigan sky to integrate daylight sensors to dim the Everlast® fixtures. For more information on Full Spectrum Solutions and their complete line of products, visit <http://www.fullspectrum solutions.com/>

For more information on The Enterprise Group or The EDC, please visit: <http://www.enterprise group.org/economic-development-corporation>

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- 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*).

July 2010

Category	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	4/16	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
Committed Projects and Development Prospects				
MEDC-Project Grizzly Bear	May-09	80	120	\$100,000,000
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
MEDC-Solar Cell Project	Sep-08	7 acres	115	\$50,000,000
MEDC - Call Center Prospect	Jan-09	100,000	600	TBD
Project Shady Acres	Jan-10	40 acres	800	\$45,000,000
Sports Mall I-94 Corridor	Feb-09	TBD	150	\$7,500,000
Project Gordy	May-09	200,000	75	\$1,000,000
Project Plant	Jun-09	50,000	200	\$10,000,000
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
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
Project G	Feb-10	TBD	200	\$11,000,000
Project Steam	Feb-10	TBD	TBD	TBD
Project Plane	Feb-10	TBD	TBD	TBD
Project DACO	Mar-10	3,000	10	\$500,000
MEDC-Project Ascent	Jun-10	40 acres	239	unk
Project SS	Aug-10	TBD	60	TBD
	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.linnet.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 real 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



City Manager's Office

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

MEMO TO: Honorable Mayor & City Councilmembers
FROM: Warren D. Renando, City Manager
DATE: October 19, 2010
SUBJECT: Proposed City Charter Amendment – City Treasurer

Attached, for your review and consideration, is proposed language regarding the City Treasurer position from the Charter Commission Committee. Your approval of this recommendation, and authorization for the City Attorney to prepare the appropriate documents to have this Charter Amendment added to the next available ballot 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.



City Manager's Office

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

MEMO TO: Honorable Mayor & City Councilmembers
FROM: Warren D. Renando, City Manager
DATE: October 19, 2010
SUBJECT: Proposed City Charter Amendment – Removal of Elected Officials

Attached, for your review and consideration, is proposed language regarding the removal of Elected Officials from the Charter Commission Committee. Your approval of this recommendation, and authorization for the City Attorney to prepare the appropriate documents to have this Charter Amendment added to the next available ballot is appreciated.

WDR:skh

Attachment

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.



161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4160 — Facsimile: (517) 768-6435

October 19, 2010

To: Warren D. Renando, City Manager
From: Jon H. Dowling, P.E., City Engineer
RE: Contract Award Request for Asbestos Abatement – 212 W. Michigan Avenue

On August 27, 2010, bids were opened in the Purchasing Department for the asbestos abatement at 212 W. Michigan Avenue. Bids were received as follows:

Dore and Associates, Bay City, MI	\$846,600.00
Qualified Abatement, Detroit, MI	\$1,374,000.00
Trust Thermal Abatement, Owosso, MI	\$1,384,960.00
Pro Tech, Grand Rapids, MI	\$1,495,960.00
Northern Industrial, Muskegon, MI	\$1,500,000.00
Next Generation, Ypsilanti, MI	\$5,502,000.00

In concurrence with the Purchasing Agent, it is the recommendation of the Department of Engineering that the contract be awarded to Dore and Associates, at their low bid of \$846,600.00. This project will be paid with City of Jackson Brownfield Redevelopment Authority/US EPA Revolving Loan Funds in the amount of \$500,000 being sub-granted to the City, along with \$400,000 being loaned to the City from the Jackson County Brownfield Redevelopment Authority/US EPA Revolving Loan Fund. With your concurrence, I request that this award be submitted to City Council for their approval and that the Mayor and the City Clerk be authorized to sign the contract documents.

If you have any questions please do not hesitate to contact me.

JHD:sms

C: Randall T. McMunn, P.E., Assistant City Engineer
Lynn Fessel, Purchasing Agent
Shelly Allard, Purchasing Coordinator
Lucy Schultz, Accounting Manager
Heather Soat, Community Development



Community Development

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4060 - Facsimile: (517) 768-5832

October 20, 2010

TO: Warren D. Renando, City Manager

FROM: Carol Konieczki, Community Development Director

RE: **Receipt of an Application Requesting a Payment in Lieu of Taxes (PILOT) from Excel Realty Group and the Establishment of a Public Hearing Regarding the PILOT Application for Development of Phase II of the Armory Arts Project.**

Mr. Peter Jobson, Excel Realty Group (the developer), intends to develop an 88 multifamily Senior Housing Unit at the Armory Arts Village. The developer is applying for financing and tax credits through the Michigan State Housing and Development Authority (MSHDA). MSDHA requires local support for projects in order to be eligible to receive these credits through the State. A PILOT will meet the needs of the developer to secure the necessary financing for this phase of the project.

A PILOT is a payment made in lieu of property taxes to compensate a local government for some or all of the tax revenues lost because of the nature of the ownership or use of a particular piece of real property. Approval of a PILOT request means that the City will forgo the collection of property taxes on the particular piece of property the request is for and will instead be compensated with an arranged payment.

A PILOT was approved by City Council for this project on March 24, 2009 and the effective date of the ordinance was April 24, 2009. This ordinance expired at this time. The developer is making a request for a new PILOT ordinance.

Traditionally, the City Council has referred PILOT requests to the City Affairs Committee; although no formal policy has been adopted requiring this process. As required by City PILOT policy, staff will review the request prior to the meeting. It is recommended the City Affairs Committee meet as soon as possible with a recommendation for City Council action at the November 9, 2010 meeting. If this is not possible, the public hearing should be established for the November 26, 2010 meeting.

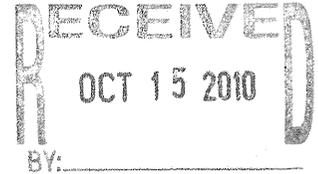
Recommended Action is to receive an application requesting a PILOT from Excel Realty Group and to establish a Public Hearing regarding the PILOT for development of Phase II of the Armory Arts Project for November 9, 2010 at the regular City Council meeting. This would be the first reading of the PILOT Ordinance.

CK/bh

cc: Peter Jobson, Excel Realty
Scott Fleming, Enterprise Group
Julius Giglio, City Attorney
Susan Murphy, City Attorney
Barry Hicks, Economic Development Project Manager
Dave Taylor, City Assessor

Att: Application for PILOT for Armory Arts Phase II

Excel Realty Group
23549 Shaker Blvd.
Shaker Heights, OH 44122
Phone: (216)378-9610
Fax: (216)378-9611



October 13, 2010

City of Jackson
161 W. Michigan Ave.
Jackson, MI 49201
Attn.: Barry Hicks
Economic Development Project Manager

Re: Armory Arts Commons Phase II Site Plan & Zoning Approval
100 Armory Court
Jackson, MI 49202

Dear Mr. Hicks:

Enclosed, please find 1 original and 5 copies of our PILOT application, and our Site Plan and Zoning Approval request for extensions for your review. Per instructions from Susan Murphy, I am sending the original and copies for you to distribute to all of the appropriate parties. A pdf version of these documents has also been sent via email to you today. We would like to be added to the council meeting agenda as quickly as possible.

We request that the council approve an extension of three years. Thank you for your time and consideration. If you require any further information, please just give me a call.

Sincerely,

EXCEL REALTY GROUP

A handwritten signature in black ink, appearing to read "Peter Jobson".

Peter Jobson
President

**PILOT Application: Armory Arts Senior Residence (first phase)
Armory Arts Senior Residence II (second phase)**

1. Phase II Applicant: Excel-New Urban Jax LDHA LP

Managing Member of General Partner: Peter Jobson
No guarantors are anticipated for this project.
2. Phase I applicant is a single purpose Limited Partnership, which has been formed specifically for the development of this project.
3. Phase II of the project is a 49 unit senior residence containing 49 residential living units plus community room, activity room, fitness center, business center and laundry.

Environmental site conditions will be mitigated per DEQ regulations. The project will be developed with housing tax credits. Architectural renderings are attached.

4. The property will be marketed and is specifically designed for persons 55 years and older. Michigan Asset Group, LLC will manage the development. Lease up is expected to take 12-16 months from construction completion.
5. The Phase II development will be owned by Excel-New Urban Jax LDHA LP.
 - a. The project will be located at 100 Armory Court or similar address.
See Attached Legal Description
 - b. The current property owner is Excel-New Urban LDHA, LP
 - c. N/A
 - d. There is presently a soft mortgage on the property.
 - e. The tax parcel #8-2492.0600
 - f. There are no current assessments on the property since it is in a Renaissance Zone.
 - g. The parcel has been subdivided. Initially, the 5.33 acre parcel will need to be subdivided from the greater Armory parcel and a parcel large enough for the footprint of the second building will need to be divided from this 5.33 acre parcel.
6. Proforma is attached for Phase II.
7. No changes are anticipated to the public spaces adjacent to this site for Phase II.
8. The anticipated schedule for this development is as follows:

Phase II:

 - a. Loan closing: 4-15-2011
 - b. First expenditure 4-15-2011
 - c. Anticipated construction 4-15-2011
 - d. Completion 3-15-2012

9.
 - a. Excel-New Urban Jax LDHA LP financial statements are attached.
 - b. Neither applicant has had a relationship with an accounting firm.
 - c. Credit References: Fifth Third Bank, EMI Mortgage, Bonneville Multifamily Mortgage, Inc.

10.
 - a. Architect: Economides Architects
912 Coolidge
Lansing, MI
517-783-0710

 - b. Contractor: to be determined – most likely:
Fryling Construction
4045 Barden S.E.
Grand Rapids, MI
616-241-6561

 - c. N/A
 - d. N/A

11.
 - a. none known
 - b. none known
 - c. none known

12. This application is made to induce the City of Jackson to grant financial incentives to the applicant. The applicant represents that all statements contained herein are true and correct. All information materially significant to the City of Jackson in its consideration of the applicant is included. The applicant authorizes the City of Jackson investigation of its credit in connection with this application. The applicant acknowledges that it has reviewed descriptions of the City of Jackson financial program for which it is applying and agrees to comply with those programs. The applicant specifically will pay all reasonable costs, fees, and expenses incurred by the City of Jackson whether or not the incentive is granted or project completed.

Excel-New Urban Jax LDHA LP

By Excel-New Urban Jax, LLC

By: Peter Jobson



Its: Managing Member

Legal Description

100 Armory Court
Jackson, MI 49202

PRIMARY PARCEL:

A PARCEL OF LAND IN THE NE ¼ OF SECTION 34, T2S, R1W, CITY OF JACKSON, JACKSON COUNTY, MICHIGAN AND MORE PARTICULARLY DESCRIBED AS COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 34; THENCE S 00°09'38"W 1141.31 FEET (1141.27 R), ON THE EAST LINE OF SAID SECTION 34; THENCE N89°50'22"W 33.00 FEET, TO INTERSECTION OF THE SOUTH LINE OF NORTH STREET AND THE WEST LINE OF COOPER STREET; THENCE N89°36'04"W 129.71 FEET, ON THE SOUTH LINE OF NORTH STREET; THENCE S00°10'48"W 88.34 FEET, THENCE S 00 DEGREES 10' 48" WEST 520.49 FEET; THENCE WEST 197.82 FEET TO THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE WEST 85.49 FEET; THENCE NORTH 337.62 FEET; THENCE EAST 85.49 FEET; THENCE SOUTH 337.62 FEET TO THE POINT OF BEGINNING.

TOGETHER WITH AN EASEMENT AND COMMON MAINTENANCE AGREEMENT RECORDED IN LIBER 1862, PAGE 155.

Name: AAC-II-proforma-11-26
 MSHDA #:
 Step:
 Date: 11-26-09

DEVELOPMENT RENTAL SCHEDULE

I. Income and Expense Summary:

Annual Rental Income	335,316	<u>Avg. Rent</u>	570.27
Annual Non-Rental Income	6,414		
MSHDA Small Size/Security Loan	0		
Total Project Revenue	<u>341,730</u>	<u>% Revenue</u>	89.25%
Less Operating Expenses, Reserves, and Vacancy Loss	-304,990		8.96%
Less Debt Service	<u>-30,617</u>		
Cash Flow	6,123		

II. Rental Income

Unit	No. of Units	Type	Bedrooms	Baths	Contract Rent	Utilities	Total Housing Expense	Net Sq. Ft.
<u>30% units</u>								
A	0	APT	1	1.0	279	57	336	711
B	0	APT	2	1.0	331	71	402	984
C	0	APT	3	2.0	548	0	548	1,208
<u>40% units</u>								
A	1	APT	1	1.0	383	57	440	711
B	2	APT	2	1.0	457	71	528	984
C	0	APT	3	2.0	0	0	0	1,208
<u>45% units</u>								
A	4	APT	1	1.0	438	57	495	711
B	11	APT	2	1.0	523	71	594	984
C	0	APT	3	2.0	660	0	660	1,208
<u>50% units</u>								
A	4	APT	1	1.0	493	57	550	711
B	11	APT	2	1.0	589	71	660	984
C	0	APT	3	2.0	723	0	723	1,208
<u>60% units</u>								
A	3	APT	1	1.0	582	57	639	711
B	13	APT	2	1.0	688	71	759	984
C	0	APT	3	2.0	783	0	783	1,208
Total units 49								
	<u>Electricity</u>	<u>A/C</u>	<u>Gas</u>	<u>Total</u>				
A	47	0	10	57	Misc. and Interest	2,000		
B	58	0	13	71	Laundry	1,914		
C	0	0	0	0	Carports: 16x\$10x12x95%	0		
					Other	<u>2,500</u>		
						6,414		

Income Limits for Jackson County (effective Feb, 2009)

	<u>1 Person</u>	<u>2 Person</u>	<u>3 Person</u>	<u>4 Person</u>	<u>5 Person</u>	<u>6 Person</u>
30% of area media	12,540	14,340	16,110	17,910	19,350	20,790
35% of area media	14630	16730	18795	20895	22575	24255
40% of area media	16720	19120	21480	23880	25880	27720
50% of area media	20,900	23,900	26,850	29,850	32,250	34,650
60% of area media	25,080	28,680	32,220	35,820	38,700	41,580

TOTAL DEVELOPMENT EXPENSES

	<u>Per Unit</u>	<u>Total</u>
Vacancy Loss (7%)	479	23,472
Management Fee	456	22,344
Administration	1,531	75,000
Common Electricity	612	30,000
Water and Sewer	306	15,000
Project-paid Fuel	612	30,000
Maintenance	1,531	75,000
Real Estate Taxes	0	0
Payment in Lieu of Taxes ("PILOT")	193	9,474
Insurance	204	10,000
Replacement Reserve	300	14,700
Other _____	0	0
Return on Equity	0	0
Total Expenses	6,224	304,990
Net Operating Income	750	36,740
N.O.I. Available for Debt Service @ 1.20 Debt Coverage	625	30,617
Mortgage Supported by N.O.I. @ 1.20 Debt Coverage	0	0
Rounded Mortgage @ 7.50%, 35 year term	0	0
Project Cash Flow	125	6,123

- Notes:**
1. Vacancy loss budgeted at 7% of annual rent potential
 2. Management Fee budgeted at \$456 per unit per year
 3. Initial Replacement Reserve requirement is \$300 per unit per year
 4. "PILOT" is based on a 4% Service Fee
 5. Return on Equity ("cash flow") cannot exceed 12% in first year following cut-
 - 6 underwriting assumes minimum of 1.20 Debt Coverage Ratio
 7. Debt Service is based on fully amortizing 7.00%, 40 year loan

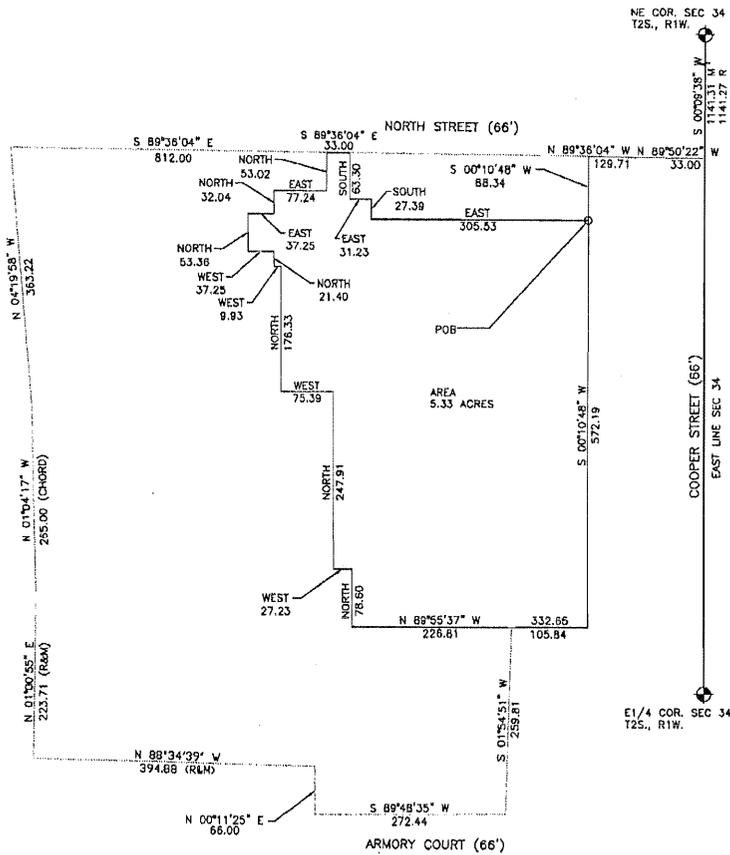
Name: AAC-II-proforma-11-26-09
 MSHDA #:
 Step:
 Date: 11-26-09

TOTAL DEVELOPMENT COSTS

	<u>Per Unit</u>	<u>Total</u>
1 Off-site Improvements	1,020	50,000
2 On-site Improvements	20,408	1,000,000
3 Landscaping and Irrigation	1,020	50,000
4 Structures	84,868	4,158,550
5 Appliances	1,000	49,000
6 Commercial Construction (not in tax credit basis)	1,224	60,000
7 General Requirements 7.45%	8,163	400,000
8 Builder Overhead 3.99%	4,694	230,000
9 Builder Profit 7.90%	9,673	474,000
10 Tap Fees, Bond Premium, Permits, Cost Cert.	653	32,000
10a Construction Contingency		600,000
11 Total Construction Contract	144,970	7,103,550
13 Architectural and Engineering Fees	4,898	240,000
14 Construction Interest (7.5% for 30 months)	49	2,400
15 Construction Taxes	102	5,000
16 Construction Insurance	408	20,000
17 Lender Fee and legal	1,020	50,000
18 Title Work	306	15,000
19 Legal & Other Professional Fees (50% not in tax credit basis)	1,327	65,000
20 Partnership Expense (not in tax credit basis)	20	1,000
21 Miscellaneous Costs (Tx Cr. Fees, Market rpt., lender legal Env., Const. contingency, survey, soil borings, impact fees)	5,816	285,000
22 Furnishings & Equip.	1,020	50,000
23 Operating Deficit Reserve	1,633	80,000
24 Marketing	918	45,000
25 Operating & Maint Reserve (not in tax credit basis)	0	-
25a Bridge Interest		351,341
25b Rent up Reserve (included in WC reserve)		-
25c Working Capital Reserve-Const Interest-Rent up		-
26 Total Non-Construction ("Soft") Costs	24,689	1,209,741
27 Land (not in tax credit basis)	6,122	300,000
28 Developer Fee	35,156	1,722,658
29 Total Development Cost	210,938	10,335,950
30 Mortgage 0.00%	0	0
31 Equity Contribution from Tax Credit Syndication	168,068	8,235,312
32 Brownfield Credit	25,478	1,248,404
33 Deferred Developer Fee/GP Capital Contribution	17,393	852,235
GAP		0
Loan to depreciable basis plus land:		0.00%

(MSHDA mortgage divided by total development cost less
 2% commitment fee, legal fees not in basis, partnership expense,

LAND DESCRIPTION FOR
ARMORY ARTS VILLAGE
NEW URBAN TOWNHOMES



NEW URBAN MULTI-FAMILY

A PARCEL OF LAND IN THE NE 1/4 OF SECTION 34, T2S., R1W., CITY OF JACKSON, JACKSON COUNTY, MICHIGAN AND MORE PARTICULARLY DESCRIBED AS COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 34; THENCE S 00°09'30\"/>

THIS IS NOT A BOUNDARY SURVEY.

SCALE: 1 IN = 150 FT
DATE: 7-11-07
DRAWN BY: GKL
PROJECT NO.: 20E00489
PAGE: 1 OF 1



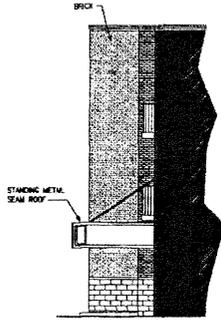
NORTH

Feller Finch & Associates, Inc.
2797 Spring Arbor Road, Suite B · Jackson, Michigan 49203
Phone: (517) 783-0710
Fax: (517) 783-0711
www.fellerfinch.com
Engineers · Surveyors
Planners
with additional offices located in Columbus, Delphos, and Maumee, Ohio

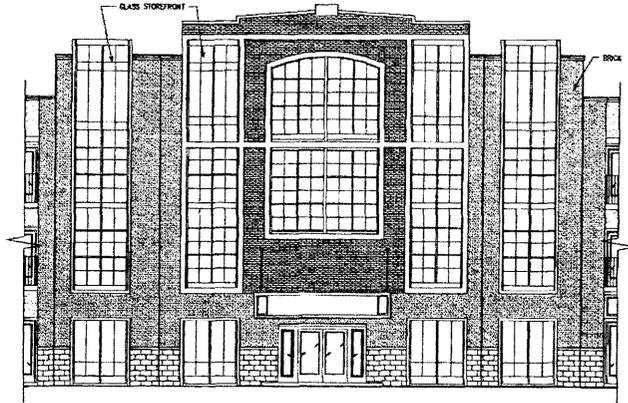
JACK A. SHEPARD, P.S. #53088



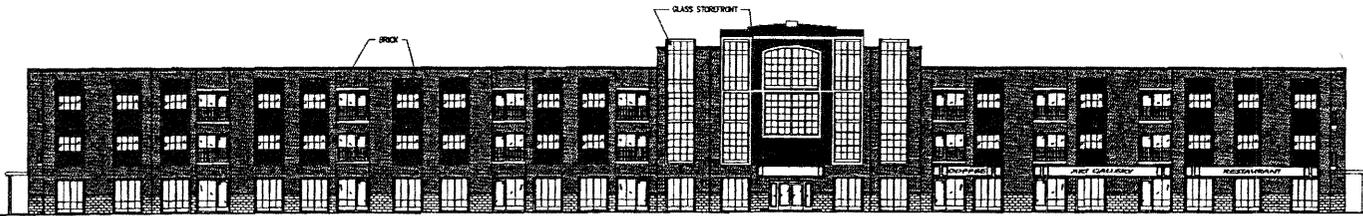
SIDE ELEVATION
SCALE 3/8"=1'-0"



ENLARGED FRONT ENTRY SIDE ELEVATION
SCALE 3/8"=1'-0"



ENLARGED FRONT ENTRY ELEVATION
SCALE 3/8"=1'-0"



FRONT ELEVATION
SCALE 3/8"=1'-0"

Armory Arts Senior

ECONOMIDES ARCHITECTS, LLC
912 COOLIDGE ROAD
ANN ARBOR MI 48106
PHONE: (313) 351-1122
FAX: (313) 351-1125



NO. 001	DATE 01-19-09
NO. 002	DATE 01-19-09
NO. 003	DATE 01-19-09
NO. 004	DATE 01-19-09
NO. 005	DATE 01-19-09
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NO. 007	DATE 01-19-09
NO. 008	DATE 01-19-09
NO. 009	DATE 01-19-09
NO. 010	DATE 01-19-09

01-19-09
0875

DEL
1/19/09



Jackson Historic District Commission

Staffed by the Region 2 Planning Commission (R2PC)
120 W. Michigan Avenue • Jackson, MI 49201
Phone (517) 788-4426 • Fax (517) 788-4635

June 24, 2009

Peter Jobson
Excel-New Urban LDHA LP
23549 Shaker Boulevard
Shaker Heights, Ohio 44122

Jim DuRussel
Economides Architects LLC
912 Coolidge Road
East Lansing, Michigan 48823

Subject: **Armory Arts Village Senior Residence**

Dear ^{Jim} Mr. Jobson & Mr. DuRussel:

This letter confirms that the Jackson Historic District Commission (HDC) granted its permission for the Armory Arts Village Senior Residence at its June 15, 2009 meeting. However, final approval is required for the color of the bricks and the size of the front doors. The motion approving the request follows:

Comm. Woodard moved, and Comm. Weir seconded, a motion to approve the design elements, contingent upon final approval of the building materials and the size of the main entrance doors

Yeas-4 (Ahronheim, Guidinger, Weir, and Woodard); Nays-0; Abstain-0; Absent-2 (Fuerstenau and Schaub)

Please contact me at (517) 768-6711 with any questions.

Sincerely,

Grant E. Bauman, AICP
HDC Staff

cc: Frank Donovan, Chief Building Official
HDC Files

OFFICE OF THE

Julius A. Giglio
City Attorney

Susan G. Murphy
Deputy City Attorney

Gilbert W. Carlson
Assistant City Attorney



161 West Michigan Avenue
Jackson, MI 49201
(517) 788-4050; (517) 788-4023
Fax: (517) 788-4059

CITY ATTORNEY

MEMORANDUM

TO: Hon. Mayor and City Council Members
FROM: Susan G. Murphy, Deputy City Attorney
RE: Excel-New Urban LDHA LP Request for Extension
DATE: October 19, 2010

Attached for your consideration is Excel-New Urban LDHA LP's Request for Extension of Final Site Plan of the PUDD, a/k/a Armory Arts PUDD.

Our Zoning Ordinance, Section 28-48(i)(2) says that a final site plan approval is valid for one year from the date of approval unless a request for extension is made before the initial one-year period ends. City Council approved the final site plan for this property on May 25, 2009, and it was adopted effective June 25, 2009. Excel-new Urban, by Peter Jobson, filed this Request for Extension within the first year by a letter under date of June 16, 2010.

This item was initially planned for your July 20, 2010 City Council Agenda but was delayed at Mr. Jobson's request. Mr. Jobson contacted me on Friday, October 15, 2010 and requested that the Request for Extension now be forwarded to City Council for action. It is placed on your October 26, 2010 Agenda for consideration.

Mr. Jobson or his agent will appear at the Council Meeting to advocate for a three-year extension of the final site plan approval. At this time, I have been told that there are no changes to the final site plan as it was adopted on May 25, 2009.

Under the Zoning Ordinance, City Council may approve the extension, deny the extension, or refer the extension to the Planning Commission for review and recommendation. City staff recommends that City Council receive the Request for Extension of Final Site Plan and refer it to the Planning Commission for its consideration of a recommendation at its November 3, 2010 meeting. This will allow the Planning Commission's recommendation to be returned to City Council for the November 23, 2010 City Council meeting which will coincide with the second reading of the requested PILOT ordinance being considered under a separate agenda item.

cc: Julius A. Giglio, City Attorney
Warren Renando, City Manager
Carol Konieczki, Community Development Director
Peter Jobson, Excel-New Urban LDHA LP
Scott Fleming, Enterprise Group
Barry Hicks, Economic Development Project Manager
Grant Bauman, Region 2 Planning Commission

June-16-2010

Excel-New Urban LDHA LP

23549 Shaker Blvd
Shaker Heights, OH 44122

Dear Jackson City Council Members,

Excel-New Urban LDHA LP is intending to submit the Armory Arts Commons Senior multifamily development in to the Michigan State Housing Development Authority for a tax credit reservation in the upcoming fall submission round. We therefore respectfully request a 3 year extension of our current PUDD approval. We do not anticipate our plans changing and this will give us the opportunity to continue to work with Mshda to access funds should our tax credit application not be successful. We believe it will be successful, but this will allow us sufficient time to keep pushing forward if alternatives are needed. Site approval and PILOT are two fundamental things that Mshda developments require in virtually all cases. We must have these two cornerstones in place to attract financing. We appreciate your continued support and look forward to working together to make this dream a reality.

Sincerely,



Peter Jobson
Managing Member
Excel - New Urban LLC

OFFICE OF THE

Julius A. Giglio
City Attorney

Susan G. Murphy
Deputy City Attorney

Gilbert W. Carlson
Assistant City Attorney



161 West Michigan Avenue
Jackson, MI 49201
(517) 788-4050; (517) 788-4023
Fax: (517) 788-4059

CITY ATTORNEY

MEMORANDUM

TO: Honorable Mayor and City Council Members

FROM: Susan G. Murphy, Deputy City Attorney
Dave Taylor, City Assessor 

RE: City of Jackson Addressing Policy & Fee Schedule Resolution
Transfer addressing task to City Assessor

DATE: October 19, 2010

Attached is the proposed City of Jackson Addressing Policy that was submitted to you for review on October 9, 2010.

As part of adopting this Policy, we will also make changes to the City Ordinance that has the building official assigning addresses. In reality, the City Assessor has routinely performed this task and process.

This is placed on your October 26, 2010 agenda along with a Fee Schedule and the proposed Ordinance amendment. Requested action is for you to:

- Adopt the City of Jackson Addressing Policy;
- Adopt the Resolution setting forth the Fee Schedule; and
- Consider the Ordinance amendment to section 23-58 transferring the addressing task to the City Assessor

Please call either one of us for questions.

cc: all w/o attachments to:
Warren Renando, City Manager
Julius Giglio, City Attorney
Lynn Fessel, City Clerk
Debi Koehn, Deputy City Assessor
Carol Konieczki, Director Community Development
Frank Donovan, Chief Building Official
Jon Dowling, City Engineer
Elmer Hitt, Lieutenant, Jackson Police Dept.
Michael Beyerstedt, Fire Chief

CITY OF JACKSON ADDRESSING POLICY

JACKSON, MICHIGAN

SECTION 1

GENERAL PROVISIONS

A) OBJECTIVES

The purpose of this City Street Addressing Policy is to establish a standard consistent with the Jackson County Street Naming and Addressing Ordinance for assigning address numbers to all dwellings, principal buildings, businesses, industries, and utility owned equipment located in easements and right of ways. This will assist emergency management agencies, the United States Postal Service, utility companies, city, and the general public in the timely and efficient provision of services to residents and businesses in the City of Jackson.

This policy is designed to eliminate addressing confusion and to create a standard system by which addresses may be assigned and maintained from this time forward. It is not the objective of this policy to change previously addressed structures. Changes to existing addresses will only be made when non-conformity interferes with the accurate dispatch of emergency vehicles or postal delivery as outlined in Section 5 of this policy.

B) ADDRESSING RESPONSIBILITY

This policy applies to and governs each and every lot, parcel, or tract of land and improvement thereon within the City of Jackson. The City Assessor's Office of the City of Jackson is responsible for assigning new addresses consistent with this policy.

C) BUILDING PERMITS

No building permit will be issued unless a property has an address or until the City Assessor's Office assigns an address. Assigned addresses will be determined by the site plan presented at the time a building permit is requested.

SECTION 2

DEFINITIONS

APARTMENT BUILDINGS: A single building comprised of three or more dwelling units used as rental property.

BASELINE: The established baseline for the City of Jackson is Michigan Avenue and originates with its intersection with Mechanic Street.

CIRCULAR STREET: A circular street/road is one that returns to the same origin point or to the same originating road.

CONDOMINIUM: A building in which each individual unit is held in separate private ownership and all floor space, facilities, and outdoor areas used in common by all occupants are owned, administered, and maintained by a corporation created pursuant to the provisions of the appropriate statute.

CONDOMINIUM UNIT: An individual dwelling unit under individual ownership in a condominium.

DUPLEX RESIDENCE: A building that is divided into two dwelling units each of which has an independent entrance either directly or through a common vestibule.

MERIDIAN: The established meridian for the City of Jackson is Mechanic Street and originates at its intersection with Michigan Avenue. The meridian shifts east to Francis Street at Morrell Street on the South and shifts east to Cooper Street at Armory Court on the North.

MOBILE HOMES/MANUFACTURED HOMES: A detached residential dwelling unit designed, after fabrication, for transportation on streets or highways on its own wheels or on flatbed or other trailers, arriving at the site where it is to be occupied as a dwelling, complete and ready for occupancy except for minor and incidental unpacking and assembly operations, location on jacks, or other temporary or permanent foundations.

OFFICE BUILDING: A single building comprised of three or more office units used as individual businesses.

SINGLE FAMILY RESIDENCE: A dwelling meant for occupation by a single family.

STRIP COMMERCIAL BUILDING: A single building with multiple accesses that is leased by square footage and allow interior business to vary in size.

TOWNHOUSE: A building that is comprised of more than one unit. Each unit being a narrow, two story with its own entrance. A townhouse may be part of an apartment building or a condominium.

SECTION 3

ADDRESS REQUESTS

A) REQUIREMENTS

The owner/owner's agent must submit the following information or items at the time of application for an address:

1. Completed Residential and Commercial Address Application form.
(See Appendix A)
2. Proof of Ownership/Copy of Deed.
3. Site Plan/Survey showing location of principal dwellings and drive.
4. Tax Parcel Identification Number.
5. Closest existing address on left, right, and across the street from the property.
6. The appropriate fee as contained on the Fee Schedule adopted by City Council.

B) ADDRESS REQUEST FOR NEW DEVELOPMENTS

The application for addressing subdivisions, condominiums, and mobile or manufactured home developments requires that a final site plan showing all road names and location of roads be presented. The developer will pay the addressing fee, as determined by city council resolution, at the time of application. Official addresses will be issued for each individual site/unit/lot by the City of Jackson at the time a building permit is applied for. The owner must submit a copy of the approved site plan to obtain addresses. (See Appendix B)

SECTION 4

NUMERIC ASSIGNMENT

A) FRONTAGE INTERVAL/ADDRESS STYLE

Addresses are generally based on one address for each 40-foot interval. Generally, addresses are assigned based on the front of the structure.

B) ODD/EVEN NUMBER LOCATION

Even numbers will be used on the westerly side of the roads; odd numbers will be used on the easterly side of the roads.

Even numbers will be used on the northerly side of the roads; odd numbers will be used on the southerly side of the roads.

C) FRACTIONAL, ALPHANUMERIC, HYPHENATED ADDRESSES

No fractional addresses, alphanumeric address numbers, or hyphenated address numbers will be used. This also applies to apartment numbers and suite numbers.

D) COMPONENT ORDER

Components of a street address will be in the following order: address number, directional prefix (if any), street name, street suffix, and designation of apartment or suite, apartment/suite number, or location designation suffix.

E) DIAGONAL STREETS

Diagonal streets will be treated as either north-south or east-west streets. Once orientation is established, it will be used throughout the entire length of the road. The orientation will not change even if the road changes direction. Within developments the orientation will be dictated by the direction of the beginning of the road. If it originates off a north/south road and begins by going east/west before meandering north/south, it is generally considered an east/west road.

F) CIRCULAR STREETS

Circular streets will be numbered beginning at the low numbered intersection and continuing to the other end of the road. The outside of the circle is numbered first and the inside is then numbered to match and mix with the outside. This will result, in most cases, with fewer numbers on the inside of the circle and with larger spaces between the inside numbers. Numbering sequence of the outside and inside of the circles will be used throughout the entire length of the road.

G) CUL-DE-SACS

Cul-de-sacs addresses will be assigned with odd/even numbers on the appropriate sides of the street and meeting at the mid-point, or the back of the cul-de-sac.

H) CORNER LOTS

Corner lots will first be addressed to the road that the front of the structure faces. However, corner lots may be addressed to either the driveway or front of the structure. Display of address numbers on the structure must face the road to which the structure is addressed.

I) PRIVATE DRIVES/EASEMENTS

Private drives/easements may be addressed to an existing adjoining road when they serve no more than two (2) lots or structures. Private drives and easements that serve more than two (2) lots or structures will be addressed to the private drive/easement.

J) SINGLE FAMILY RESIDENCES

A single-family residence will receive its own individual address determined by the basic rules for distance and direction.

K) DUPLEX RESIDENCES

A duplex will be addressed with each unit receiving its own individual address determined by the basic rules for distance and direction. Where individual addresses are not feasible, the rules governing addressing for apartment buildings will apply.

L) APARTMENT BUILDINGS/TOWNHOMES/CONDOMINIUMS

Apartment buildings, townhouse buildings, and apartment-style condominiums will be addressed with the main building receiving one address and each individual unit being assigned unit numbers as secondary location indicators. The unit number assigned should indicate the floor location (e.g. Apt 204 is the fourth unit on the second floor). Alphanumerical numbers are not to be used. Apartment and townhouse buildings and apartment-style condominiums with multiple entrances, where each entrance provides access to a limited number of units, require that an address be established for each individual entrance.

For apartment building, townhouse, or condominiums complexes, each building will be numbered as above and careful planning must be taken to reserve enough numbers for future buildings.

Stand-alone condominiums and townhouses (those individually owned and not part of an apartment complex) will be assigned an individual address for each unit as determined by the front of the structure and following the basic rules for distance and direction.

M) MOBILE HOME PARKS/MANUFACTURED HOME COMMUNITIES

Each individual mobile home or manufactured home will be assigned its own individual address following the basic rules for distance and direction.

N) OFFICE BUILDINGS

Office buildings will be numbered with the main building receiving one address as determined by the front of the structure and each individual office being assigned suite numbers as secondary location indicators. The suite number assigned should indicate the floor location (e.g. Suite 204 is the fourth office on the second floor). Alphanumerical numbers are not to be used. Office buildings with multiple entrances, where each entrance provides access to a limited number of offices, require that an address be established for each individual entrance.

For office building complexes, each building will be numbered as above and careful planning must be taken to reserve enough numbers for future buildings.

O) INDIVIDUAL COMMERCIAL BUILDINGS

Individual commercial buildings with a single entrance will be given one address to the road/street on which the front of the structure faces as determined by the basic rules for distance and direction.

An individual building, housing more than one business, with multiple entrances where each entrance provides access to a limited number of offices, will have a separate address for each entrance. A large retail complex/superstore that houses one main retail business with additional smaller retail spaces within (i.e. Grocery store with cleaners, bank, hair salon etc.) will be assigned one address for the use of all businesses located within the main structure. This address must be posted on the outside of the main building in a manner that it is legible to the public, as well as emergency responders.

For individual commercial building complexes, each building will be numbered as above and careful planning must be taken to reserve enough numbers for future buildings.

P) STRIP COMMERCIAL BUILDINGS

Strip commercial buildings will have an address for each individual entry door. Careful planning must be taken to reserve enough numbers for future divisions of businesses. Each business will receive its own individual address. If a business is large enough to use space accessed by two or more doors, the business will be assigned the number that corresponds to its primary entrance.

Addresses will be determined by the street/road from which the front of the structure faces. When each unit has an individual entrance, the building will be addressed to the road on which the majority of the entrances are located.

Q) MISCELLANEOUS STRUCTURES

Outbuildings or utilities requiring metering that are required to have an address will be the same numeric address as the primary structure followed by up to a four digit location designation suffix. Example, an AT&T amplifier located in the right-of-way in front of 100 S. Durand Street would be assigned an address of 100 S. Durand Street, ROW. The same equipment located on an easement of 100 S. Durand Street would be assigned an address of 100 S. Durand Street, Ease. Similarly, for a property that requires a separate utility service for common areas, the common area utility will be have a four digit location suffix of SERV, e.g. 100 S. Durand, SERV. Outbuildings or utilities having their own access drive will be assigned an address following the basic rules for distance and direction.

R) WIRELESS TOWERS

A wireless tower will be assigned an address determined by the basic rules for distance and direction or the same numeric address as the primary structure, if applicable. When additional carriers are added all carriers will be assigned the same primary address with up to a four-digit location designation suffix identifying the owner of the wireless carrier.

Example: A cell tower is erected at 100 S. Durand Street. The first wireless carrier applying for an address on this tower is AT&T and the second wireless carrier is Nextel. The first address assignment would be 100 S. Durand Street, AT&T. The second address assigned would be 100 S. Durand Street, Next. Subsequent wireless carriers would be assigned addresses in the same manner. If a carrier installed two operations at the same tower they would be assigned a numeric designator at the end of the suffix designator. In this example if AT&T decided to add a second system on this tower, their second address would be 100 S. Durand Street, ATT2.

SECTION 5

DISPLAY OF ADDRESSES

All principal buildings must display an address number in the manner prescribed in this policy.

A) RESPONSIBILITY FOR DISPLAY OF ADDRESS NUMBERS

Each and every property owner, lessee, agent, and occupant of each residence, apartment building, office, or commercial building is responsible for ensuring the property address numbers are posted and maintained as required under this policy. All addresses must be displayed in such a way that they are unobstructed and legible from the traveled roadway.

B) PLACEMENT OF ADDRESS NUMBERS

Structures must display the assigned address number on the structure so it is visible from the road. The address must be composed of numbers that are not less than three (3) inches in height and contrasting in color with the background on which they are affixed. The address must not be obstructed in any way by any form of landscape, mailbox, or newspaper delivery box.

Structures located more than fifty (50) feet from the edge of the road right-of-way must display the assigned address number on the structure and also on a post, fence, wall, or other permanent structure no farther than ten (10) feet back from the edge of the traveled roadway and must be between four (4) feet and seven (7) feet above the ground.

Failure to display the assigned address numbers for new construction, following City standards as required by this policy is grounds for withholding issuance of a Certificate of Occupancy.

SECTION 6

ADDRESS CORRECTIONS

Whenever an error in a numeric address or street name comes to the attention of the City Assessor's Office proceedings must be initiated to correct the error. Address changes become effective within thirty (30) days of receipt of Notice of Address Correction.

A) NUMERIC CORRECTION

It is the intent of this policy to discourage the practice of making any change in addresses except:

1. If the existing address number is not in sequence or does not run consecutively in the same direction as the city addressing system.
2. If the existing address number is such that the assignment of address numbers for new buildings is not practical and in keeping with the requirements of this policy.
3. When an easement becomes a named private drive and the structures must reflect the new road name using correct numerical range for the new road.
4. When an address is duplicated or otherwise violates this policy.

In the case of a numeric address change, the following procedures will be followed:

1. The reason for the numeric change must be documented with a date and the name of the reporting party.
2. A new numeric address must be determined following the basic rules for distance and direction in accordance with this policy.
3. Notice will also be sent to the following:
 - a. Property owner as identified in the City Assessor's records,
 - b. 911/Central Dispatch,
 - c. Local Postmaster,
 - d. City Clerk, Community Development Dept., and Water Dept.,
 - e. Affected School District,
 - f. Jackson County Clerk,
 - g. Jackson County Register of Deeds,

- h. Jackson County Equalization, and
 - i. Jackson County Street Naming/Address Coordinator.
4. The owner must supply any individual utility company with a copy of the official change of address form.

B) STREET NAME CHANGES

Street name changes will only be allowed when the name is a duplicate of another street and interferes with the accurate dispatch of emergency vehicles or postal delivery. A road name may also be changed when one road has two commonly used names or where portions of what appears to be the same road has two or more names.

In the case of a street name change, the following procedure will be followed:

1. The reason for street name change must be documented with a date and name of the reporting party.
2. The property owner(s) with land accessed by or fronted on the street to be re-named will be notified in writing using the City Assessor's information to identify ownership.
3. Within thirty (30) days of notification, the notified owners must submit to the City Assessor's Office the following items:
 - a. A central contact person for the owner group.
 - b. A proposal of three different name choices, which complies with the street naming requirements and that have been agreed upon by the majority of the affected property owners.
 - c. A list of all owners comprising the owner group with their current addresses and phone numbers.
4. The new street names will be researched and one will be selected as the proposed name. If submitted street names are not available, the City Assessor's Office will work with the central contact of the owner group to discuss alternatives. If no name is approved by a majority of the notified owners within 60 days of the original notice, the City Assessor's office may assign a new proposed name.
5. The City Assessor's Office will present the request to change the street name to the City Council for adoption by resolution. If adopted, the City Assessor's Office will assign the new street name and mail confirmation to each property

owner affected by the change. If not adopted, the City Assessor will notify each property owner that the street will not be re-named.

6. Notice of any new street names will be sent to the following:
 - a. Property owners as identified in the City Assessor's records,
 - b. 911/Central Dispatch,
 - c. Local Postmaster,
 - d. City Clerk, Community Development Dept., and Water Dept.,
 - e. Affected School District,
 - f. Jackson County Clerk,
 - g. Jackson County Register of Deeds,
 - h. Jackson County Equalization,
 - i. Jackson County Street Naming/Address Coordinator, and
 - j. Consumers Energy.

SECTION 7

STREET NAME REQUIREMENTS

A) STREET/ROAD DESIGNATION

Every existing, proposed, or constructed public road, private road or drive that provides, or will provide, access to two (2) or more buildable lots must have a street name assigned regardless of the length.

B) STREET NAMING RESPONSIBILITY

Application for new street names, or to reserve street names for a development, is to be made through the City Assessor's Office.

The applicant must submit:

1. A proposal of three different street name choices.
2. New developments require a list of all street names being requested and a site plan showing the layout of the streets.

The City of Jackson will not approve any proposed subdivision or plat until the proposed names and house numbers have been approved.

C) NAMING NEW STREETS

When application is made for a new street name, the name will be checked against the Assessor's database to check for duplication. Street names may be reserved for one (1) year. All street names will conform to the standards of this policy. Street names will be reserved in the road name inventory, if approved.

Street names may be reserved for one (1) year. If one of the requirements to signalize the street name is not satisfied within the one (1) year, a written request for a one (1) year extension of the street name reservation may be submitted to the City Assessor's Office. If such a request is not received, the names will no longer be reserved.

D) RESERVING NEW STREET NAMES FOR NEW DEVELOPMENTS

A written request to reserve new street names must be presented to the City Assessor's Office for each new development. These street names will be reviewed and reserved in the road name inventory, if approved. Street names become final upon the issuance of a road approach construction permit, final plat approval, or the recording of the final site condominium documents.

Street names may be reserved for one (1) year. If one of the requirements to signalize the street name is not satisfied within the one (1) year, a written request for a one (1) year extension of the street name reservation may be submitted to the City Assessor's Office. If such a request is not received, the names will no longer be reserved.

E) STREET NAME SELECTION

The following standards will be used:

1. The words "old" and "new" cannot be used.
2. Abbreviations of words or names and initials are prohibited.
3. References to a number are prohibited such as "Ten", "First", "Sixth".
4. A single alphabetical character cannot be used, such as "A", "B", or "C".
5. Duplicate street names are prohibited.
6. Street names will be easy to pronounce and easily recognizable in emergency situations.
7. No street name may duplicate, in sound or pronunciation, any other roadway already in use, previously approved, or slated for use in the preliminary stages of a project application anywhere within the City of Jackson such as: Jerdan-Jordan, Gem-Jim, Queensboro-Queensbury.
8. New streets that are an extension of an already existing street must maintain that street name.
9. Street names cannot contain more than eleven (11) characters including spaces.
10. No special characters in road names such as hyphens, apostrophes, or ampersands will be allowed.
11. Use of frivolous or complicated words or unconventional spellings will not be allowed.

12. Names that may be offensive (slang, double meanings, etc.) will not be allowed.
13. Names with the same theme (i.e., flowers, birds, trees) are suggested for naming streets in an entire subdivision, as means of general identification.
14. Vanity street names that do not conform to the City of Jackson address style will not be allowed.
15. Street name cannot contain the words North, South, East, West or any combination thereof. These directional words are to be used only as a prefix.

F) PREFIXES

Directional prefixes will be used only when necessary, such as for distinguishing regions of a continuous road traversing several municipalities. A street/road may have no more than one directional prefix. Acceptable prefixes are North, East, South, and West.

G) STREET SUFFIXES

Each approved street name must have a street suffix. One street suffix will be allowed per street name. A direction can only be used as a prefix. North, East, South, or West cannot be used as a suffix. All street suffixes will be abbreviated in compliance with the United States Postal Addressing Standards. (See USPS Publication 28, <http://usps.gov/cpim/ftp/pubs/Pub28/Pub28.pdf>)

There are numerous suffixes to choose from, including but not limited to:

The street suffixes listed below will carry the following designations: Avenue, Boulevard, Circle, court, Lane, Loop, Drive, Road, or Street.

Circle A thoroughfare that returns to the same point of origin.

Court A permanently closed road such as a cul-de-sac.

1. When there is an extension of a cul-de-sac to join another portion of a development, the extension must continue with the existing name.
2. New developments should avoid using the suffix Court for any cul-de-sac that has the future potential to be extended.

Loop A thoroughfare that returns to the same originating road.

Road A secondary thoroughfare that is accessible from both its origin and terminus. The suffix road is used for public county roads and state roads only.

Street A major thoroughfare that is accessible from both its origin and terminus. The suffix street is predominately used within city limits.

H) LOCATION DESIGNATION SUFFIX.

A four-digit identifier, called a location designation suffix, will only be used as a suffix to identify miscellaneous structures and wireless towers.

SECTION 8

STREET NAME SIGNS

The City's Department of Engineering and Public Works will install all street signs consistent with the Michigan Motor Vehicle Code.

APPENDIX A
ADDRESS APPLICATION
Residential and Commercial

Address Application Process:

1. Submit **copies** of the five items listed below to the City of Jackson City Assessor's Office:
 - A. Proof of ownership (*copy of deed or current tax bill – must have complete legal description*).
 - B. **Current** Tax Identification Number.
 - C. Site Plan showing location of principal building's driveway.
 - D. Closest existing addresses to both sides and across the street from property (*indicate approximate distance each address is from your drive*).
 - E. The appropriate fee as identified on the Fee Schedule adopted by City Council. The City will accept *cash or checks payable to **The City of Jackson***. There will be a \$25 fee charged for a returned check.

Please note: assigned addresses are considered final; address changes will be subject to additional fees.

2. **Applicant will be contacted via telephone in 4 – 5 business days after issuance is complete.**
3. If sending application via US Postal mail, UPS, etc., please send to:

**City of Jackson
ATTN: City Assessor's Office
161 West Michigan Avenue
Jackson, MI 49201**

Date: _____	Tax Identification No.: _____
Owner Information:	Applicant Information: (<i>if different than owner</i>)
_____ Name	_____ Name
_____ Current Address	_____ Current Address
_____ City, State, Zip	_____ City, State, Zip
_____ Telephone	_____ Telephone
_____ E-mail (<i>provide if you would like to receive address notification via e-mail</i>)	

**Addressing Questions? Please Contact:
City of Jackson
ATTN: City Assessor's Office
161 West Michigan Avenue
Jackson, MI 49201
(517) 788-4060**

APPENDIX B

ADDRESS APPLICATION

Developments (Subdivisions and Condominiums)

Address Application Process:

1. Submit **copies** of the five items listed below to the City of Jackson City Assessor’s Office:
 - A. Final Site Plan of development, including lot/unit numbers, meter locations (*for pump stations, lighted signs/poles, etc.*), and approved street names.
 - B. Letter of approval for all street names from the City of Jackson.
 - C. Tax Identification Numbers for all parent parcels included in development.
 - D. Legal description for entire development.
 - E. The appropriate fee as identified on the Fee Schedule adopted by City Council. The City will accept *cash or checks payable to **The City of Jackson***. There will be a \$25 fee charged for a returned check.

Please note: assigned addresses are considered final; addresses requiring changes due to alterations to site plans will be subject to additional fees.

2. **Applicant will be contacted via telephone in 4 – 5 business days after issuance is complete.**
3. If sending application via US Postal mail, UPS, etc., please send to:

City of Jackson
ATTN: City Assessor’ Office
161 West Michigan Avenue
Jackson, MI 49201

Date: _____
Applicant Information:
Name
Current Address
City, State, Zip
Telephone
E-mail (<i>provide if you would like to receive address notification via e-mail</i>) _____

Preliminary addresses will be supplied to Utility Companies for infrastructure purposes. Each individual address will be provided as Building Permits/Occupancy Permits are issued by the Building Inspection Department.

Addressing Questions? Please Contact:
City of Jackson
City Assessor’s Office
161 West Michigan Avenue
Jackson, MI 49201
(517) 788-4060

RESOLUTION ADOPTING FEES FOR ADDRESSING POLICY

BY THE CITY COUNCIL:

WHEREAS the City of Jackson has adopted an Addressing Policy; and

WHEREAS the City of Jackson wishes to establish the fees for the Addressing Policy;

NOW, THEREFORE, BE IT RESOLVED, the City of Jackson establishes the following Fee Schedules for the Addressing Policy:

- \$15 for commercial strip malls and commercial developments up to 5 units with \$5 for each additional address over 5 units;
- \$10 per address on new residential developments;
- \$10 per address for new cell towers and miscellaneous structures;
- No charge for new residential house on existing lot; and
- No charge for new commercial building – single user – on an existing lot.

* * * * *

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 ____ day of October 2010.

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

_____ City Clerk

ORDINANCE 2010 - ____

An Ordinance amending Chapter 23, Section 23-58, Code of Ordinances, City of Jackson, Michigan to provide that street numbers are assigned by the City Assessor's Office rather than the Chief Building Official.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose

The City Council finds that the process of addressing properties is best performed by the City Assessor's Office under the City's Addressing Policy. Therefore, the City Ordinance should reflect that responsibility.

Section 2. That Chapter 23, Section 23-58 of the Code of Ordinances, City of Jackson, Michigan be amended to read as follows:

Sec. 23-58. Street numbers.

All premises shall bear a distinctive street number on the front at or near the front entrance of such premises as assigned by the ~~chief inspector~~ City Assessor's Office.

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

City of Jackson Police Department
216 East Washington Avenue
Jackson, Michigan 49201
(517) 788-4127



MEMORANDUM

DATE: October 18, 2010

TO: Warren Renando
Interim City Manager

FROM: Matthew R. Heins
Chief of Police

SUBJECT: September Manager's Report

Chief Matthew Heins

- Attended:
 - Meetings regarding Interim P&LR Director (2)
 - Meeting with Seymour St. residents regarding speeding
 - Meetings with MAPE Representative (2)
 - Evidence Audit Progress Meeting
 - Fallen Officer Memorial in Pontiac, honoring Officer James Bonneau
 - Meeting with Frank Weathers regarding mediation
 - Promotion of Reserve Officer Frank VanGoethem to Reserve Sergeant
 - JNET Board Meeting
 - Employee pre-determination meeting
 - Meeting to discuss vicious dogs
 - Meeting with City Manager
 - Code Violation meeting
 - Area Chiefs Meeting
 - Meeting to discuss reducing calls for service
 - Insurance Committee meeting
- Participated in the Torch Run for Special Olympics
- Time Away from Office:
 - 4 hours of Furlough
 - 8 hours of Holiday
 - 16 hours of Personal Time
 - 32 hours of Training

Deputy Chief John Holda

- Attended:

- Meeting with MAPE Representative
- Pension Board Meeting –ACT 345
- Evidence Audit – Follow-up
- City Council Meeting
- Mediation Meeting
- Policy Review Meeting
- Area Chief's Meeting
- Employee Pre-determination (2nd)
- Training Review
- JTV- Behind the Badge – Police Shoot
- Community Corrections Advisory Board Meeting
- Insurance Committee Meeting
- Awards Board Meeting
- Salvation Army Board Meeting
- Records Transition Meeting
- Meeting with New World to prepare for Records Transition
- Meeting with Crime View for application update
- Participated in the Torch Run for Special Olympics
- Upgraded In-Car Video Server
- Hosted Michigan Police Shoot
- Time Away from Office:
 - 24 hours of Training
 - 8 hours of Holiday
 - 24 hours of Vacation
 - 6 hours of Furlough

Lieutenant Christopher Simpson

- Attended:
 - Meeting with Office of Safety Highway Planning
 - Interim P&LR Director Meetings (2)
 - Meeting with Seymour St. residents regarding speeding
 - Employee's parent's funeral in Lansing
 - P&LR Director Interviews
 - Evidence Audit Progress Meeting
 - Community Action Agency meeting
 - Promotion of Reserve Officer Frank VanGoethem to Reserve Sergeant
 - Employee pre-determination meeting
 - Hot Air Jubilee Meeting
 - Code Violation Meeting
 - Sexual Assault Task Force Meeting
 - Calls for Service reduction meeting
 - Human Services Coordinating Alliance Meeting
- Participated in MDA Lock-Up
- Time Away from Office:
 - 24 hours Training

- 8 hours of Holiday
- 8 hours Vacation
- 8 hours Personal Time

Lt. Elmer Hitt

- Attended:
 - Child Advocacy Center Meeting
 - Meetings on Medical Marijuana ordinance (2)
 - Department Head Meeting
 - HRC Meeting
 - PSN Case Review Meeting
 - HRC Community Violence Meeting
 - National Drug Take-Back Initiative
 - Executive Session of PSN training
 - Quarterly Meeting with Coordinators
- Participated in the Law Enforcement Torch Run
- Attended John George Home lunch fundraiser
- SRT night training
- Appearance on JTV
- Time Away from Office:
 - 8 hours of Holiday
 - 4 hours of Vacation
 - 10 hours of Furlough
- Other update information:
 - Boiler project funded by energy grant is complete. Remaining funds will be used on lighting improvements.
 - Received some transcribed reports from NetTranscripts. Waiting on cost analysis report based upon 100 reports sent to them.
 - Received tasers. Training of all sworn personnel is scheduled for October and November.
 - During the drug take-back initiative, approximately 22 pounds of prescription pills were taken in on 9/25/10 from 10 a.m. – 2 p.m. DEA picked up the pills from JPD on 9/27.
 - HRC is beginning to plan a program for high school age students regarding the impact of violence on the community.