



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

AGENDA - CITY COUNCIL MEETING

May 28, 2013

6:30 p.m.

1. **CALL TO ORDER.**
2. **PLEDGE OF ALLEGIANCE** - Invocation by Andrew Frounfelker, 5th Ward City Councilmember.
3. **ROLL CALL.**
4. **ADOPTION OF AGENDA.**
5. **PRESENTATIONS/PROCLAMATIONS.**
6. **CITIZEN COMMENTS - AGENDA ITEMS (3-Minute Limit).**
7. **CONSENT CALENDAR - Recommendation: (Accept and place on file).**
 - A. **Minutes of the Regular Meeting on May 21, 2013:**
Consideration of the minutes of the regular City Council meeting of May 21, 2013.
 - B. **Crazy Cowboy - June Annual Race Weekend Event:**
Consideration of the request from The Crazy Cowboy to conduct their Annual Race Weekend Event on Mechanic St., between Cortland and Washington on June 14-16, 2013, from 6:00 p.m. to 1:00 a.m., and 8:00 p.m. to 1:00 a.m. (Contingent upon receipt of proper insurance coverage).
 - C. **Crazy Cowboy - Big Truck Event:**
Consideration of the request from The Crazy Cowboy to conduct their annual Big Truck Event on Mechanic St., between Cortland and Washington, and Cortland between Francis and Jackson, on Saturday, June 15, 2013, from 2:00 p.m. to 4:00 p.m. (Contingent upon receipt of proper insurance coverage).
 - D. **Engineer's Report for Monroe Street Reconstruction:**
Receive the City Engineer's Report for street reconstruction on Monroe Street from West Avenue to Clinton Road, and establishment of June 25,

2013, at the City Council meeting as the time and place to hold a public hearing of necessity.

8. **PUBLIC HEARINGS.**

Recess as a City Council and Convene as a Board of Review.

A. Public Hearing for Special Assessment Roll No. 4224:

Public hearing on Special Assessment Roll No. 4224 - Delinquent Miscellaneous General Fund Accounts Receivable.

Recommendation: Approve a resolution confirming Roll No. 4224.

B. Public Hearing for Special Assessment Roll No. 4225:

Public hearing on Special Assessment Roll No. 4225 - Delinquent Miscellaneous Building Department Fund Accounts Receivable.

Recommendation: Approve a resolution confirming Roll No. 4225.

C. Public Hearing for Special Assessment Roll No. 4226:

Public hearing on Special Assessment Roll No. 4226 - Delinquent Miscellaneous Housing Code Enforcement Fund Accounts Receivable.

Recommendation: Approve a resolution confirming Roll No. 4226.

D. Public Hearing for Special Assessment Roll No. 4227:

Public hearing on Special Assessment Roll No. 4227 - Delinquent Miscellaneous Building Demolition Fund Accounts Receivable.

Recommendation: Approve a resolution confirming Roll No. 4227.

E. Public Hearing for Special Assessment Roll No. 4228:

Public hearing for Special Assessment Roll No. 4228 - Delinquent Miscellaneous CDBG Fund Accounts Receivable.

Recommendation: Approve a resolution confirming Roll No. 4228.

F. Public Hearing for Special Assessment Roll No. 4229:

Public hearing for Special Assessment Roll No. 4229 - Delinquent Miscellaneous Wastewater Fund Accounts Receivable.

Recommendation: Approve a resolution confirming Roll No. 4229.

- G. Public Hearing for Special Assessment Roll No. 4230:**
Public hearing for Special Assessment Roll No. 4230 - Delinquent Miscellaneous Public Works Fund Accounts Receivable.

Recommendation: Approve a resolution confirming Roll No. 4230.

Adjourn as a Board of Review and Reconvene as a City Council.

9. OTHER BUSINESS.

10. NEW BUSINESS.

A. Steward and Blackstone/Lansing Two-Way Contract Award:

Consideration of a contract award of the Steward and Blackstone/Lansing Two-Way Conversion Contract to Concord Excavating and Grading, Inc., Concord, in the amount of \$80,339.45, to install a new traffic island at Steward and Lansing, and modify the pavement markings to facilitate the two way conversion, and authorization for the Mayor and City Treasurer/Clerk to execute the appropriate document(s), in accordance with the Purchasing Agent.

B. Resolution to Apply for an MDOT Grant - Wisner Street Paving:

Consideration of a resolution to apply to the Michigan Department of Transportation (MDOT) for a Transportation Economic Development Fund (TEDF) Category F Grant, and authorization for the City Treasurer/Clerk to execute the resolution, and authorization for the City Engineer to file an application for the repaving of Wisner Street from Argyle Street to Boardman Road.

C. Resolution Amending the HOME Grant Budget for FY 2010-2011:

Consideration of a resolution amending the HOME grant budget for fiscal year 2010-2011 (Year 36) to reallocate unused Community Housing Development Organization (CHDO) Operating Expense funds previously budgeted in the amount of \$8,272.00 to the Down Payment Assistance activity to provide assistance to program eligible homebuyers.

D. Temporary Uses Fee Resolution:

Consideration of the Temporary Uses Fee resolution.

E. Brush Chipper Purchase (DPW):

Consideration of the purchase of one (1) new brush chipper from Morbark, Inc., Winn, Michigan, in the amount of \$31,424.40, for use by the Department of Public Works.

F. Rehabilitation Contract - 1121 First Street:

Consideration of the award of the rehabilitation contract for 1121 First Street to Turn Key Home Improvement in the amount of \$75,344.00.

G. Downtown Development Authority

Consideration of the following requests from the Downtown Development Authority:

1. Adoption of a resolution reauthorizing the collection of 1.9996 mills upon taxable real and tangible personal property not exempt by law in the DDA district for 2013-2014 pursuant to Act 197 of the Public Acts of 1975 as last amended.
2. Approval of the fiscal year 2013-2014 Budget for the Downtown Development Authority pursuant to Act 197 of the Public Acts of 1975 as last amended.

11. CITIZEN COMMENTS - NON-AGENDA ITEMS (3-Minute Limit).

12. CITY COUNCILMEMBERS' COMMENTS.

13. MANAGER'S COMMENTS.

14. ADJOURNMENT.



Founded July 3, 1829

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

161 W. Michigan Ave. • Jackson, MI 49201
 Treasurer (517) 788-4043 • Income Tax Office (517) 788-4044 • Clerk (517) 788-4025

JACKSON CITY COUNCIL MEETING

MINUTES

May 21, 2013

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE-INVOCATION:

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

ROLL CALL:

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

Also present: City Manager Patrick Burtch, Deputy City Attorney Bethany Smith, City Assessor David Taylor, City Engineer Jon Dowling, Police Chief Matt Heins, Finance Director Phil Hones, Deputy Fire Chief Dave Wooden, and City Treasurer/Clerk Andrew J. Wrozek Jr.

AGENDA:

Mayor Griffin added an item, “Executive Session” to the agenda to discuss pending litigation. Motion was made by Councilmember Dobies and seconded by Councilmember Woods to approve the agenda as amended. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Greer, Schlecte, Frounfelker and Dobies—6. Nays: 0. Absent: Councilmember Jaquish—1.

CITIZEN COMMENTS – AGENDA ITEMS (3-MINUTE).

Greg Stalter of Republic Services spoke. He wanted to thank the City for the opportunity to submit a proposal for the Single Hauler Bid Program. He wanted to compliment the staff of the City on their professionalism during the bid process and for the very well written bid specs. He stated that Republic was thrilled to be the low cost provider on most of the items in the bid packet. He also stated they look forward to a long-term partnership with the City in providing State of the Art waste and recycling to all the citizens of Jackson if they are awarded the bid.

CONSENT CALENDAR:

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

Consent Calendar

- A. MINUTES OF THE REGULAR MEETING ON MAY 7, 2013:**
Approve the minutes of the regular City Council meeting of May 7, 2013.
- B. CRUISE IN:**
Approve the request from the Jackson Downtown Development Authority to conduct Cruise Ins on Downtown streets on May 24, June 28, July 26, August 23, and September 27, 2013, from 6:00 p.m. to 9:00 p.m. (Recommended approval has been received from Police, Fire, Engineering, Public Works, and Recreation Departments, and the Downtown Development Authority. Proper insurance has been received).
- C. MEMORIAL DAY PARADE AND CEREMONY:**
Approve the request from Jackson County Veteran's Council to conduct their annual Memorial Day Parade and Ceremony from Michigan Avenue down Jackson Street to Mt. Evergreen Cemetery on Monday, May 27, 2013, from 9:00 a.m. – 12:00 p.m. (Recommended approval has been received from Police, Fire, Engineering, Public Works, and Recreation Departments, and the Downtown Development Authority. Proper insurance has been received).
- D. MICK WEBSTER MEMORIAL BICYCLE TOUR:**
Approve the request from P & T Fitness to conduct their annual Mick Webster Memorial Bicycle Tour on various routes throughout the city on Saturday, June 29, 2013, from 7:00 a.m. – 3:00 p.m. (Recommended approval has been received from Police, Fire, Engineering, Public Works, and Recreation Departments, and the Downtown Development Authority. Contingent upon receipt of proper insurance).
- E. JAMMIN IN JACKSON:**
Approve the request from the Downtown Development Authority to

conduct their annual Jammin in Jackson summer concert series in Bucky Harris Park on Thursday, June 13 and 27, July 11 and 25, August 8 and 22, from 5:00 p.m. to 7:00 p.m. (Recommended approval has been received from Police, Fire, Engineering, Public Works, and Recreation Departments, and the Downtown Development Authority. Contingent upon receipt of proper insurance).

- F. CDBG AND HOME FINANCIAL SUMMARIES:**
Receive the Community Development Block Grant (CDBG) and HOME Financial Summaries through April 30, 2013.
- G. CITY FINANCIAL STATEMENTS ENDING APRIL 30, 2013:**
Receive the City of Jackson's summary of revenue and expenditures for ten (10) months ended, April 30, 2013.

OTHER BUSINESS:

- A. ORDINANCE NO. 2013.11, AMENDING ARTICLE VI, CHAPTER 2, CITY CODE (SECOND/FINAL READING):**
Final adoption of Ordinance No. 2013.11, amending Article VI, Chapter 2, City Code, to cap the amount of employee contributions to the retirement plan to the normal cost as determined by the City's actuary.

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to adopt ordinance 2013.11. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Greer, Schlecte, Frounfelker and Dobies—6. Nays: 0. Absent: Councilmember Jaquish—1.

- B. CORRECTIVE RESOLUTION – SPECIAL ASSESSMENT ROLL NO. 4205:**
Adopt Corrective Resolution for Special Assessment Roll No. 4205 for Delinquent Miscellaneous General Fund Receivables, confirmed March 27, 2013.

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

- C. CORRECTIVE RESOLUTION – SPECIAL ASSESSMENT ROLL NO. 4206:**
Adopt Corrective Resolution for Special Assessment Roll No. 4206 for Delinquent Miscellaneous Building Fund Receivables, confirmed March 27, 2012.

Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to adopt the resolution. Councilmember Schlecte disclosed that a property that she bought on foreclosure was on the roll and therefore she would be abstaining from the vote. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Greer, Frounfelker and Dobies—5. Nays: 0. Abstention: Councilmember Schlecte—1. Absent: Councilmember Jaquish—1.

**D. CORRECTIVE RESOLUTION – SPECIAL ASSESSMENT ROLL NO. 4209:
Adopt Corrective Resolution for Special Assessment Roll No. 4209 for
Delinquent Miscellaneous 591 Water Fund Receivables, confirmed March 27,
2012.**

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

**E. CORRECTIVE RESOLUTION – SPECIAL ASSESSMENT ROLL NO. 4210:
Adopt Corrective Resolution for Special Assessment Roll No. 4210 for
Delinquent Miscellaneous 641 Public Works Fund Receivables, confirmed
March 27, 2012.**

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

**F. CORRECTIVE RESOLUTION – SPECIAL ASSESSMENT ROLL NO. 4218:
Adopt Corrective Resolution for Special Assessment Roll No. 4218 for
Delinquent Miscellaneous General Fund Receivables, confirmed January 22,
2013.**

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

**G. CORRECTIVE RESOLUTION – SPECIAL ASSESSMENT ROLL NO. 4219:
Adopt Corrective Resolution for Special Assessment Roll No. 4219 for
Delinquent Miscellaneous General Fund Receivables, confirmed January 22,
2013.**

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

**H. CORRECTIVE RESOLUTION – SPECIAL ASSESSMENT ROLL NO. 4220:
Adopt Corrective Resolution for Special Assessment Roll No. 4220 for
Delinquent Miscellaneous Housing Code Enforcement Fund Receivables,
confirmed January 22, 2013.**

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

**I. CORRECTIVE RESOLUTION – SPECIAL ASSESSMENT ROLL NO. 4221:
Adopt Corrective Resolution for Special Assessment Roll No. 4221 for
Delinquent Miscellaneous Building Demolition Fund Receivables, confirmed
January 22, 2013.**

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

**J. CORRECTIVE RESOLUTION – SPECIAL ASSESSMENT ROLL NO. 4223:
Adopt Corrective Resolution for Special Assessment Roll No. 4223 for
Delinquent Miscellaneous Public Works Fund Receivables, confirmed January
22, 2013.**

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

**K. SINGLE HAULER REFUSE ORDINANCE REFERENDUM PETITIONS:
Discussion of the Single Hauler Refuse Ordinance Referendum and possible
disposition thereof.**

Motion was made by Councilmember Woods and seconded by Councilmember Frounfelker to repeal the ordinance in its entirety. The motion was adopted by the

following vote. Yeas: Councilmembers Woods, Greer, Schlecte, Frounfelker and Dobies—5. Nays: Mayor Griffin—1. Absent: Councilmember Jaquish—1.

NEW BUSINESS

- A. BID AWARD FOR 2013 LOCAL STREET CONSTRUCTION CONTRACT:**
Approve the bid award of the 2013 Local Street Construction Contract to Concord Excavating and Grading, Inc., Concord, in the amount of \$489,823.40, to replace the water main on Argyle Street between Walker and Cooper, build a new sanitary sewer, replace the water main and repave Rockwell Street from Jackson to Williams, and replace the water main and sanitary sewer and reconstruct the roadway with new asphalt pavement and concrete curb and gutter on Webster Street from Oakdale to Elmwood, and authorization for the Mayor and City Clerk to execute the appropriate document(s), in accordance with the Purchasing Agent.

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

- B. JACKSON COUNTY INVOICE FOR AERIAL IMAGES:**
Approve the payment of \$40,000.00 to the County of Jackson for Aerial Imaging.

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

- C. CHANGE ORDER NO. 1 – 2013 AS NEEDED SURVEY CONSULTING SERVICES CONTRACT:**
Approve Change Order No. 1 to the contract with Wade Trim, in the increased amount of \$50, 800.00 to provide survey and traffic signal design at three intersections for planned future projects, and authorization for the City Manager and City Engineer to execute the appropriate document.

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

D. THREE (3) TRANSFER OF PROPERTY & DEMOLITION OR REHABILITATION:

Approve three (3) Agreements Regarding Transfer of Property and Demolition or Rehabilitation of Dangerous and Unsafe Structure, and authorization for the Mayor to execute the agreements, and accept quit claim deeds for conveyance of properties upon review and approval by the City Attorney's office.

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

E. BID AWARD FOR PURCHASE OF AIR CONDITIONERS FOR THE FIRE DEPARTMENT:

Approve the bid award to Paul E. Bengel Company in the amount of \$67,639.00 to upgrade and replace the air conditioning system at the Central Fire Station, 518 N. Jackson St.

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

F. NEW CARRIER FOR LIFE, VOLUNTARY LIFE AND LONG TERM DISABILITY INSURANCES:

Authorize the City Manager to execute the appropriate contract documents with mutual of Omaha for the provision of Life Insurance, Voluntary Life Insurance, and Long Term Disability Insurance for City of Jackson Employees, effective in May 2013.

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

G. NON-UNION RETIREE HEALTHCARE BENEFITS:

Authorize the City Manager to execute the appropriate contract documents with Blue Cross Blue Shield of Michigan and JFP Benefit Management Inc., for the provision of the CBPPO\$5000 Pre-Age 65 Non-union Retiree Health Insurance Plan effective July 1, 2013.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Dobies to approve the request. The motion was adopted by the following

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

**H. FY 2013-2014 BUDGET DISCUSSIONS:
Discussion of the Fiscal Year 2013-2014 Budget.**

Mr. Burtch spoke regarding the highlights of the budget and the changes that have been made. He wanted to thank everyone for their cooperation and feedback during the budget process. He also announced that Jonathan Greene was hired as the new Economic Development Director, and stated that Jonathan will also continue to do his previous duties of the DDA.

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

**I. EXECUTIVE SESSION
Discussion of pending litigation.**

Motion was made by Councilmember Woods and seconded by Councilmember Greer to go into Executive Session to discuss pending litigation. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Greer, Schlecte, Frounfelker and Dobies—6. Nays: 0. Absent: Councilmember Jaquish—1.

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

Motion was made by Councilmember Dobies and seconded by Councilmember Woods to direct the City Attorney to proceed as discussed in Executive Session. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Greer, Schlecte, Frounfelker and Dobies—6. Nays: 0. Absent: Councilmember Jaquish—1.

CITIZEN COMMENTS – NON-AGENDA ITEMS (3-MINUTE LIMIT):

County Commissioner John Polaczyk challenged the City Council to a game of miniature golf against the County to benefit Catholic Charities. He left forms for the Council to create a foursome to participate.

CITY COUNCILMEMBERS' COMMENTS:

Councilmember Woods—stated that the first bus ride to Aldi took place on Saturday the 18th. She said that Councilmember Frounfelker rode the bus to Aldi with some residents, and the residents enjoyed riding with him. She said that Aldi did a superb job, and she is very pleased with the new program. She wanted to commend the Council for spending the money for the program, and she said she still hopes there will be interest in bringing a grocery store into one of the wards.

Councilmember Greer-said on Thursday May 16th he, Deputy City Attorney Bethany Smith, Code Enforcement Supervisor Dennis Diffenderfer went with the Michigan Municipal League to testify in front of the House Legislative Committee Meeting to speak on Senate bills 35-39 concerning blight courts. He wanted to give kudos to Bethany and Dennis for the great jobs they did.

Councilmember Schlecte- wanted to congratulate Jonathan Greene on his new position. She said she was excited that we have such a confident person in the economic development part of the City. She also stated that roads and noise pollution were concerns with the garbage ordinance. She said she was for the garbage ordinance; however she felt the bids were too high. Lastly, she said she would like to explore limiting the days garbage can be picked up in certain areas.

Councilmember Frounfelker- stated he enjoyed riding the bus and shopping at Aldi. He feels it is a good program, but he thinks it will take time to grow the program. He said he will continue to ride the bus because it was a good time. He said he rode a JTA bus out to the airport on Smart Commute Day for the dedication of the aviator statue for the WWII aviators that were trained at JCC. He said one of his visions was met by passing a budget that contained a tax reduction in it. He said he felt the Council makes decisions that follow their commitment to values, and that each decision they make is tied to reason. He wanted to congratulate residents for the tax reduction.

Councilmember Dobies-wanted to congratulate Jonathan Greene and he said he looks forward to working with Jonathan in his new capacity. He wanted to provide clarification on the single hauler garbage ordinance. He said that he was glad that they could rescind the ordinance because the bids were higher than expected. He feels there is a lot of community support for the aim of where the City is going as a community. He asked that City Administration and Councilmembers continue to hold public meetings to discuss how to move forward in cleaning up the City. He said this is a first attempt by having conversations with residents to cut costs collectively as a community that everyone can agree upon. He also wanted to thank the City staff for all their time and effort in helping to create the budget. He said given all the trouble other cities are in with massive deficits and emergency financial managers coming into play, it stands as a testament to the hard work of the City that during difficult economic times we are proposing tax and other cuts while increasing a fund balance. He said this makes

Jackson a more attractive place for families and businesses to locate. He wished everyone a Happy Memorial Day.

Mayor Griffin-wanted to thank Todd Knepper, DPW, and City Engineer Jon Dowling for the basic skim coating they did on 4th Street. He said he has received calls from parents with children marching in the Rose Parade that were concerned with the condition of the road. He said it was a minor band aid that will go a long way. He said the City will probably be ridiculed because we will be tearing it up in a couple of weeks, but it was a minor patch and it went a long way with the schools and the students that will be marching in the parade.

MANAGER 'S COMMENTS:

Mr. Burtch wanted to thank Council for passing an excellent budget. He also wanted to thank staff again for the hard work that was contributed. He wanted to thank staff for their ability and willingness to jump to the task. He wanted to give kudos to DPW crew for working hard with the blight that is in town. He said we are going to be catching up on the mowing in town. He said if citizens have any issues to call him, Todd, or Sandy. He said the day of having 3ft grass in a lot is not going to happen anymore. Lastly, he said he appreciates all the efforts of the staff, and the Council for having the foresight to produce budgets that are responsible in sharing some of the savings that the Council has created with the citizens.

ADJOURNMENT:

No further business being presented, a motion was made by Councilmember Greer to adjourn the meeting. The motion was adopted by unanimous voice vote and the meeting adjourned at 7:32 p.m.

Andrew J. Wrozek Jr.
City Treasurer/Clerk

AJW/car



Jackson Downtown Development Authority

CITY COUNCIL MEETING

May 28, 2013

MAY 22, 2013

MEMO TO: Honorable Mayor and City Council Members

FROM: Jonathan Greene, Executive Director

SUBJECT: Special Event Application: June Annual Race Weekend Event

RECOMMENDATION: Approve the request from The Crazy Cowboy to conduct their Annual Race Weekend Event on Mechanic St. between Cortland and Washington on June 14th-16th, 2013 from 6:00 p.m. to 1:00 a.m. and 8:00 p.m. to 1:00 a.m. This event is contingent upon receipt of proper insurance coverage, as insurance company requires purchase of non-refundable special event insurance.

DEPARTMENTAL APPROVAL SUMMARY

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

Department	Approval	Denial	Economic Impact
Police	x		\$0
Fire	x		\$0
Engineering	x		\$0
Public Works	x		\$699
Recreation	x		\$0
DDA	x		\$0
			<hr/>
			\$699

Conditions and Considerations:

- Any markings on pavement/sidewalk will need to be done in temporary marker, ie chalk
- Applicant is responsible for removal/cleanup of trash, garbage, and debris
- All expenses realized by the City for setup/take down not associated with a community event will be reimbursed to the City by the applicant

Insurance Status: Pending

att: Special Event Application: Annual Race Weekend Event
JG/RR

CITY OF JACKSON
SPECIAL EVENT APPLICATION

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

Date Received By DDA Office: 1/15/13 Time: _____ By: RSR

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: Crazy Cowboy LLC

Organization Address: 215 S. Mechanic St.

Organization Agent Kimberly Gamez Title: Owner

Phone: (work) 817-1910 Phone: (home) 764-5784 Phone: (during the event) 812-1037

Agent's Address 39109 E. South St.

Agent's E-Mail Address info@thecrazycowboy.com

Event Name Annual Race weekend event

Please give a brief description of the proposed special event: annual event during the mis nascar weekend that brings hundreds of people to downtown jackson

Event Day(s) & Date(s) June 14th, 15th, 16th

Event Time(s) June 14th 6pm-1am June 15th 8pm-1am

Set-Up Date & Time June 14th 2013 3pm Tear-Down Date & Time June 16th 2013 3am

Event Location on Mechanic St. between Cortland + Washington

ANNUAL EVENT: Is this event expected to occur next year? (circle one) YES NO
How many years has this event occurred? 8

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 June 14th 3pm through Date/Time: June 17th 1am

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? June 14th 2013 until June 16th 2013 1am
6pm

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.

local bands 3 of 8pm-12am
ATTENDANCE: What is the expected (estimated) attendance for this event? 500-800

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

REST ROOMS: Are you planning to provide portable rest rooms at the event? YES NO
If yes, how many? 4
As an event organizer, you must consider the availability of rest room facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

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

see attached letter dated Jan 14, 2013

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.

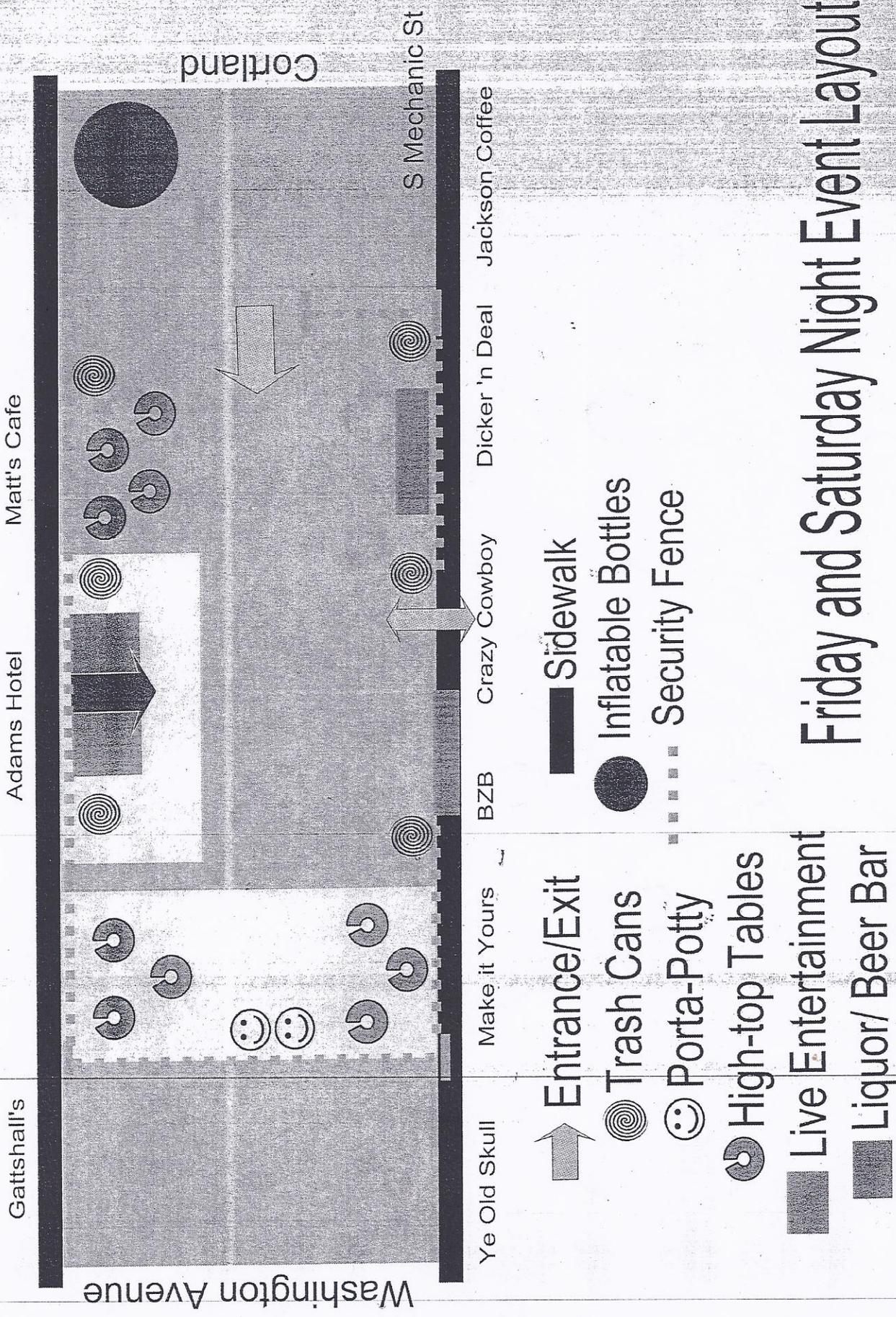
Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.

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.

1/14/2013
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**



Friday and Saturday Night Event Layout



Jackson Downtown Development Authority

**CITY COUNCIL MEETING
May 28, 2013**

MAY 22, 2013

MEMO TO: Honorable Mayor and City Council Members

FROM: Jonathan Greene, Executive Director

SUBJECT: Special Event Application: Big Truck Event

RECOMMENDATION: Approve the request from The Crazy Cowboy to conduct their annual Big Truck Event on Mechanic St. between Cortland and Washington, and Cortland between Francis and Jackson, on Saturday, June 15th, 2013 from 2:00 p.m. to 4:00 p.m. This event is contingent upon receipt of proper insurance coverage, as insurance company requires purchase of non-refundable special event insurance.

DEPARTMENTAL APPROVAL SUMMARY

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

Department	Approval	Denial	Economic Impact
Police	x		\$0
Fire	x		\$0
Engineering	x		\$0
Public Works	x		\$376
Recreation	x		\$0
DDA	x		\$0
			\$376

Conditions and Considerations:

- Any markings on pavement/sidewalk will need to be done in temporary marker, ie chalk

Insurance Status: Pending

att: Special Event Application: Big Truck Event
JG/RR

CITY OF JACKSON
SPECIAL EVENT APPLICATION

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

Date Received By DDA Office: 1/15/13 Time: _____ By: ROR

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

Sponsoring Organization's Legal Name: The Crazy Cowboy

Organization Address: 215 S mechanic St

Organization Agent Kimberly Gamez Title: owner

Phone: (work) 817-1910 Phone: (home) 7645784 Phone: (during the event) 812-1037

Agent's Address 39109 E. South St.

Agent's E-Mail Address info @ the crazy cowboy . com

Event Name Big Truck Event

Please give a brief description of the proposed special event: free family event 30+
big trucks brought downtown Jackson for this
family friendly event

Event Day(s) & Date(s) June 15th, 2013

Event Time(s) 2-4pm

Set-Up Date & Time 11am June 15th Tear-Down Date & Time 5pm June 15th

Event Location mechanic St. between cortland + Washington
cortland St between Francis + S. Jackson

ANNUAL EVENT: Is this event expected to occur next year? (circle one) YES NO
How many years has this event occurred? 5

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 June 15th 11am through Date/Time: June 15th 5pm

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:
parking lot on North West corner, on mechanic + cortland

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

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

If yes, please attach liquor license and liquor liability insurance.
If yes, what time? _____ until _____

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

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

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

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

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

OTHER REQUESTS: (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)
request any city vehicle to be a part of this event
also for all street closure fees to be waived for
this community event

see attached letter dated 1/14/2013

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:

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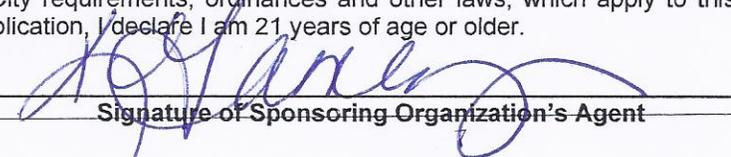
The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.

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

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

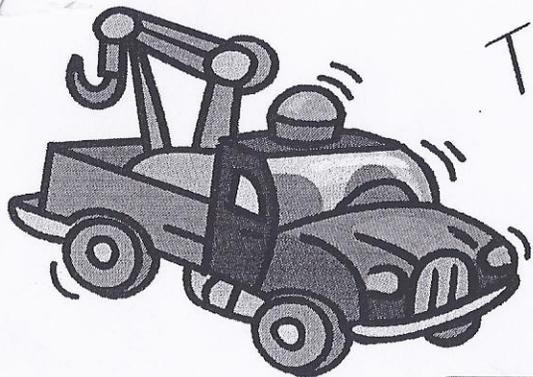
1/14/2013

Date



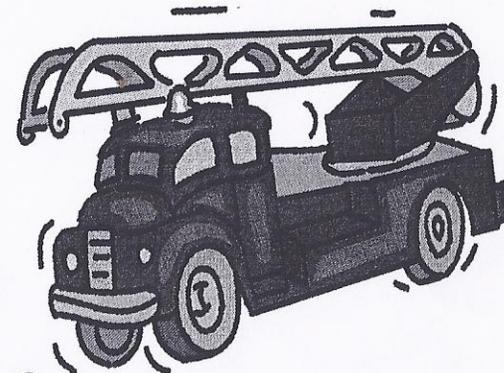
Signature of Sponsoring Organization's Agent

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



The

BIG



Truck Event

Fire Truck
 Dump Truck
 Ambulance
 Police Car
 Army Truck
 Huge Crane
 Oil Truck

Saturday, June 16th
2pm-4pm
FREE for all Ages

Monster Truck
 Garbage Truck
 Semi-Truck
 Cement Truck
 School Bus
 Bucket Truck
 & MORE!!

Downtown Jackson on Mechanic St. between Washington Ave & Michigan Ave

**Moon Walk, Games, Prizes, Face Painting,
 Huge Inflatable's, Goody Bags and MORE!**

**FREE
 Family
 Event**

**And the best part about it...
 It's ALL FREE!**

Organized & Sponsored by
The Crazy Cowboy
 and many local
 Businesses & Organizations

2012 Flyer



Neighborhood & Economic Operations

Building a Stronger Jackson

161 W. Michigan Avenue • Jackson, MI 49201-1303 • Facsimile (517) 780-4781

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(517) 788-4012

Code Enforcement
(517) 788-4060

Engineering
(517) 788-4160

Planning & Economic Development
(517) 768-6433

CITY COUNCIL MEETING May 28, 2013

TO: Honorable Mayor and City Councilmembers
FROM: Patrick H. Burtch, City Manager
Jon H. Dowling, P.E., City Engineer
SUBJECT: Engineer's Report for Monroe Street Reconstruction – West Avenue to Clinton Road

RECOMMENDATION: Receive the Engineer's Report for street reconstruction on Monroe Street from West Avenue to Clinton Road and establishment of June 25, 2013, at the City Council meeting as the time and place to hold a public hearing of necessity.

The Department of Neighborhood and Economic Operations - Engineering requests that City Council establish a public hearing of necessity to be held June 25, 2013, for street reconstruction on Monroe Street from West Avenue to Clinton Road. This report is prepared for City Council per the Assessment Policy regarding the necessity of street construction.

Engineering records show that the pavement on Monroe Street was constructed in 1965 and resurfaced with a single course of asphalt in 1978. The sanitary sewer was replaced in 1992 by trench construction. The pavement was chipsealed in 1993 and cracksealed in 1999. The condition of the concrete curb and gutter is good. However, the existing pavement has deteriorated with cracking throughout and scattered potholes. The attached photos show the current street conditions.

Engineering proposes full depth pavement replacement with new aggregate base and asphalt pavement. Water main upgrades will not be necessary as there is no water main on this block of Monroe Street.

Estimated project costs and funding are as follows:

MDOT/FHWA Funds	\$ 87,200.00
<u>Street Construction Assessments</u>	<u>\$ 45,993.11</u>
Total Project Cost	\$ 133,193.11

The established individual assessment information has been reviewed by the City Assessor and includes corner lot benefits where applicable. According to the City Code, the City Assessor determines if corner lot benefits are granted. Associated costs are shown on the attached assessment maps. If this project is ordered, the assessment roll can be spread over a period of time. The number of years is based on the highest individual assessment amount that produces the longest period of time allowed for payment. Based on a schedule of assessments adopted by resolution on February 05, 2013, and on the highest individual assessments for this project, the number of annual installment periods will be ten.

TRW:sms

c: Dave Taylor, City Assessor
Andrew J. Wrozek, Jr., City Treasurer/Clerk
Troy R. White, P.E., Senior Civil Engineer



Photo 1: Facing west from east side of Clinton Road intersection



Photo 2: Facing northeast across Clinton intersection from southwest corner



Photo 3: Facing east on south side of the street from mid-block



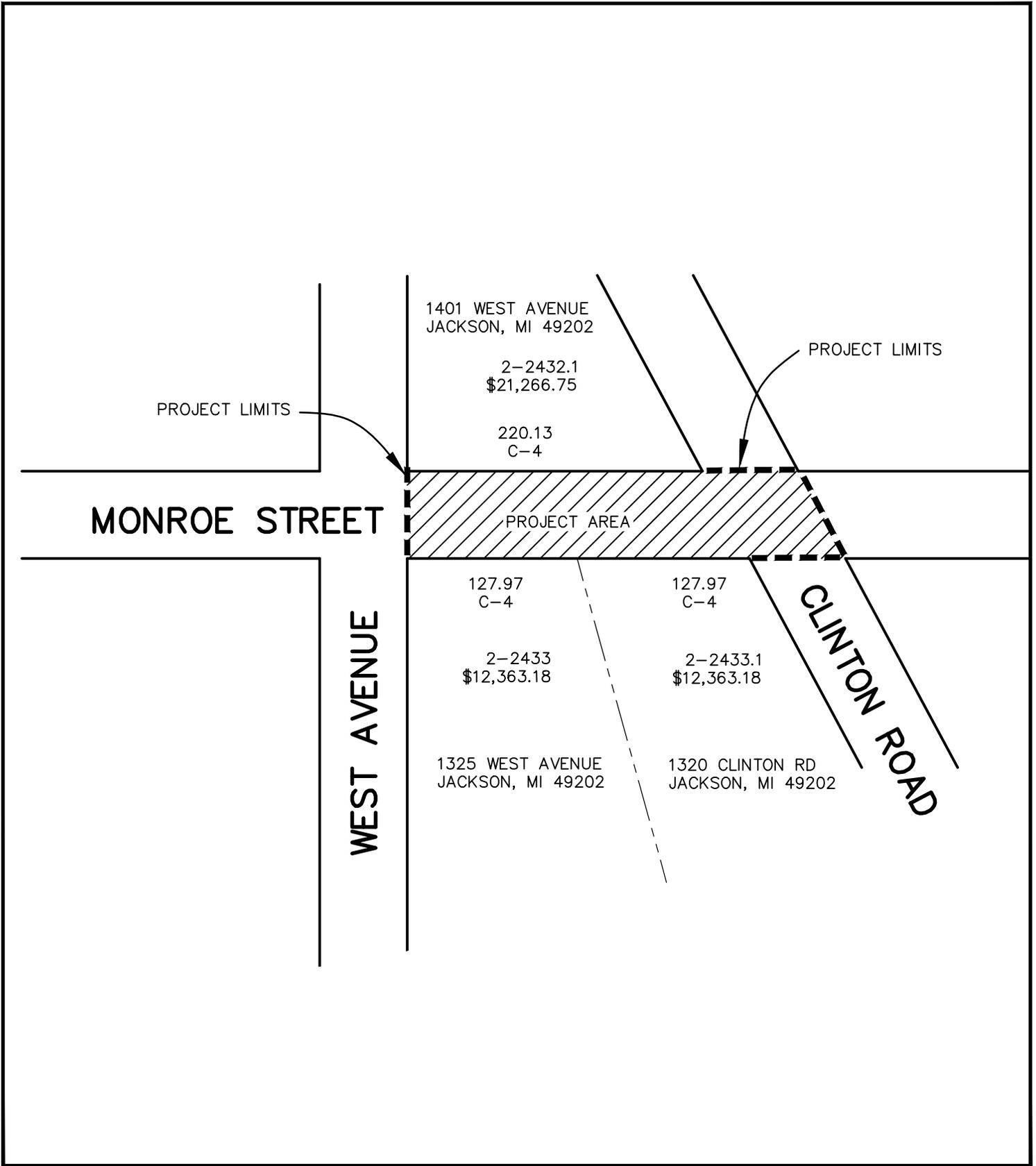
Photo 4: Facing west on south side of the street from mid-block



Photo 5: Facing east on north side of the street from West Avenue



Photo 6: facing east on north side of the street from mid-block



	SCALE: N.T.S.	ASSESSMENT MAP FOR MONROE STREET FROM WEST AVE TO CLINTON RD PAGE 1 OF 1
	DATE: 04/12/2013	
	DRAWN BY: BDB	
	CITY OF JACKSON DEPARTMENT OF ENGINEERING	



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

161 W. Michigan Avenue - Jackson, MI 49201
Treasurer (517)788-4043 • Income Tax Office (517)788-4044 • Clerk (517) 788-4025

**CITY COUNCIL MEETING
May 28, 2013**

MEMO TO: Honorable Mayor and City Councilmembers
FROM: Andrew J. Wrozek, Jr., City Treasurer/City Clerk
SUBJECT: Confirmation of Special Assessment Roll Nos. 4224-4230

Recess as City Council and Convene as a Board of Review.

- A. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4224
DELINQUENT MISCELLANEOUS GENERAL FUND ACCOUNTS
RECEIVABLE**
- RECOMMENDATION:** Approve Resolution Confirming Roll No. 4224
- B. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4225
DELINQUENT MISCELLANEOUS BUILDING DEPARTMENT FUND
ACCOUNTS RECEIVABLE**
- RECOMMENDATION:** Approve Resolution Confirming Roll No. 4225
- C. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4226
DELINQUENT MISCELLANEOUS HOUSING CODE ENFORCEMENT
FUND ACCOUNTS RECEIVABLE**
- RECOMMENDATION:** Approve Resolution Confirming Roll No. 4226
- D. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4227
DELINQUENT MISCELLANEOUS BUILDING DEMOLITION FUND
ACCOUNTS RECEIVABLE**
- RECOMMENDATION:** Approve Resolution Confirming Roll No. 4227
- E. PUBLIC HEARING ON SPECIAL ASSESSMENT NO. 4228 DELINQUENT
MISCELLANEOUS CDBG FUND ACCOUNTS RECEIVABLE**
- RECOMMENDATION:** Approve Resolution Confirming Roll No. 4228

F. PUBLIC HEARING ON SPECIAL ASSESSMENT NO. 4229 DELINQUENT MISCELLANEOUS WASTEWATER FUND ACCOUNTS RECEIVABLE

RECOMMENDATION: Approve Resolution Confirming Roll No. 4229

G. PUBLIC HEARING ON SPECIAL ASSESSMENT NO. 4230 DELINQUENT MISCELLANEOUS PUBLIC WORKS FUND ACCOUNTS RECEIVABLE

RECOMMENDATION: Approve Resolution Confirming Roll No. 4230

Adjourn as a Board of Review and reconvene as City Council



Neighborhood & Economic Operations

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Planning & Economic Development
(517) 768-6433

CITY COUNCIL MEETING May 28, 2013

TO: Honorable Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager
Jon H. Dowling, P.E., City Engineer

SUBJECT: Recommendation of Contract Award of Steward and Blackstone/Lansing Two Way Conversion

RECOMMENDATION: Approval of the contract award of the Steward and Blackstone/Lansing Two-Way Conversion Contract to Concord Excavating and Grading, Inc., of Concord, Michigan, in the amount of \$80,339.45, to install a new traffic island at Steward and Lansing and modify the pavement markings to facilitate the two way conversion, and authorization for the Mayor and City Treasurer/Clerk to execute the appropriate document(s), in accordance with the Purchasing Agent.

On May 14, 2013, bids for the Steward and Blackstone/Lansing Two Way Conversion Contract were received and opened. This project will install a new traffic island at Steward and Lansing and modify the pavement markings to facilitate the two way conversion. The Engineer's estimate for this project is \$82,726.70. Three companies met all qualification requirements and provided bids, as follows:

Company	Cost
Concord Excavating and Grading, Inc., Concord, MI	\$80,339.45
Bailey Excavating, Jackson, MI	\$98,555.55
5 Leprechauns, Jackson, MI	\$129,014.26

In concurrence with the Purchasing Agent, it is the recommendation of the Department of Neighborhood and Economic Operations-Engineering to award the Steward and Blackstone/Lansing Two Way Conversion Contract to Concord Excavating and Grading, Inc., of Concord, Michigan, in the amount of \$80,339.45. This will be paid out of various project accounts in the Major Street Fund.

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

JHD/sms

C: Troy R. White, P.E., Senior Civil Engineer
Andrew J. Wrozek, Jr., City Treasurer/Clerk
Philip J. Hones, Purchasing Agent
Shelly Allard, Purchasing Coordinator
Lucinda Schultz, Accounting Manager



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CITY COUNCIL MEETING MAY 28, 2013

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager
Jon H. Dowling, P.E., City Engineer

SUBJECT: Resolution to Apply for a Michigan Department of Transportation Grant
For Wisner Street Repaving

RECOMMENDATION: Consideration of a resolution to approve an application to the Michigan Department of Transportation (MDOT) for a Transportation Economic Development Fund (TEDF) Category F Grant, authorization for the City Treasurer/Clerk to execute the resolution, and authorization for the City Engineer to file an application for the repaving of Wisner Street from Argyle Street to Boardman Road.

The Michigan Department of Transportation (MDOT) is accepting applications for Transportation Economic Development Fund (TEDF) Category F grants for fiscal year 2014-15. Appropriate road construction projects for Category F funding are those which improve access to the State all-season system, improve safety and all-season capabilities on routes with high commercial traffic, and/or improve access to state trunklines.

Engineering has evaluated City streets that are eligible for federal funding based upon the above criteria and selected Wisner Street from Argyle Street to Boardman Road as an appropriate candidate for Category F funding. We propose to mill and resurface the pavement on Wisner Street and to construct sidewalk on the east side of Wisner Street. Estimated cost for the proposed construction is \$716,000. The federal share of this amount would be \$375,000 with the City share being \$341,000.

Engineering has been applying for grants to improve the streets in this commercial part of the City. In 2010, the City received ARRA funds to replace the pavement on Argyle Street from Wisner Street to West Avenue, and in 2006 the City received safety funds to widen Wisner from four to five lanes between North Street and Argyle.

I am requesting that the attached resolution to apply for Category F funding through the Michigan Department of Transportation for Wisner Street be approved, the City Treasurer/Clerk be authorized to execute the resolution, and the City Engineer be authorized to file an application.

If you have questions, please contact me.

JHD:sms

C: Andrew J. Wrozek, Jr., City Treasurer/Clerk
Troy R. White, P.E., Senior Civil Engineer

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, the Department of Neighborhood and Economic Operations - Engineering has determined that Wisner Street from Argyle Street to Boardman Road is in need of repaving; and

WHEREAS, Engineering has determined that sidewalk construction is needed on the east side of Wisner from Argyle Street to Boardman Road, in keeping with the City's policy for Complete Streets; and

WHEREAS, The Michigan Department of Transportation has called for Transportation Economic Development Fund (TEDF) Category F projects for fiscal year 2014-2015; and

WHEREAS, the maximum amount of each grant is \$375,000; and

WHEREAS, based upon engineering conceptual estimates, the projected construction cost is \$716,000, with the Category F amount of \$375,000; and

WHEREAS, the balance of the conceptual construction cost is \$341,000, and estimated engineering costs are \$128,880, for a total estimated City cost of \$469,880; and

WHEREAS, the City cost will be paid with assessments and the Major Street Fund;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Jackson hereby certifies its support of the filing by the City Engineer on behalf of the City of Jackson an application for Wisner Street pavement mill and resurfacing with sidewalk construction from Argyle Street to Boardman Road under the Michigan Department of Transportation TEDF Program.

* * * * *

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

I, Andrew W. Wrozek, Jr., City Treasurer/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 28th day of May, 2013.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 29th day of May, 2013.

Andrew Jr. Wrozek, Jr.
City Treasurer/Clerk



Neighborhood & Economic Operations

Building a Stronger Jackson

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CITY COUNCIL MEETING May 28, 2013

TO: Honorable Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager

SUBJECT: Resolution to Amend the HOME Grant Budget for Fiscal Year 2010-2011

RECOMMENDATION

Approve the resolution to amend the HOME grant budget for fiscal year 2010-2011 (Year 36) to reallocate unused CHDO Operating Expense funds previously budgeted in the amount of \$8,272 to the Down Payment Assistance activity to provide assistance to program-eligible homebuyers.

The Jackson Affordable Housing Corporation (JAHC) received funding to serve as the City's Community Housing Development Organization (CHDO) during fiscal year 2010-2011, which included an allocation for operating expenses. JAHC has fully completed its CHDO-eligible activities for the City, but has a balance of \$8,272 in unspent operating expenses.

JAHC also received funding from the 2010-2011 HOME grant to conduct a Down Payment Assistance Program to provide qualifying homebuyers up to \$3,000 towards closing costs and down payments necessary to purchase a home. Currently, JAHC has \$5,179 available to provide down payment assistance and has requested City Council consider amending the HOME grant budget for fiscal year 2010-2011 to reallocate the unspent CHDO Operating Expenses of \$8,272 to the Down Payment Assistance activity. Staff recommends this reallocation be allowed.

Cc: Steve Maga, City Accountant
Heather Soat, Accounting Manager
Michelle Pultz-Orthaus, Records Management Coordinator

City of Jackson, Michigan
 Resolution to Amend the Fiscal Year 2010/2011 (Year 36) HOME Budget

Whereas, the U.S. Department of Housing and Urban Development approved the HOME Investments Partnerships Program (HOME) activities for fiscal year 2010/2011 (Year 36); and

Whereas, the City Council previously allocated funds for CHDO Operating Expenses to Jackson Affordable Housing Corporation; and

Whereas, the City Council desires to reallocate a portion of these funds to be made available for Down Payment Assistance administered by Jackson Affordable Housing Corporation for use in Year 36.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Jackson hereby amends the subject budgets as follows:

Account #	Account Description	Current Budget	Revised Budget	Change
Entitlement Year 36 (2010/2011)				
287-286-036-814.003	Down Payment Assistance	40,000	48,272	8,272
287-286-036-814.004	CHDO Operating Expenses	8,272	0	(8,272)

* * * * *

State of Michigan }
 County of Jackson } ss
 City of Jackson }

I, Andrew J. Wrózek Jr., City Treasurer/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 28th day of May, 2013.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 29th day of May, 2013.

 Andrew J. Wrózek Jr. City Treasurer/Clerk

Julius A. Giglio
City Attorney

Bethany M. Smith
Deputy City Attorney

Gilbert W. Carlson
Assistant City Attorney

OFFICE OF THE



CITY ATTORNEY

161 West Michigan Avenue
Jackson, MI 49201
(517) 788-4050
(517) 788-4023
Fax: (866) 971-2117

CITY COUNCIL MEETING

May 28, 2013
NEW BUSINESS

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Bethany M. Smith, Deputy City Attorney *BS*

DATE: May 23, 2013

SUBJECT: Chapter 16 Temporary Uses Fee Resolution

RECOMMENDATION: Approve the Temporary Uses Fee Resolution.

Attached please find a clean copy and a black-lined copy of a proposed Fee Resolution that revises the current fees for Sidewalk Cafes in order to reduce the fee previously approved by the City Council. All other fees in the Resolution were approved by the City Council on April 9, 2013 and remain unchanged.

The requisite action is to approve the Resolution.

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

cc w/att: Patrick Burtch, City Manager
Julius A. Giglio, City Attorney

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, the City of Jackson has experienced an increase in the costs associated with the licensing of businesses, trades, and occupations; and

WHEREAS, the City of Jackson wishes to establish fees for certain licenses by Resolution rather than by Ordinance to allow for flexibility in the establishment of license fees; and

NOW, THEREFORE, BE IT RESOLVED that the City of Jackson establishes the following license fees for licenses as prescribed in the following entries of this Resolution:

A. Carnivals, amusement rides and other shows	\$ 300.00
B. Concessionaires	\$ 190.00
C. Donation boxes	\$ 175.00
D. Garage or yard sales	\$ 25.00
E. Outdoor sales and displays	\$ 100.00
F. Peddlers	\$ 215.00
G. Sidewalk cafes	\$ 85.00
H. Special events (circuses, festivals, fairs, events, bazaars or other specially scheduled activity).	\$ 345.00
I. Temporary outdoor sales	\$ 175.00
J. Transient merchant indoor sales	\$ 335.00
K. Transient merchant outdoor sales	\$ 335.00

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

I, Randy Wrozek, City Clerk in and for the City of Jackson, County and State of Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Jackson City Council on the ____ day of _____, 2013.

IN WITNESS WHEREOF, I have hereto affixed my signature and the seal of the City of Jackson, Michigan, on this ____ day of _____, 2013.

_____ City Clerk

RESOLUTION

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- C. Donation boxes \$ 175.00
- D. Garage or yard sales \$ 25.00
- E. Outdoor sales and displays \$ 100.00
- F. Peddlers \$ 215.00
- G. Sidewalk cafes ~~\$185.00~~\$85.00
- H. Special events (circuses, festivals, fairs, events,
bazaars or other specially scheduled activity). \$ 345.00
- I. Temporary outdoor sales \$ 175.00
- J. Transient merchant indoor sales \$ 335.00
- K. Transient merchant outdoor sales \$ 335.00

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

I, Randy Wrozek, City Clerk in and for the City of Jackson, County and State of Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Jackson City Council on the ____ day of _____, 2013.

IN WITNESS WHEREOF, I have hereto affixed my signature and the seal of the City of Jackson, Michigan, on this ____ day of _____, 2013.

_____ City Clerk



CITY COUNCIL MEETING
May 28, 2013

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager
Todd Knepper, Department of Public Works *TK*

SUBJECT: Consideration of a request to approve the purchase of one (1) new brush chipper from Morbark, Inc. of Winn, Michigan in the amount of \$31,424.40.

RECOMMENDATION:

To approve the purchase of one (1) new brush chipper from Morbark, Inc. of Winn, Michigan in the amount of \$31,424.40 for use by the Department of Public Works.

On May 9, 2013, the City of Jackson Purchasing Department accepted five sealed bids for a brush chipper to be utilized in the Department of Public Works. Four of the five bids received included variations from the bid specifications, while Bandit Industries meets 100% of the specifications for this piece of equipment, but is \$4,466.85 more than the lowest bid Morbark, Inc. unit.

The variations in the Morbark, Inc. bid include the following items:

- A TorquMax feed system versus a spring-loaded slide box;
- 37-inch diameter chipper disc versus a 40-inch as specified;
- 24.5 gallon fuel tank versus a 40 gallon tank specified;
- Channel frame versus a tube frame;
- 125 horsepower engine versus a 140 horsepower engine specified.

The numbers of variations in the remaining three bids are significant enough to remove them from consideration.

<u>BIDDER</u>	<u>COST</u>	<u># of VARIATIONS</u>
Morbark, Inc., Winn, MI	= \$31,424.40	Five (5)
Altec Industries, Creedmoor, NC	= \$33,250.00	Thirteen (13)
Brown Equipment Co., Ft. Wayne, IN	= \$35,151.96	Sixteen (16)
Bandit Industries, Inc., Remus, MI	= \$35,891.25	Met all specifications
Southeastern Equipment, Holt, MI	= \$41,125.00	Five (5)

The two chipper units currently in operation at DPW are Bandit Industries machines, and have each been in operation for 22 years. Each unit has approximately 3,000 hours of run time accrued.

This purchase is included in the approved 2012-2013 Department of Public Works budget line item 661-454-000-982.000.

BIDDERS:

See Instructions to Bidders attached

City Department: DPWOpening Date: 10:00 AM, Thursday, May 9, 2013Subject: Rebid of a Pull Behind
Brush ChipperRETURN TO: Purchasing Department
10th Floor, City Hall
161 West Michigan Avenue
Jackson, Michigan 49201

MARK ENVELOPE: Rebid of a Pull Behind Brush Chipper

Proposal: We propose to furnish all materials, equipment or tools required in accordance with the specifications and conditions contained herein in consideration of the sum or sums stated below and agree that this document and its attachments will constitute the contract if accepted by the City.

	LUMP SUM BID
Lump sum bid for Pull Behind Brush Chipper	\$31,424.40

We propose to deliver the (Brand & Model) Morbark Beaver M12Dno later than (Delivery Date) 35 Days ARO**All freight and delivery charges must be included in bid.**

I hereby state that all of the information I have provided is true, accurate, and complete and that I agree to be bound by the terms and conditions. I hereby state that I have the authority to submit this bid which will become a binding contract if accepted by the City of Jackson. I hereby state that I have not communicated with nor otherwise colluded with any other bidder, nor have I made any agreement with nor offered/accepted anything of value to/from an official or employee of the City of Jackson that would tend to destroy or hinder free competition. All work and materials shall be guaranteed for a minimum of one year.

I hereby state that I have read, understand and agree to be bound by all terms of this bid document.

Bidders Name:	Morbark, Inc
Address:	8507 S. Winn Road
City, State, Zip:	Winn, MI 48896
Telephone:	(989) 866-2381
Fax:	(989) 866-2280
Email Address:	wayne.watts@morbark.com
Federal ID Number:	38-2805772
Bid Signed By:	Wayne Watts Print or Type
Title:	Governmental Support Rep.

BIDDERS:

See Instructions to Bidders attached

City Department: DPWOpening Date: 10:00 AM, Thursday, May 9, 2013Subject: Rebid of a Pull Behind
Brush ChipperRETURN TO: Purchasing Department
10th Floor, City Hall
161 West Michigan Avenue
Jackson, Michigan 49201MARK ENVELOPE: Rebid of a Pull Behind Brush Chipper

Proposal: We propose to furnish all materials, equipment or tools required in accordance with the specifications and conditions contained herein in consideration of the sum or sums stated below and agree that this document and its attachments will constitute the contract if accepted by the City.

	LUMP SUM BID
Lump sum bid for Pull Behind Brush Chipper	33250

We propose to deliver the (Brand & Model) Altec DC1317HP
no later than (Delivery Date) 90 days ARO

All freight and delivery charges must be included in bid.

I hereby state that all of the information I have provided is true, accurate, and complete and that I agree to be bound by the terms and conditions. I hereby state that I have the authority to submit this bid which will become a binding contract if accepted by the City of Jackson. I hereby state that I have not communicated with nor otherwise colluded with any other bidder, nor have I made any agreement with nor offered/accepted anything of value to/from an official or employee of the City of Jackson that would tend to destroy or hinder free competition. All work and materials shall be guaranteed for a minimum of one year.

I hereby state that I have read, understand and agree to be bound by all terms of this bid document.

Bidders Name:	Altec Industries
Address:	1550 Aerial Ave
City, State, Zip:	Creedmoor, NC 27522
Telephone:	919-528-8011
Fax:	919-764-4015
Email Address:	shane.wilds@altec.com
Federal ID Number:	20-5956897
Bid Signed By:	Shane Wilds Print or Type
Title:	Technical Sales Support Representative

BIDDERS:

See Instructions to Bidders attached

City Department: DPW

Opening Date: 10:00 AM, Thursday, May 9, 2013

Subject: Rebid of a Pull Behind
Brush Chipper

RETURN TO: Purchasing Department
10th Floor, City Hall
161 West Michigan Avenue
Jackson, Michigan 49201

MARK ENVELOPE: Rebid of a Pull Behind Brush Chipper

Proposal: We propose to furnish all materials, equipment or tools required in accordance with the specifications and conditions contained herein in consideration of the sum or sums stated below and agree that this document and its attachments will constitute the contract if accepted by the City.

	LUMP SUM BID
Lump sum bid for Pull Behind Brush Chipper	\$35,151.96

We propose to deliver the (Brand & Model) Terex Woodsman TAC 730
no later than (Delivery Date) 30-45 ARO

All freight and delivery charges must be included in bid.

I hereby state that all of the information I have provided is true, accurate, and complete and that I agree to be bound by the terms and conditions. I hereby state that I have the authority to submit this bid which will become a binding contract if accepted by the City of Jackson. I hereby state that I have not communicated with nor otherwise colluded with any other bidder, nor have I made any agreement with nor offered/accepted anything of value to/from an official or employee of the City of Jackson that would tend to destroy or hinder free competition. All work and materials shall be guaranteed for a minimum of one year.

I hereby state that I have read, understand and agree to be bound by all terms of this bid document.

Bidders Name:	Brown Equipment Co., Inc.
Address:	PO Box 9799
City, State, Zip:	Fort Wayne, In, 46899
Telephone:	800-747-2312
Fax:	260-478-1475
Email Address:	Scott@BrownEquipment.net
Federal ID Number:	351346745
Bid Signed By:	Scott Brown Print or Type
Title:	Vice-President

BIDDERS:

See Instructions to Bidders attached

City Department: DPW

Opening Date: 10:00 AM, Thursday, May 9, 2013

Subject: Rebid of a Pull Behind
Brush Chipper

RETURN TO: Purchasing Department
10th Floor, City Hall
161 West Michigan Avenue
Jackson, Michigan 49201

MARK ENVELOPE: Rebid of a Pull Behind Brush Chipper

Proposal: We propose to furnish all materials, equipment or tools required in accordance with the specifications and conditions contained herein in consideration of the sum or sums stated below and agree that this document and its attachments will constitute the contract if accepted by the City.

	LUMP SUM BID
Lump sum bid for Pull Behind Brush Chipper	\$ 35,891.25

We propose to deliver the (Brand & Model) Bandet Model 250XP

no later than (Delivery Date) Available for Immediate delivery

All freight and delivery charges must be included in bid.

I hereby state that all of the information I have provided is true, accurate, and complete and that I agree to be bound by the terms and conditions. I hereby state that I have the authority to submit this bid which will become a binding contract if accepted by the City of Jackson. I hereby state that I have not communicated with nor otherwise colluded with any other bidder, nor have I made any agreement with nor offered/accepted anything of value to/from an official or employee of the City of Jackson that would tend to destroy or hinder free competition. All work and materials shall be guaranteed for a minimum of one year.

I hereby state that I have read, understand and agree to be bound by all terms of this bid document.

Bidders Name:	<u>Bandet Industries, Inc.</u>	
Address:	<u>6750 Millbrook Road</u>	
City, State, Zip:	<u>Remus, MI 49340</u>	
Telephone:	<u>989-561-6175</u>	
Fax:	<u>989-561-2273</u>	
Email Address:	<u>jmorey@bandetchippers.com</u>	
Federal ID Number:	<u>382798375</u>	
Bid Signed By:	<u>Jason Morey</u>	<u>Jason Morey</u> Print or Type
Title:	<u>Sales Manager</u>	

BIDDERS:

See Instructions to Bidders attached

City Department: DPW

Opening Date: 10:00 AM, Thursday, May 9, 2013

Subject: Rebid of a Pull Behind
Brush Chipper

RETURN TO: Purchasing Department
10th Floor, City Hall
161 West Michigan Avenue
Jackson, Michigan 49201

MARK ENVELOPE: Rebid of a Pull Behind Brush Chipper

Proposal: We propose to furnish all materials, equipment or tools required in accordance with the specifications and conditions contained herein in consideration of the sum or sums stated below and agree that this document and its attachments will constitute the contract if accepted by the City.

	LUMP SUM BID
Lump sum bid for Pull Behind Brush Chipper	\$ 41,125.00

We propose to deliver the (Brand & Model) Carlton 2512
no later than (Delivery Date) 2-10 weeks

All freight and delivery charges must be included in bid.

I hereby state that all of the information I have provided is true, accurate, and complete and that I agree to be bound by the terms and conditions. I hereby state that I have the authority to submit this bid which will become a binding contract if accepted by the City of Jackson. I hereby state that I have not communicated with nor otherwise colluded with any other bidder, nor have I made any agreement with nor offered/accepted anything of value to/from an official or employee of the City of Jackson that would tend to destroy or hinder free competition. All work and materials shall be guaranteed for a minimum of one year.

I hereby state that I have read, understand and agree to be bound by all terms of this bid document.

Bidders Name:	<u>South Eastern Equipment</u>
Address:	<u>1776 S. Cedar</u>
City, State, Zip:	<u>Holt, MI 48842</u>
Telephone:	<u>517-694-0471</u>
Fax:	<u>517-694-0514</u>
Email Address:	<u>CHegelberger@Southeasternequip.com</u>
Federal ID Number:	<u>34-1503254</u>
Bid Signed By:	<u>Curtis Hegalberger</u> Print or Type
Title:	<u>Sales Representative</u>



Neighborhood & Economic Operations

Building a Stronger Jackson

161 W. Michigan Avenue • Jackson, MI 49201-1303 • Facsimile (517) 780-4781

Building Inspection
(517) 788-4012

Code Enforcement
(517) 788-4060

Engineering
(517) 788-4160

Planning & Economic Development
(517) 768-6433

CITY COUNCIL MEETING May 28, 2013

TO: Honorable Mayor Griffin and City Councilmembers
FROM: Patrick Burtch, City Manager
SUBJECT: Award Rehabilitation Contract for City-owned House at 1121 First Street to Turn Key Home Improvement in the Amount of \$75,344

RECOMMENDATION:

Approve the award of the rehabilitation contract for 1121 First St to Turn Key Home Improvement in the amount of \$75,344.

Rehabilitation Specialist Kurt Fritz requested bids through the Purchasing Department for rehabilitation of the above City-owned residential property. Staff in the Department of Neighborhood & Economic Operations analyzed the bids submitted and arrived at a recommendation on bid award.

Five (5) contractors attended the mandatory pre-bid walk through with three (3) contractors submitting completed bids. It should be noted that the total bid tabulation is higher than the recommended contract amount due to an alternate bid request regarding the garage. Contractors were asked to provide both a cost to repair the existing garage or to demolish it and construct a new garage. As the bids were analyzed, it was apparent that the demolition and reconstruction of the garage was actually the less expensive alternative. The selection of this alternate will also allow for a more balanced location of the garage at the rear of the property, which faces Greenwood Avenue.

The lowest acceptable bid is as follows:

Project	Contractor	Contract Amount
1121 First St	Turn Key Home Improvement	\$75,344

The project will utilize existing HOME funds as follows:

	House	Garage	Total
Code	\$59,708	\$12,384	\$72,092
Lead	\$3,192	\$60	\$3,252
Total:	\$62,900	\$12,444	\$75,344

The Contractor awarded this project is required to obtain a current installation floater on their general liability insurance policy.

Bid Tabulation
for
Housing Rehabilitation
at
1121 First Street

				Turn Key Home Improvement 10655 Knockaderry Dr. Grand Ledge MI 48837	Synergy 1800 Star Batt Rochester Hills, MI 48309	Concept Construction 1619 Cascade Ct. Jackson, MI 49203
Item #	Description	Code	Rehab Inspector Estimate	Unit Price	Unit Price	Unit Price
1	Replace house roof, 15 square	C	4,875.00	5,426.00	5,800.00	5,175.00
2	Vinyl Siding on House, 15 square	C	5,250.00	4,495.00	7,500.00	5,775.00
3	Vinyl Siding on House, 15 square - LSWP	L	500.00	330.00	300.00	350.00
4	Replace House Numbers	C	40.00	33.00	40.00	15.00
5	Soffit System on House	C	1,000.00	1,245.00	1,600.00	855.00
6	Soffit System on House - LSWP	L	300.00	60.00	200.00	250.00
7	1 Double Hung Window - West	C	425.00	306.00	375.00	325.00
8	Gutterwork	C	850.00	655.00	600.00	725.00
9	Paint and Tuckpoint Foundation	C	550.00	480.00	475.00	615.00
10	Replace Storm windows and Columns	C	1,500.00	1,701.00	1,600.00	1,715.00
11	Replace 2 Storm Doors	C	500.00	1,456.00	500.00	480.00
12	Concrete Steps with Platform	C	1,100.00	744.00	1,600.00	1,060.00
13	West Service Walks	C	325.00	374.00	540.00	270.00
14	West Driveway	C	1,640.00	1,801.00	1,400.00	1,530.00
15	Chain Link and Privacy Fence	C	4,884.00	6,550.00	1,400.00	4,824.00
16	5 Yards of Topsoil	C	300.00	1,180.00	400.00	600.00
17	6 Cellar Windows	C	1,400.00	1,716.00	1,900.00	1,185.00
18	6 Cellar Windows - LSWP	L	300.00	180.00	200.00	300.00
19	6 Window Wells	C	600.00	642.00	1,200.00	300.00
20	Remove Dryer Vent South	C	50.00	20.00	75.00	125.00
21	Replace East Porch Columns	C	200.00	66.00	200.00	185.00
22	Close East Window	C	200.00	132.00	120.00	285.00
23	Steel Door East	C	500.00	432.00	550.00	400.00
24	Tree Removals	C	300.00	540.00	500.00	400.00
25	East Service Walk	C	275.00	207.00	300.00	146.00
26	Replace Garage Roof, 6 Square	C	2,100.00	2,398.00	2,350.00	2,070.00
27	Vinyl Siding Garage, 8 Square	C	2,800.00	1,568.00	2,800.00	3,080.00
28	Vinyl Siding Garage, 8 Square - LSWP	L	150.00	120.00	150.00	400.00
29	Soffit System, Garage	C	600.00	564.00	650.00	650.00
30	Soffit System, Garage - LSWP	L	100.00	4,460.00	150.00	100.00
31	Steel Door Garage	C	500.00	462.00	550.00	400.00
32	Steel Door Garage - LSWP	L	50.00	60.00	50.00	100.00
33	Concrete Slab	C	1,300.00	1,254.00	1,400.00	1,780.00
34	1 Garage Window	C	350.00	492.00	450.00	325.00

Bids are broken down to utilize/identify funding sources

L = Lead based paint hazard elimination work

LA = Lead Alternate

C = Code requirement repair

CA = Code Alternate

Prepared by Purchasing

ITEMS MAY BE REMOVED PRIOR TO AWARD.

Bid Tabulation
for
Housing Rehabilitation
at
1121 First Street

				Turn Key Home Improvement 10655 Knockaderry Dr. Grand Ledge MI 48837	Synergy 1800 Star Batt Rochester Hills, MI 48309	Concept Construction 1619 Cascade Ct. Jackson, MI 49203
Item #	Description	Code	Rehab Inspector Estimate	Unit Price	Unit Price	Unit Price
35	1 Garage Window - LSWP	L	50.00	30.00	50.00	50.00
36	16x7 Garage Door	C	900.00	690.00	750.00	925.00
37	East Driveway	C	1,000.00	984.00	1,350.00	864.00
38	Raze Garage	CA	950.00	1,680.00	2,500.00	1,145.00
39	Raze Garage - LSWP	LA	100.00	60.00	400.00	300.00
40	Build New Garage	CA	9,800.00	10,704.00	12,800.00	17,450.00
41	2 Vinyl Slider Windows	C	650.00	492.00	700.00	600.00
42	Encapsulate and Carpet Porch Floor	L	750.00	600.00	500.00	625.00
43	Foyer Door Repairs	C	215.00	150.00	60.00	245.00
44	Floor and Cabinet Repairs	C	80.00	58.00	60.00	85.00
45	Drywall Foyer and Living Room Ceilings	C	700.00	394.00	1,800.00	2,240.00
46	Interior Painting	C	3,800.00	3,240.00	3,200.00	3,628.00
47	carpeting First Floor	C	3,000.00	2,761.00	3,000.00	2,788.00
48	Kitchen Cabinet Removals	L	305.00	180.00	300.00	285.00
49	Drywall Kitchen	C	850.00	860.00	2,100.00	451.00
50	Replace Kitchen Trim	C	350.00	234.00	225.00	225.00
51	Replace Kitchen Trim - LSWP	L	50.00	30.00	50.00	50.00
52	Underlayment, Kitchen Floor	C	150.00	144.00	200.00	125.00
53	Vinyl Kitchen Floor	C	450.00	570.00	500.00	336.00
54	Replace Cellar Stair Door	C	225.00	114.00	450.00	285.00
55	Replace Cellar Stair Door - LSWP	L	50.00	30.00	50.00	50.00
56	Kitchen Base Cabinets	C	1,800.00	1,078.00	1,600.00	1,785.00
57	Kitchen Countertop	C	600.00	486.00	600.00	426.00
58	Kitchen Wall Cabinets	C	1,800.00	787.00	1,700.00	746.00
59	Replace 5 Doors	C	1,125.00	570.00	1,100.00	1,050.00
60	Replace 5 Doors - LSWP	L	250.00	120.00	200.00	250.00
61	Drywall West Bedroom	C	650.00	340.00	800.00	1,645.00
62	Closet Rod and Shelf	C	125.00	66.00	120.00	55.00
63	Closet Rod and Shelf - LSWP	L	50.00	12.00	40.00	50.00
64	Plumbing Access Panel	C	50.00	102.00	80.00	30.00
65	Linen Closet	C	350.00	342.00	400.00	625.00
66	Linen Closet - LSWP	L	50.00	60.00	50.00	55.00
67	Underlayment Bath Floor	C	100.00	37.00	60.00	45.00
68	Vinyl Bath Floor	C	275.00	138.00	200.00	128.00
69	Wainscoat Paneling	C	200.00	234.00	250.00	195.00
70	Bath Tub Wall Kit	C	275.00	360.00	300.00	425.00
71	Medicine Cabinet	C	225.00	108.00	150.00	285.00
72	Bath Tub Reglazing	C	450.00	480.00	250.00	510.00
73	Lead Encapsulant	L	455.00	840.00	400.00	325.00
74	Drywall Bedroom Closet	C	250.00	84.00	400.00	1,785.00
75	Carpet Stairs and Loft	C	800.00	986.00	1,400.00	1,508.00
76	Handrail Loft Stairs	C	75.00	60.00	200.00	85.00
77	Chimney Removal	C	1,050.00	960.00	2,500.00	1,485.00

Bids are broken down to utilize/identify funding sources

L = Lead based paint hazard elimination work

LA = Lead Alternate

C = Code requirement repair

CA = Code Alternate

Prepared by Purchasing

ITEMS MAY BE REMOVED PRIOR TO AWARD.

Bid Tabulation
for
Housing Rehabilitation
at
1121 First Street

				Turn Key Home Improvement 10655 Knockaderry Dr. Grand Ledge MI 48837	Synergy 1800 Star Batt Rochester Hills, MI 48309	Concept Construction 1619 Cascade Ct. Jackson, MI 49203
Item #	Description	Code	Rehab Inspector Estimate	Unit Price	Unit Price	Unit Price
78	Baseboard Removal	L	30.00	30.00	75.00	35.00
79	Drywall Cellar Stairway	C	450.00	264.00	400.00	325.00
80	Handrail Cellar Stairs	C	75.00	90.00	75.00	85.00
81	Stair Repairs	C	200.00	120.00	300.00	155.00
82	Replace Lower Cellar Stairs	C	325.00	420.00	450.00	485.00
83	Replace Lower Cellar Stairs - LSWP	L	50.00	30.00	100.00	55.00
84	Shelf Removal and Encapsulant	L	125.00	210.00	150.00	25.00
85	Cellar Wall Partitions and Painting	C	1,875.00	1,200.00	1,800.00	1,488.00
86	Lead Clearance	L	600.00	420.00	450.00	785.00
87	Furnace Replacement	C	4,600.00	3,750.00	3,800.00	3,580.00
88	Plumbing to Code	C	3,700.00	4,140.00	3,100.00	4,474.00
89	Electrical to Code	C	3,080.00	3,288.00	3,400.00	4,072.00
90	LSWP for Porch Storms	L	50.00	60.00	150.00	100.00
	TOTAL BID		86,404.00	88,426.00	96,020.00	98,704.00
		C	71,289.00	68,120.00	76,705.00	75,569.00
		L	4,265.00	7,862.00	3,615.00	4,240.00
		CA	10,750.00	12,384.00	15,300.00	18,595.00
		LA	100.00	60.00	400.00	300.00

Bids are broken down to utilize/identify funding sources

L = Lead based paint hazard elimination work

LA = Lead Alternate

C = Code requirement repair

CA = Code Alternate

Prepared by Purchasing

ITEMS MAY BE REMOVED PRIOR TO AWARD.



Downtown Development Authority (DDA)

**CITY COUNCIL MEETING
May 28, 2013**

To: City Council
From: Jonathan Greene, Executive Director
Re: 2013-2014 Fiscal Year Budget

Recommendation: Approval of the request from the Downtown Development Authority 2013-2014 Budget.

Recommendation: Approval of a resolution reauthorizing the collection of 1.9996 mills upon taxable real and tangible personal property not exempt by law in the DDA district for 2013-2014 pursuant to Act 197 of the Public Acts of 1975 as last amended.

Background: The DDA Budget for Fiscal Year 2013-2014 is attached for your consideration. Per MCL 125.1678 section 28, "Budget; cost of handling and auditing funds," Downtown Development Authorities must have their budgets approved by the municipalities governing body (City Council).

Additionally, MCL 125.1662 section 12, "Ad valorem tax," provides Downtown Development Authorities may not collect more than 2 mills if the downtown district is in a municipality having a population of less than 1,000,000. The tax shall be collected by the municipality creating the authority levying the tax. The municipality shall collect the tax at the same time and in the same manner as it collects its other ad valorem taxes. The tax shall be paid to the treasurer of the authority and credited to the general fund of the authority for purposes of the authority.

The DDA Board began working on the budget in April 2013. It reflects the policy preferences and priorities for next year. The DDA arrived at this budget through careful consideration and input from staff and its committees. DDA Committees are comprised of both DDA Board members and the public. They, with the Board, are a true representation of our constituency and therefore represent a fair indication of the needs of Downtown Jackson and how the DDA can use its resources to positively affect the downtown. The DDA Board has made the conscious decision to spend from its reserves to continue the façade improvement program, cover the costs of DDA sponsored events like the two DDA Days, and maintain 2 full time staff members.

Revenue	12/13 Budget (amended)	13/14 Budget (proposed)
501 Property Taxes	\$ 85,000	85,000
502 State Shared Revenue		
503 Interest Income	\$ 2,200	2,200
504 Façade	\$ -	-
505 Contributions		
505.01 General	\$ 24,000	24,000
505.05 Cruise Nights	\$ 7,600	7,600
505.07 Christmas Parade	\$ 3,500	3,500
505.10 Misc. Event	\$ 10,000	10,000
505.11 Picnic In The Park	\$ 1,000	1,000
505.14 Eve On The Ave	\$ 10,000	10,000
505.15 Scarecrow Row	\$ -	-
505.16 Amphitheater Applications	\$ 50	50
505.17 Amphitheater Concert Series	\$ -	-
505.18 DDA Day Income	\$ -	-
505.20 Downtown Lighting	\$ 1,700	
505.26 Summer Planting	\$ 15,000	15,000
505.28 Gift Certificates	\$ 1,500	1,500
505.30 DDA Discount Cards	\$ -	-
505.31 Newsletter	\$ -	-
505.32 Farmers Market Income	\$ 12,500	12,500
505.33 Pride Program	\$ 3,500	-
505.35 Farmers Market Electronic Income	\$ 8,642	12,220
506 Sponsorships	\$ -	-
532 Misc. Income	\$ 1,000	1,000
Total Revenue	\$ 187,192	185,570
Expenditures		
702 Executive Director Wages	\$ 57,325	30,500
706 Project Manager Wages	\$ -	16,380
707 Administrative Wages	\$ 33,072	32,000
708 Consultant and Professional Fees	\$ -	
712 Executive Director Fringes	\$ 12,526	-
713 Administrative Fringes	\$ 6,380	9,405
716 Project Manager Fringes	\$ -	1,880
725 Accounting and Auditing	\$ 2,750	5,000
730 Office Supplies & Copying	\$ 2,500	2,500
732 Office Equipment	\$ 1,500	1,500
734 Bank Fees	\$ -	-
738 Conference and Training	\$ 4,500	2,250
744 Memberships, Dues & Fees	\$ 1,800	1,800
748 Advertising & Promotion		
748.01 Newsletters	\$ 1,000	1,000
748.05 Misc. Advertising	\$ 2,500	2,500
756 Publications & Subscriptions	\$ 400	400
764 Telephone & Fax	\$ 400	400
785 Misc.	\$ 4,000	4,000
810 Event Expenses		
810.05 Cruise Nights	\$ 7,600	7,600
810.07 Christmas Parade	\$ 3,500	3,500
810.10 Misc. event	\$ 5,000	5,000

810.11 Picnic In The Park	\$	1,000		1,000
810.14 Eve On The Ave	\$	8,000		8,000
810.15 Scarecrow Row	\$	-		-
810.17 Amphitheater Concert Series	\$	-		-
810.18 DDA Day	\$	2,250		2,250
810.19 Holiday DDA Day	\$	2,250		2,250
810.26 Summer Planting	\$	15,000		15,000
810.32 Farmers Market Expense	\$	13,395		10,300
810.33 Pride Program	\$	2,500		-
810.34 Marketing Campaign	\$	1,730		-
810.35 Farmers Market Electronic Expense	\$	12,220		12,220
Total Event Expenses				
811 Special Projects				
811.20 Downtown Lighting	\$	2,460		
811.26 DDA Website	\$	750		2,500
811.27 Façade Loan Program	\$	31,790		30,000
811.28 Gift Certificates	\$	1,000		1,000
811.32 Design Window Display	\$	1,500		1,500
811.40 Loan Program	\$	20,000		
811.41 Mural	\$	5,205		
Total Special Projects				
Total Expenditures	\$	267,803		213,635
Sub Revenue Over (Under) Expenditures	\$	(80,611)	\$	(28,065)
Fund Balance Beginning of year	\$	284,304	\$	203,693
Contribution from Fund balance	\$	80,611	\$	28,065
Fund Balance End of Year	\$	203,693	\$	175,628
Total Revenue Over (Under) Expenditures		0		0

RESOLUTION

BY THE CITY COUNCIL

WHEREAS, Act 197 of the Public Acts of 1975 as last amended authorized a levy by the City of an ad valorem tax of up to 2 mills upon taxable real and tangible personal property not exempt by law in the Downtown Development Authority District; and

WHEREAS, the Downtown Development Authority has requested the City Council to approve and authorize such a levy of 1.9996 mills in the Downtown Development Authority District; and

WHEREAS, it appears to the City Council that the levy of said tax is necessary for the proper administration and operation of the Downtown Development Authority.

NOW, THEREFORE, BE IT RESOLVED, that the Jackson City Council approves and orders the levy of a property tax of 1.9996 mills upon all taxable real and tangible personal property not exempt by law in the Downtown Development Authority District qualified under Act 198 of 1974; and

BE IT FURTHER RESOLVED, that it is ordered that an industrial facilities tax be levied upon the taxable valuation of all industrial property in the Downtown Development Authority District qualified under Act 198 of 1974; and

BE IT FURTHER RESOLVED, that it is ordered that lessees or users of tax exempt property be levied a tax on the taxable valuation of all property qualified under Act 189 of 1953 which is located in the Downtown Development Authority District; and

BE IT FURTHER RESOLVED, that the staff and officials of the City of Jackson are hereby directed to collect the tax at the same time and in the same manner as it collect is property taxes and to pay such funds as may be collect under such levy to the Treasurer of the Downtown Development Authority for crediting to the general fund of the Authority.

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