



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

AGENDA - CITY COUNCIL MEETING

November 26, 2013

6:30 p.m.

1. **CALL TO ORDER.**
2. **PLEDGE OF ALLEGIANCE** - Invocation by Daniel P. Greer, 3rd Ward City Councilmember.
3. **ROLL CALL.**
4. **ADOPTION OF AGENDA.**
5. **EXECUTIVE SESSION** to discuss pending litigation and discussion of a written legal opinion.
6. **RETURN TO OPEN SESSION.**
7. **PRESENTATIONS/PROCLAMATIONS.**
8. **CITIZEN COMMENTS - AGENDA ITEMS (3-Minute Limit).**
9. **PETITIONS & COMMUNICATION (Accept & Place on File):**
10. **CONSENT CALENDAR.**
 - A. **Minutes of the Regular Meeting on November 12, 2013:**
Approve the minutes of the regular City Council meeting of November 12, 2013.
 - B. **Amend Minutes of the Regular Meeting on October 8, 2013:**
Approve the amended minutes of October 8, 2013.
 - C. **Receipt of Resignation from the Downtown Development Authority:**
Receipt with regret the resignation of Andrea Ramp from the Downtown Development Authority.
 - D. **Downtown Development Authority Appointment:**
Approve the Mayor's recommendation to appoint Kathryn E. Snyder to the Downtown Development Authority filling a current vacancy, beginning immediately and ending March 31, 2015.

- E. Ella W. Sharp Park Board of Trustees Appointment:**
Approve the Mayor's recommendation to appoint Councilmember Derek Dobies to the Ella W. Sharp Park Board of Trustees as a City Council Representative beginning December 1, 2013, and ending November 30, 2016.
- F. Our Lady of Guadalupe Procession:**
Approve the request from Sacred Heart Catholic Community to conduct their first annual Our Lady of Guadalupe Procession in downtown Jackson on Sunday, December 15, 2013, from 10:00 a.m. - 12:00 p.m. (Contingent upon receipt of proper insurance.)
- G. CDBG and HOME Financial Statements through October 31, 2013:**
Receive the Community Development Block Grant (CDBG) and HOME Financial Summaries through October 31, 2013.
- H. Resolutions Establishing Public Hearings for Special Assessment Rolls:**
Approve resolutions establishing December 17, 2013, at the City Council meeting as the time and place to hold public hearings on the following Special Assessment Rolls, and directing the City Assessor to prepare the rolls, in accordance with the recommendation of the City Clerk:
1. Special Assessment Roll No. 4232 - Delinquent Miscellaneous General Fund Accounts Receivable.
 2. Special Assessment Roll No. 4233 - Delinquent Miscellaneous Housing Code Enforcement Fund Accounts Receivable.
 3. Special Assessment Roll No. 4234 - Delinquent Miscellaneous Building Demolition Fund Accounts Receivable.
 4. Special Assessment Roll No. 4235 - Delinquent Miscellaneous CDBG Fund Accounts Receivable.
 5. Special Assessment Roll No. 4236 - Delinquent Miscellaneous Waste Water Fund Accounts Receivable.
 6. Special Assessment Roll No. 4237 - Public Works Fund Accounts Receivable.
- I. Establishment of a Public Hearing - Special Assessment Roll No. 3375:**
Establishment of December 17, 2013, at the City Council as the time and place to hold a public hearing on Special Assessment Roll No. 3375 for street repaving on Webster Street from Oakdale to Elmwood Avenue.

***J. Human Relations Commission Appointments:**

Approve the Mayor's recommendation to appoint William Fall, filling a current vacancy beginning immediately and ending December 31, 2014; Kerry Snyder, filling a current vacancy beginning immediately, and ending December 31, 2015, and Barb Shelton filling a current vacancy beginning immediately, and ending December 31, 2016, and to appoint Jason C. Smith as the Ex-Officio Council Representative beginning December 1, 2013, and ending November 30, 2015.

***K. Zoning Board of Appeals Appointments:**

Approve the Mayor's recommendation to appoint Gerald Montgomery (Alternate Member) to the Zoning Board of Appeals filling the position held by Martin J. Griffin, beginning January 1, 2014, and ending December 31, 2016, and to reappoint Kyle Jansen for a three year term beginning January 1, 2014, and ending December 31, 2016.

11. PUBLIC HEARINGS.

A. Public Hearing - Die-Namic Tool & Design, LLC, IFTEC Application:

Public hearing regarding the application filed by Die-Namic Tool & Design, LLC, 147 Hobart Street, for an Industrial Facilities Tax Exemption Certificate.

1. Adopt a resolution approving an application for an Industrial Facilities Tax Exemption Certificate (IFTEC) for Die-Namic Tool & Design.

12. OTHER BUSINESS.

A. Ordinance No. 2013.24 - Amendments to Chapter 26 - Vegetation (Second/Final Reading):

Final adoption of Ordinance No. 2013.24, amending Articles II and III of Chapter 26, City Code, to regulate trees, grass, weeds, shrubbery, and other woody vegetation on public and private property for the health, safety, and welfare of the citizens of the City of Jackson.

B. Ordinance No. 2013.25 - Possession of Alcoholic Beverages at Ella Sharp Park Golf Course (Second/Final Reading):

Final adoption of Ordinance No. 2013.25, amending Section 3-3 of Chapter 3, City Code, to permit the consumption of alcoholic beverages on the grounds of the Ella Sharp Park Golf Course.

C. Ordinance No. 2013.26 - Amendments to Division 2 - Marihuana and Drug Paraphernalia, Article VI, Chapter 18 - Offenses (Second/Final Reading):

Final adoption of Ordinance No. 2013.26, amending Division 2 - Marihuana and Drug Paraphernalia, Article VI, Chapter 18, City Code, to make the provisions of Division 2 - Marihuana and Drug Paraphernalia, Article VI, Chapter 18, City Code, inapplicable to the use, possession or

transfer of less than 1 ounce of marijuana, on private property, by a person who has attained the age of 21 years, for the health, safety, and welfare of the citizens of the City of Jackson.

13. NEW BUSINESS.

- A. Corrective Resolution for Special Assessment Roll No. 4224:**
Approve a Corrective Resolution for Special Assessment Roll No. 4224 for Delinquent Miscellaneous General Fund Receivables, confirmed on May 28, 2013.
- B. Resolution of Notification to Jackson County to Exercise the City of Jackson's Right of First Refusal under PA 123 of 1999:**
Approve a Resolution of Notification to Jackson County to exercise the City of Jackson's Right of First Refusal under PA 123 of 1999 for properties identified on Exhibit A of the Resolution and release of Right of First Refusal for properties listed in Exhibit B.
- C. 2013/14 JNET Grant Resolution:**
Approve a resolution amending the 2013/2014 Budget to reflect receipt of the Jackson Narcotic Enforcement Team (JNET) Project grant in the amount of \$15,903.00, and to amend the Drug Law Enforcement Fund budget to reflect the match of \$15,903.00, for a project total of \$31,806.00.
- D. Resolution Authorizing the Stormwater, Asset Management and Wastewater (SAW) Grant Agreement:**
Approve submittal of a resolution authorizing the Stormwater, Asset Management and Wastewater Grant application for an agreement between the City of Jackson and the State of Michigan Department of Environmental Quality, and approve a Professional Services Agreement with Fishbeck, Thompson, Carr and Huber to prepare and submit the application on behalf of the City.
- E. Award of Sanitary Sewer North Extension Route Study:**
Approve the award for the Sanitary Sewer North Extension Route Study to Hubbell, Roth & Clark, Inc., Bloomfield Hills, for \$32,271.24, and authorization for the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.
- F. Police Department Survey Results Regarding the Demolition Program - Officer Shane LaPorte.**
- G. Award of Four (4) Demolition Contracts:**
Award four (4) demolition contracts in the total amount of \$971,400.00 for demolition of vacant and abandoned structures utilizing both federal and non-federal funds as follows:

Michigan Demolition

\$ 8,950.00

Salenbien Trucking & Excavation	\$209,700.00
Salenbien Trucking & Excavation	\$611,000.00
Smalley Construction	\$141,750.00

and authorization for the City Manager to approve any and all change orders required to complete the demolitions.

H. Michigan Avenue Streetscape Design Services:

Approve the contract award of the streetscape design for Michigan Avenue to Beckett & Raeder, Inc., Ann Arbor, in the amount of \$61,260.00, to design and prepare construction plans and specifications for Michigan Avenue from Blackstone Street to Francis Street, and authorization for the Mayor and City Treasurer/Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

I. Hear the Appeal of 750 W. Michigan Avenue:

Hear the appeal of a Historic District Commission denial to demolish 750 W. Michigan Avenue.

***J. Item Deleted.**

14. RESIDENT COMMENTS - NON-AGENDA ITEMS (3-Minute Limit).

15. SPECIAL TRIBUTE TO :

Michelle Woods, First Ward Councilmember, for her dedicated service to the citizens of Jackson.

16. CITY COUNCILMEMBERS' COMMENTS.

17. MANAGER'S COMMENTS.

18. ADJOURNMENT.

***Items changed, added or deleted.**



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

JACKSON CITY COUNCIL MEETING

MINUTES

November 12, 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 Jaquish.

ROLL CALL:

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

Also present: City Manager Patrick Burtch, Interim City Attorney Bethany Smith, City Engineer Jon Dowling, Deputy Chief of Police John Holda, City Assessor David Taylor and City Clerk/Treasurer Andrew J. Wrozek, Jr.

AGENDA:

Mayor Griffin mentioned that item 10 G should read "Monday-Saturday". Councilmember Greer stated that he would like to add some appointments to the agenda. Motion was made by Councilmember Woods and seconded by Councilmember Dobies to approve the agenda as amended. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Schlecte, Frounfelker and Dobies – 7. Nays: 0. Absent: 0.

EXECUTIVE SESSION:

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to go into Executive Session to discuss pending litigation. The motion was

adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

RETURN TO OPEN SESSION

Motion was made by Councilmember Woods and seconded by Councilmember Greer to return to open session. The motion was adopted by unanimous voice vote.

PRESENTATIONS/PROCLAMATIONS:

A. THE CITY MANAGER WILL GIVE A PRESENTATION REGARDING A PROPOSAL TO CREATE A PARK ON THE NOW VACANT SITE OF THE FORMER CONSUMERS HEADQUARTERS.

1. Approve a Proposal for Professional Services for design Development and Construction Documentation services for the Former Consumers Headquarters site with Beckett & Raeder, Inc.

Bart Hawley the Vice Chairman of the Downtown Development Authority wanted to state that the DDA is in favor of the use of the space and the plans that have been developed so far. Councilmember Dobies stated that the Planning Commission is in support of it as well.

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

CITIZEN COMMENTS - AGENDA ITEMS (3-MINUTE).

Nick Pangborn the new Executive Director at the Fitness Council wanted to introduce himself and to let everybody know that there are still positions available at the Glow Run on 11/16/13.

PETITIONS & COMMUNICATION:

- A. JACKSON HOUSING COMMISSION MEETING MINUTES:**
Receive the Jackson Housing Commission meeting regular minutes for August 21, 2013 and September 18, 2013.
- B. HUMAN RELATIONS COMMISSION MEETING MINUTES:**
Receive the Jackson Human Relations Commission meeting minutes for September 18, 2013.

- C. LETTER OF APPRECIATION FOR THE DEMOLITION PROGRAM:**
Receive a letter of appreciation from Carie Meadows, B2 Watchers Neighborhood Watch expressing her appreciation of the demolition program.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Schlecte to accept and place on file the minutes of the JHC and HRC and a letter of appreciation for the Demolition Program. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Schlecte, Frounfelker and Dobies – 7. Nays: 0. Absent: 0.

CONSENT CALENDAR

Councilmember Jaquish asked to have item O removed for separate consideration. Motion was made by Councilmember Dobies and seconded by Councilmember Greer to approve the consent calendar as amended. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Schlecte, Frounfelker and Dobies – 7. Nays: 0. Absent: 0.

Consent Calendar

- A. MINUTES OF THE REGULAR MEETING ON OCTOBER 8, 2013:**
Approve the minutes of the regular City Council meeting of October 8, 2013.
- B. BOARD RESIGNATIONS:**
1. Receipt with regret the resignation of John Polaczyk from the Downtown Development Authority.
 2. Receipt with regret the resignation of Cynthia Collver from the City Planning Commission.
- C. CIVIL SERVICE COMMISSION REAPPOINTMENT:**
Approve the Mayor's recommendation to reappoint John Henegar to the Civil Service Commission for a three year term, beginning January 1, 2014, and ending December 31, 2016.
- D. HISTORIC DISTRICT COMMISSION REAPPOINTMENT:**
Approve the Mayor's recommendation to reappoint Marilyn Guidinger to the Historic District Commission for a three year term, beginning January 1, 2014, and ending December 31, 2016.
- E. JACKSON DISTRICT LIBRARY BOARD OF DIRECTORS REAPPOINTMENT:**
Approve the Mayor's recommendation to reappoint Darrell J. Durham as an alternate (City) to the Jackson District Library Board of Trustees for a four year term beginning January 1, 2014, and ending December 31, 2017.

- F. HUMAN RELATIONS COMMISSION REAPPOINTMENTS:**
Approve the Mayor's recommendation to reappoint Parrish Stahl and Teressa Delph to the Human Relations Commission for a three-year term each, beginning January 1, 2014, and ending December 31, 2016, in accordance with the Human Relations Commission recommendation.
- G. SALVATION ARMY CHRISTMAS KETTLE CAMPAIGN:**
Approve the request from Salvation Army to conduct their annual Salvation Army Kettle Campaign in which they ring bells Monday through Saturday, from Friday, November 15, 2013, through Tuesday, December 24, 2013, during the hours of 9:00 a.m. - 9:00 p.m. There are two bell ringing locations requested: the Post Office at 113 W. Michigan Avenue, and the Consumers Energy Parking Garage. (Contingent upon receipt of proper insurance.)
- H. GLOW RUN:**
Approve the request from the Fitness Council of Jackson to conduct their second annual Glow Run in Ella Sharp Park and surrounding roads on Saturday, November 16, 2013, during the hours of 10:00 a.m. - 9:00 p.m. (Contingent upon receipt of proper insurance.)
- I. CHRISTMAS PARADE:**
Approve the request from the Downtown Jackson Christmas Parade to conduct their annual Christmas Parade in downtown Jackson on Friday, November 22, 2013, from 4:00 p.m. - 9:00 p.m. (Special event insurance is covered by the Downtown Development Authority.)
- J. HOLIDAY DDA DAY:**
Approve the request from the Jackson Downtown Development Authority to conduct their annual Holiday DDA Day in downtown Jackson, Bucky Harris Park, and Blackman Park on Saturday, November 23, 2013 from 9:30 a.m. - 3:00 p.m. (This event is covered under the City's insurance policy.)
- K. YMCA TURKEY TROT:**
Approve the request from Jackson Turkey Trot to conduct their annual Jackson YMCA Turkey Trot in downtown Jackson on Thursday, November 28, 2013, from 6:00 a.m. - 11:00 a.m. (Contingent upon receipt of proper insurance.)
- L. KIWANIS NEWSPAPER SALE:**
Approve the request from Kiwanis Club of Jackson to conduct their annual Kiwanis Newspaper Sale in downtown Jackson on Friday, December 13, 2013, from 6:30 a.m. - 4:00 p.m. (Contingent upon receipt of proper insurance.)

- M. CITY FINANCIAL STATEMENTS ENDING SEPTEMBER 30, 2013:**
Receive the City of Jackson's summary of revenue and expenditures for twelve (12) months ended, September 30, 2013.
- N. CDBG AND HOME FINANCIAL STATEMENTS THROUGH SEPTEMBER 30, 2013:**
Receive the Community Development Block Grant (CDBG) and HOME Financial Summaries through September 30, 2013.
- *O. *Removed for separate consideration***
- *P. DOWNTOWN DEVELOPMENT AUTHORITY REAPPOINTMENT:**
Approve the Mayor's recommendation to reappoint Robert Simmons to the Downtown Development Authority for a four-year term ending March 31, 2018.

CONSENT CALENDAR ITEM O

JACKSON HOUSING COMMISSION APPOINTMENT:

Approve the Mayor's recommendation to appoint Michelle L. Woods to the Jackson Housing Commission filling a current vacancy, beginning December 1, 2013, and ending October 30, 2018.

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

ADDITIONAL APPOINTMENTS

REAPPOINT GERALD RAND FOR A THREE YEAR TERM ENDING 1/31/2017 TO THE ELLA SHARP PARK BOARD OF TRUSTEES.

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to approve the recommendation. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Schlecte, Frounfelker and Dobies – 7. Nays: 0. Absent: 0.

REAPPOINT KELLY WILLIAMS FOR A THREE YEAR TERM ENDING 1/31/2017 TO THE PARKS AND RECREATION COMMISSION.

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to approve the recommendation. The motion was

adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

APPOINT MARTIN GRIFFIN TO THE CITY PLANNING COMMISSION FILLING A VACANCY WITH A TERM ENDING 12/31/2014.

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

APPOINT MARTIN GRIFFIN TO THE DOWNTOWN DEVELOPMENT AUTHORITY FILLING A VACANCY WITH A TERM ENDING 12/31/2015.

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to approve the recommendation. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Greer, Frounfelker and Dobies—5. Nays: Councilmembers Jaquish & Schlecte—2. Absent: 0.

APPOINT MARTIN GRIFFIN TO THE ZONING BOARD OF APPEALS TO A TERM BEGINNING 1/1/14 AND ENDING 12/31/2016.

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to approve the recommendation. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Greer, Frounfelker and Dobies—5. Nays: Councilmembers Jaquish & Schlecte—2. Absent: 0.

PUBLIC HEARINGS:

A. ELM PLATING, CO.-INDUSTRIAL DEVELOPMENT DISTRICT NO.96:

Public hearing regarding the request filed by Elm Plating Co., to create Industrial Development District No. 96.

Mayor Griffin opened the public hearing. Mr. Bozimowski of Rehmann addressed the Council regarding Elm Plating. Mayor Griffin closed the public hearing.

1. Consideration of a resolution creating Industrial Development District No. 96.

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

B. TECHNIQUE, INC. -(IFTEC):

Public hearing regarding the application filed by Technique, Inc., located at 2427 Research Drive, for an Industrial Facilities Tax Exemption Certificate.

Mayor Griffin opened the public hearing. Ronnie Johncox addressed the Council regarding the IFTEC. Mayor Griffin closed the public hearing.

1. Consideration of a resolution approving an application for an Industrial Facilities Tax Exemption Certificate (IFTEC) for Technique, Inc.

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

OTHER BUSINESS

A. ORDINANCE NO. 2013.23- TELECOMMUNICATIONS ADVISORY BOARD (SECOND/FINAL READING):

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to approve the final adoption of the ordinance. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

NEW BUSINESS

A. ORDINANCE- AMENDMENTS TO CHAPTER 26- VEGETATION (FIRST READING):

Consideration of an ordinance amending Articles II and III of Chapter 26, City Code, to regulate trees, grass, weeds, shrubbery, and other woody vegetation on public and private property for the health, safety, and welfare of the citizens of the City of Jackson.

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

B. ORDINANCE- POSSESSION OF ALCOHOLIC BEVERAGES AT ELLA SHARP PARK GOLF COURSE (FIRST READING):

Consideration of an ordinance amending Section 3-3 of Chapter 3, City Code, to permit the consumption of alcoholic beverages on the grounds of the Ella Sharp Park Golf Course.

Motion was made by Councilmember Dobies and seconded by Councilmember Greer to approve the first reading of the ordinance. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

C. INDIAN VILLAGE PARK SETTLEMENT AGREEMENT, INDEMNITY AGREEMENT & RELEASE OF ALL CLAIMS:

Approve the Settlement Agreement, Indemnity Agreement, and Release of all Claims (one document) between the City, Indian Village Park LLC, First Holding Management Company, LLC and South Park LLC, and authorization for the Mayor to sign same, and for the Interim City Attorney to make minor modifications, and take all other actions necessary to finalize the agreement.

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

D. ORDINANCE - AMENDMENTS TO DIVISION 2 - MARIHUANA AND DRUG PARAPHERNALIA, ARTICLE VI, CHAPTER 18 - OFFENSES (FIRST READING):

Approve an ordinance amending Division 2 - Marihuana and Drug Paraphernalia, Article VI, Chapter 18, City Code, to make the provisions of Division 2 - Marihuana and Drug Paraphernalia, Article VI, Chapter 18, City Code, inapplicable to the use, possession or transfer of less than 1 ounce of marijuana, on private property, by a person who has attained the age of 21 years, for the health, safety, and welfare of the citizens of the City of Jackson.

Motion was made by Councilmember Greer and seconded by Councilmember Schlecte to approve the first reading of the ordinance. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

E. RESOLUTION - BYRNE JUSTICE ASSISTANCE GRANT (JAG):

Approve a resolution amending the 2013-2014 Budget to reflect the receipt of the Byrne Justice Assistance Grant (JAG), in the amount of \$27,942.00,

and authorization to purchase one 2014 Ford Police Interceptor utility vehicle through the State of Michigan MiDeal Contract in the amount of \$24,895.00, and related patrol vehicle equipment from Winder Police Equipment for \$3,047.00.

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

F. RESOLUTION - SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP):

Approve a resolution amending the 2013-2014 Budget to reflect the receipt of the Selective Traffic Enforcement Program (STEP) grant in the amount of \$8,167.00

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

G. CHANGES TO CONSUMERS ENERGY STANDARD STREETLIGHTING CONTRACT:

Approve the Resolution for Changes to the Consumers Energy Standard Streetlighting Contract along with payment in the amount of \$200.00, and authorization for the Mayor and City Treasurer/Clerk to sign the appropriate documents.

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

H. TRAFFIC CONTROL ORDER NO. 2162- CITY PARKING LOT #5:

Approval of Traffic Control Order No. 2162 to prohibit parking between the hours of 2:00 a.m. - 6:00 a.m. in the row in front of pavilion in City Parking Lot #5.

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

I. TRAFFIC CONTROL ORDER NO. 2163 - MANSION STREET - BETWEEN MERRIMAN AND EGGLESTON STREETS:

Approval of Traffic Control Order No. 2163 to prohibit truck traffic on Mansion Street between Merriman and Eggleston.

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

J. CHANGE ORDER NO. 1 - 2013 SEWER REHABILITATION PROJECT:

Approve Change Order No. 1 to the contract for 2013 Sewer Rehabilitation Project with Layne Inliner, LLC, in the increased amount of \$1,573.00 to match final quantities placed, and authorization for the City Manager and City Engineer to execute the appropriate document.

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

K. CHANGE ORDER NO. 1 - STEWARD AND LANSING/BLACKSTONE TWO-WAY CONVERSION CONTRACT:

Approve Change Order No. 1 to the contract with Concord Excavating and Grading, Inc., in the increased amount of \$12,818.54 to balance the contract quantities with the final quantities built along with some additional items not in the original contract, and authorization for the City Manager and City Engineer to execute the appropriate document.

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

L. CHANGE ORDER NO. 3 - 2013 AS NEEDED SURVEY CONSULTING SERVICES CONTRACT:

Approve Change Order No. 3 to the contract with Wade Trim, in the increased amount of \$62,004.00 for the performance of a topographic survey of the streets, parks and parking lots within the downtown, and authorization for the City Manager and City Engineer to execute the appropriate document.

Motion was made by Councilmember Frounfelker and seconded by

Councilmember Schlecte to approve the change order. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

M. AWARD OF LEWIS STREET BRIDGE STUDY:

Approve the award for Lewis Street Bridge Design and Construction Engineering to Fishbeck, Thompson, Carr & Huber, Novi, for \$122,997.23, and authorization for the Mayor and City Treasurer/Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

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

***N. AWARD OF SNOW REMOVAL OF DOWNTOWN PARKING LOTS AND SIDEWALKS:**

Approve a contract with Wolverine Sealcoating, to provide snow and ice removal service on downtown sidewalks and city-owned parking lots in the amount of \$763.11 for each occurrence, and authorization for the Mayor and City Treasurer/Clerk to execute the agreement.

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

O. TRANSFER OF CITY-OWNED PROPERTY - 604 W. BIDDLE:

Authorize the transfer of City-owned property at 604 West Biddle Street for the sales price of \$1.00 to Community Action Agency, and authorization for the Mayor to sign all documents necessary to close the transaction, subject to minor modifications and approval by the City Attorney.

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

P. TRANSFER OF PROPERTY TO CITY - 1428 COOPER ST.:

Approve the Agreement regarding Transfer of Property and Demolition or Rehabilitation of Dangerous and Unsafe Structure, authorize the Mayor to execute the Agreement, and accept the quit claim deed for conveyance of 1428 Cooper Street upon review and approval by the City Attorney's office.

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

Q. WAIVE LOCAL POLICY LOAN LIMIT FOR HOMEOWNER REHABILITATION PROJECT - 122 W. BIDDLE ST.:

Approve the request to waive the local policy of limiting homeowner rehabilitation loans to a maximum amount of \$20,000.00 to complete rehabilitation work at 122 W. Biddle Street, and authorization for the city Manager to approve the final bid.

Motion was made by Councilmember Frounfelker 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: Councilmember Jaquish—1. Absent: 0.

R. NEW WATER SERVICE - 155 N. DETTMAN ROAD:

Approve the request from U-Store Jackson, LLC, 155 North Dettman Road, Leoni Township to install a new 1-inch water service to supply the property from a Blackman Township-owned water main.

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, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

S. REDEVELOPMENT LIQUOR LICENSE REQUEST:

Approval of a liquor license request from Libby Brown for a Redevelopment Area Liquor License to be issued at 128 W. Michigan Avenue, pursuant to MCL 436.1521.

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

T. PURCHASE OF CLASS C LIQUOR LICENSE - ELLA SHARP PARK GOLF COURSE CLUB HOUSE:

Accept the Ella Sharp Park Board of Trustees recommendation to purchase and file an application with the State of Michigan for a Class C Liquor License from Mr. Ronald E. Johnston, Northville, in the amount of

\$35,000.00 for the Ella Sharp Park Golf Course Club House.

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

U. AMEND MASS MUTUAL (FORMERLY THE HARTFORD) 457B GOVERNMENTAL PLAN DOCUMENTS AND RELATED PLAN DOCUMENTS:

Consideration of the following request by the City/County Director of Human Resources:

1. to amend the Mass Mutual (formerly The Hartford) 457b Governmental Plan Documents;
2. approve and amend Mass Mutual investment option selections;
3. approve the Retirement Plan Advisors' Mass Mutual Plan Sponsor Agreement and Fee Schedule, and
4. authorize the City/County Director of Human Resources and/or the City Manager to sign the required plan documents.

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

V. JACKSON HOUSING COMMISSION EXECUTIVE DIRECTOR COMPENSATION LEVEL:

Approve the Jackson Housing Commission Executive Director Patricia S. Tyus, compensation level as recommended by the Jackson Housing Commission Board of Commissioners.

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

W. JACKSON HOUSING COMMISSION HEALTH CARE SERVICE PROVIDER SELECTION:

Consideration of the Mayor's recommendation to approve BCN \$5,000 Health Care Plan with employer paid dental and vision coverage to be administered through JFP Benefit Management in the bid amount of \$301,359.17, as recommended by the Jackson Housing Commission.

Motion was made by Councilmember Greer and seconded by

Councilmember Frounfelker to approve the recommendation. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

X. AWARD CONTRACT TO BACKFILL OF BASEMENT OF 212 W. MICHIGAN AVENUE:

Approve the bid award of the Basement Backfill of 212 W. Michigan Avenue to Jule Swartz & Sons Excavating in the amount of \$101,740.00, to backfill the site with sand and place topsoil and seed in the basement of the old Consumers Energy building, and authorization for the Mayor and City Treasurer/Clerk to execute the appropriate document(s), in accordance with the Purchasing Agent.

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

MOTION FROM EXECUTIVE SESSION

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to retain the law firm of Miller Canfield to defend the City in the case of Legacy 5 LLC vs. the City of Jackson. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

RESIDENT COMMENTS - NON-AGENDA ITEMS (3-MINUTE LIMIT):

None

CITY COUNCILMEMBERS' COMMENTS:

Councilmember Woods- She wanted to thank Patrick, Laura, Derek, Todd, Kim and her sister for the leaf pick up with the Jackson High students. She said they managed about 50 properties and the kids raise about \$1700 and can goods. She said it was a very successful day.

Councilmember Jaquish- She wanted to thank everyone who helped volunteer with the leaf pick up. She said they were a great group of kids that did a fantastic job and she said their parents should be very proud of them.

Councilmember Greer- He said he has volunteered the last two leaf pick up days and said that the drop offs have increased. He said there are still openings if people would like to volunteer. He stated that if people need help picking up their leaves they can call 788-4082. He said the Jackson High students did a great job.

He said he loved the City Manager's presentation. He believes this will bring people downtown. He said "good job" to Patrick and Jon Dowling.

He also stated that the City has been awarded a Place Plan award through the MML, MSHDA, and Michigan State University School of Planning Design and Construction. It is a pilot program to design and plan for transformative and strategic place-making projects. He gave an overview of the plan. He wanted to thank Jonathan Greene for handling the application process. We are one of 8 cities to be awarded one of these Place Plans for this year.

Councilmember Schlecte-She wanted to offer help to those who need help on Saturday with their leaves. She said she has a trailer that people can put their leaves in.

She would like to explore for the next year of meetings, the addition of questions from Citizens to the agenda.

Councilmember Dobies- He wanted to thank the City Manager and the City Engineer for their presentation. He thinks it is very exciting and will enhance our ability to save the Hayes Hotel.

He wanted to congratulate Michelle Woods on her appointment and also thank her for her effort with the leaf pick up with the Jackson High students. He wanted to thank Laura Schlecte for letting him drive her vehicle to assist with the leaf pick up.

He also wanted to thank the Mayor elect and the Councilwoman elect on their great campaigns and he said he looks forward to working with the newly elected people. He also said he is looking forward to working next to Mr. Frounfelker.

Mayor Griffin- He wanted to thank City employees and Shelly Allard for their work on the canned food drive against the County. He said we collected \$330 in cash which will account for many more items to the food bank as well. He said it is more than they are used to getting and they appreciated the selection of items that were donated. He then thanked Stacy Harrison for bringing that to our attention.

He also wanted to congratulate the incoming Mayor and Council. He congratulated Libby Brown for her liquor license and on her new venture downtown.

MANAGER'S COMMENTS:

He wanted to thank his staff for the wonderful work they do and for their efforts.

He also wanted to let people know that his cell phone number is on his card. He stated that if people want to call and sit down with him to discuss the presentation or if a group would like for him and Jonathan to give the presentation, they would be more than happy to do that. He also thanked everyone for their patience because it was a long meeting.

ADJOURNMENT:

No further business being presented, a motion was made by Councilmember Greer to adjourn the meeting. The motion was adopted by unanimous voice vote and the meeting adjourned at 8:43 p.m.

Andrew J. Wrozek Jr.
City Treasurer/Clerk

AJW/car



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

JACKSON CITY COUNCIL MEETING

MINUTES

October 8, 2013

CALL TO ORDER:

The Jackson City Council met in regular session in City Hall and was called to order at 6:31 p.m. by Mayor Griffin.

PLEDGE OF ALLEGIANCE-INVOCATION:

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

ROLL CALL:

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

Also present: City Manager Patrick Burtch, Interim City Attorney Bethany Smith, City Engineer Jon Dowling, Police Chief Matt Heins, City Assessor David Taylor and City Clerk/Treasurer Andrew J. Wrozek, Jr.

AGENDA:

Motion was made by Councilmember Schlecte and seconded by Councilmember Frounfelker to approve the agenda as presented. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Schlecte, Frounfelker and Dobies – 7. Nays: 0. Absent: 0.

EXECUTIVE SESSION:

Motion was made by Councilmember Dobies and seconded by Councilmember Woods to go into Executive Session to discuss pending litigation. The motion was

adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Schlecte, Frounfelker and Dobies – 7. Nays: 0. Absent: 0.

RETURN TO OPEN SESSION

Motion was made by Councilmember Dobies and seconded by Councilmember Woods to return to open session. The motion was adopted by unanimous voice vote.

Motion was made by Councilmember Dobies and seconded by Councilmember Greer to retain the law firm of Miller Canfield to handle the City's defense in DPC Juniper vs. the City of Jackson. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Schlecte, Frounfelker and Dobies – 7. Nays: 0. Absent: 0.

Motion was made by Councilmember Dobies and seconded by Councilmember Greer to follow the recommendation of the City Attorney discussed in Executive Session as to Panzica vs. the City of Jackson. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Schlecte, Frounfelker and Dobies – 7. Nays: 0. Absent: 0.

PRESENTATIONS/PROCLAMATIONS:

None

CITIZEN COMMENTS - AGENDA ITEMS (3-MINUTE).

None

PETITIONS & COMMUNICATION:

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to accept and place on file the Certificate of Achievement for Excellence in Financial Reporting for Philip J. Hones. The motion was adopted by unanimous voice vote.

CONSENT CALENDAR

Motion was made by Councilmember Dobies and seconded by Councilmember Woods to approve the consent calendar. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Schlecte, Frounfelker and Dobies – 7. Nays: 0. Absent: 0.

Consent Calendar

A. MINUTES OF THE REGULAR MEETING ON SEPTEMBER 17, 2013:

Approve the minutes of the regular City Council meeting of September 17, 2013.

B. CIVIL SERVICE COMMISSION APPOINTMENT:

Approve the Mayor's recommendation to appoint Alice J. Lewis to the Civil Service Commission filling a current vacancy, beginning immediately, and ending August 31, 2016.

C. BUILDING CODE BOARD OF APPEALS REAPPOINTMENT:

Approve the Mayor's recommendation to reappoint Jason Covalle to the Building Code Board of Appeals for a three year term, beginning January 1, 2014, and ending December 31, 2016.

D. CITY PLANNING COMMISSION REAPPOINTMENT:

Approve the Mayor's recommendation to reappoint James M. Stark to the City Planning Commission for a three-year term beginning January 1, 2014, and ending December 31, 2016.

E. ELECTION COMMISSION REAPPOINTMENTS:

Approve the Mayor's recommendation to reappoint Connie Kay Williams and S. Bradford Williams to the Election Commission for a four-year term each, beginning January 1, 2014, and ending December 31, 2017.

F. ZONING BOARD OF APPEALS REAPPOINTMENT:

Approve the Mayor's recommendation to reappoint Patricia Gutekunst to the Zoning Board of Appeals for a three-year term beginning January 1, 2014, and ending December 31, 2016.

G. ZOMBIE WALK JACKSON:

Approve the request from Zombie Walk Jackson to conduct their annual walk in support of the March of Dimes throughout downtown on Saturday, October 12, 2013, from 3:00 p.m. - 6:00 p.m. (Contingent upon receipt of proper insurance.)

H. JACKSON AREA CROP WALK:

Approve the request from Michigan Church World Service/CROP to conduct their annual walk in support of fighting world hunger and

poverty in downtown on Sunday, October 13, 2013, from 1:00 p.m. – 5:00 p.m. (Contingent upon receipt of proper insurance.)

I. TUBA CHRISTMAS:

Approve the request from Jackson Symphony Orchestra to conduct their Tuba Christmas, a national event in which tubists and low brass musicians come together to perform a Christmas concert, in Bucky Harris Park on Saturday, November 23, 2013, from 12:30 p.m. – 2:00 p.m. (Proper insurance has been received.)

J. EVE ON THE AVE:

Approve the request from the Jackson Downtown Development Authority to conduct their annual Eve on the Ave family celebration in downtown Jackson on Tuesday, December 31, 2013, from 9:00 p.m. – Wednesday, January 1, 2014, at 12:30 a.m. (Proper insurance has been received.)

K. VETERANS DAY CEREMONY:

Approval of the request from Jackson County Veteran’s Council to host the Veteran’s Day Ceremony on Monday, November 11, 2013, from 10:30 a.m. to 12:00 p.m. in Withington Park with street closure of First Street between Wildwood and Michigan Avenue. (Proper insurance has been received.)

PUBLIC HEARINGS:

A. PUBLIC HEARING - PETITION FOR AN ALLEY VACATION - ROCKWELL ALLEY:

Public hearing on the request to vacate a 12 foot wide alley running east and west 224 feet from the east line of Francis Street to the west line of Pigeon Street and lying south of lots 9 & 12 and north of lots 10 & 11, Block 11, Root’s South Addition, City of Jackson, Jackson County, State of Michigan. Also known as Lot B, Block 11, Root’s South Addition, City of Jackson, Jackson County, State of Michigan, and deeded to the City of Jackson for use as a public alley on August 2, 1897, recorded at Jackson County Register of Deeds in liber 154 page 407.

1. ADOPTION OF A RESOLUTION APPROVING THE VACATION.

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

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

OTHER BUSINESS

A. ORDINANCE NO. 2013.22 AMENDMENT - COLLECTION OF STORMWATER FEES (SECOND/FINAL READING):

Final adoption of Ordinance No. 2013.22, amending Section 27-180 through 27-201, Article VI, Chapter 27, City Code, to bring Chapter 27 of the Code of Ordinances in conformity with the decision of the Michigan Court of Appeals ordering that the City of Jackson cease collection of the fee for stormwater.

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to approve the final adoption of the ordinance. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Schlecte, Frounfelker and Dobies – 7. Nays: 0. Absent: 0.

NEW BUSINESS

A. RESOLUTION - HALLOWEEN:

Consideration of a resolution establishing Halloween hours between 6:00 p.m. and 8:00 p.m., on Thursday, October 31, 2013, encouraging children to “trick or treat” during that time period.

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

B. RESOLUTION - REVISED SPECIAL ASSESSMENT POLICY:

Consideration of a resolution revising the Special Assessment Policy extending the maximum period of time for the repayment of special assessments from ten (10) to fifteen (15) years.

Motion was made by Councilmember Greer and seconded by Councilmember Schlecte to adopt the resolution. The motion was adopted

by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Schlecte, Frounfelker and Dobies – 7. Nays: 0. Absent: 0.

C. RESOLUTION:

Consideration of a resolution establishing a fine for violations of Section 23-43, City Code, placement of leaves in streets and public ways.

Motion was made by Councilmember Greer and seconded by Councilmember Woods to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Greer, Frounfelker and Dobies – 5. Nays: Councilmembers Jaquish & Schlecte – 2. Absent: 0.

D. RESOLUTION - CDBG FUNDING - JOHN GEORGE HOME:

Consideration of a resolution reprogramming \$5,600.00 in Community Development Block Grant (CDBG) excess program income to the John George Home to install an Emergency Return Unit to the elevator.

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

E. RESOLUTION - CONTRACT WITH MDOT FOR MONROE STREET - CLINTON ROAD TO WEST AVENUE:

Consideration of a resolution to enter into a contract with the Michigan Department of Transportation (MDOT) for Monroe Street reconstruction from Clinton Road to West Avenue, and authorization for the Mayor and City Clerk to execute the appropriate contract documents.

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

F. RESOLUTION - CONTRACT WITH MDOT FOR BLACKSTONE STREET - WASHINGTON AVENUE TO LOUIS GLICK HIGHWAY:

Consideration of a resolution to enter into a contract with the Michigan Department of Transportation (MDOT) for Blackstone Street reconstruction from Washington Avenue to Louis Glick Highway, and authorization for the Mayor and City Clerk to execute the appropriate contract documents.

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

G. RESOLUTION - ADOPTION OF MDOT TITLE VI PLAN:

Consideration of a resolution approving the City of Jackson Title VI Plan, approval of a resolution adopting the Limited English Proficiency (LEP) Plan, and authorization for the Mayor and City Manager to execute the appropriate contract documents.

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, Jaquish, Greer, Schlecte, Frounfelker and Dobies – 7. Nays: 0. Absent: 0.

H. ORDINANCE - TELECOMMUNICATIONS ADVISORY BOARD (FIRST READING):

Consideration of an ordinance amending Article I, Chapter 6, City Code, to repeal ordinances establishing the telecommunications advisory board, describing the telecommunications advisory board's powers, or referring to the telecommunications advisory board.

Motion was made by Councilmember Greer and seconded by Councilmember Schlecte to approve the ordinance. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Schlecte, Frounfelker and Dobies – 7. Nays: 0. Absent: 0.

I. MUTUAL POLICE ASSISTANCE AGREEMENT:

Consideration of the request to approve a Mutual Police Assistance Memorandum of Agreement between the City of Jackson Police Department and the Jackson County Office of the Sheriff, and authorization for the Mayor and the Director of Police and Fire Services to sign as representatives of the City.

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, Jaquish, Greer, Schlecte, Frounfelker and Dobies –7. Nays: 0. Absent: 0.

J. TCO NO. 2160 – NEW LANE ASSIGNMENTS:

Approve Traffic Control Order No. 2160 for new lane assignments for eastbound traffic on High Street approaching Cooper Street.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Greer to approve the Traffic Control Order. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Schlecte, Frounfelker and Dobies –7. Nays: 0. Absent: 0.

K. TCO NO. 2161 – STEWARD STREET AND LANSING AVENUE:

Approve Traffic Control Order No. 2161 to create right-of-way assignment for traffic on Steward Street at the newly created traffic islands near the intersection with Lansing Avenue.

Motion was made by Councilmember Schlecte and seconded by Councilmember Frounfelker to approve the Traffic Control Order. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Schlecte, Frounfelker and Dobies –7. Nays: 0. Absent: 0.

L. CHANGE ORDER NO. 2 – 2013 AS NEEDED SURVEY CONSULTING SERVICES CONTRACT:

Approve Change Order No. 2 to the contract with Wade Trim, in the increased amount of \$39,600.00 for the collection of sewer manhole data and the design of a traffic signal for the intersection of West Avenue and High Street, and authorization for the City Manager and City Engineer to execute the appropriate document.

Motion was made by Councilmember Schlecte and seconded by Councilmember Woods to approve the Change Order. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Schlecte, Frounfelker and Dobies –7. Nays: 0. Absent: 0.

M. REAUTHORIZATION OF COLLABORATIVE AGREEMENT FOR HUMAN RESOURCES SERVICES WITH THE COUNTY OF JACKSON:

Consideration of a recommendation that the Mayor and City Council approve the Intergovernmental Agreement between the City of Jackson and the County of Jackson for the provision of Personnel (Human Resources) functions.

Motion was made by Councilmember Schlecte and seconded by Councilmember Woods to approve the agreement. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Schlecte, Frounfelker and Dobies – 7. Nays: 0. Absent: 0.

N. PURCHASE OF ROAD SALT:

Consideration of the request to purchase an estimated 4,000 tons of road salt at \$45.98 per ton from The Detroit Salt Co., LLC, Detroit, for a total purchase of \$183,920.00, for major and local street winter maintenance.

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, Jaquish, Greer, Schlecte, Frounfelker and Dobies – 7. Nays: 0. Absent: 0.

O. LEAF DROP OFF PROGRAM:

Approve a recommendation establishing a leaf drop off program that includes five (5) locations throughout the City of Jackson to accept leaves from City residents for Fall 2013. The recommended dates and locations are as follows:

Saturdays, October 26th, November 2, 9, 16, & 23rd from 8:00 a.m. to 12:00 p.m.

- Site #1 Public Works Facility – 521 Water Street
- Site #2 Nixon Park, Parking Lot – 400 E. North Street
- Site #3 W. Louis Glick Hwy & Blackstone – City Parking Lot
- Site #4 Frost School, East Parking Lot – 1226 S. Wisner
- Site #5 Parkside Middle School – 2400 Fourth Street

Sundays, October 27th, November 3, 10, 17 & 24th from 8:00 a.m. to 12:00 p.m.

- Site #1 Public Works Facility – 521 Water Street (only site open on Sundays)

Motion was made by Councilmember Dobies and seconded by Councilmember Greer to approve the program. The motion was adopted by the following vote. Yeas: Mayor Griffin, and

Councilmembers Woods, Jaquish, Greer, Frounfelker and Dobies –
6. Nays: Councilmember Schlecte – 1. Absent: 0.

P. RESOLUTION - COMPREHENSIVE DOWNTOWN PLAN:

Approve the Proposal for Professional Services for Downtown Jackson Streetscape as Change Order No. 1 to the Master Plan project and the resolution reallocating \$60,000.00 from Downtown Sidewalk Replacement to Planning.

Motion was made by Councilmember Greer and seconded by Councilmember Schlecte to approve the Change Order and resolution. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Schlecte, Frounfelker and Dobies – 7. Nays: 0. Absent: 0.

Q. WAIVE LOCAL POLICY LOAN LIMIT FOR EMERGENCY HAZARD PROJECTS - 514 FIRST STREET:

Approve the request to waive the local policy of limiting emergency hazard loans to a maximum amount of \$10,000.00 to complete the emergency hazard work at 514 First Street.

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, Jaquish, Greer, Schlecte, Frounfelker and Dobies – 7. Nays: 0. Absent: 0.

RESIDENT COMMENTS - NON-AGENDA ITEMS (3-MINUTE LIMIT):

Michael Wisniewski of 1406 Locust Lane read an article from the Jackson Citizen Patriot dated 4/14/2009. He spoke about the implementation of the City Income Tax and what it was intended for.

Patricia Ryals of 301 Steward Avenue- President of the Reed Manor Tenant Association gave her opinions of Mayor Griffin and the job she felt he is doing in his position.

CITY COUNCILMEMBERS' COMMENTS:

Councilmember Woods- She wanted to thank everyone for coming out to the tree planting ceremony for Carl Breeding.

Councilmember Jaquish- She wanted to congratulate Phil and thank Lucy and Todd for all their work setting up the drop off program. She said at least people will have something to do with their leaves this year.

Councilmember Greer- He said he too is grateful for all the efforts for the leaf drop off program. He also said he has a Neighborhood Meeting scheduled next Wednesday the 16th at 6:30 p.m. in the City Council Chambers to discuss the program or any other concerns people may have. He said the City Manager will be on hand there also. He went on to thank the City Manager, the Interim City Attorney and the Inspection Supervisor for going to Lansing to testify in Committee on a Senate Bill regarding Rental Registry. He feels it is important that everyone contact their State Senators and Representatives.

Councilmember Schlecte-She wanted to thank our local haulers for their collaboration. She also wanted to thank the staff (Lucy and Todd) for all their hard work.

Councilmember Frounfelker- He stated that the local food pantry and the Interfaith Shelter are in desperate need of nonperishable items. He stated that the City Staff put together a "Stock the Pantry Event" along with the County. He stated residents can drop off donations at the Interfaith Shelter or at the Food Bank.

Councilmember Dobies- He wanted to congratulate Phil and the Finance Dept. He also wanted to thank Councilmember Woods for the memorial for Carl Breeding. He then wanted to thank the Staff (Lucy, Patrick and Todd) for working on a short-term compromise for leaf removal this year. He also wanted to thank Modern, Emmons and Northwest for coming to the table as a community partner and helping to formulate a solution.

City Treasurer/City Clerk Andrew J. Wrozek, Jr. briefly spoke stating that candidates, roofers, realtors, craft shows, etc., need to be aware that temporary signs should be out of the right-of-way and on the property owners' side of the sidewalk.

MANAGER'S COMMENTS:

NONE

ADJOURNMENT:

No further business being presented, a motion was made by Councilmember Greer to adjourn the meeting. The motion was adopted by unanimous voice vote and the meeting adjourned at 8:09 p.m.

Andrew J. Wrozek Jr.
City Treasurer/Clerk

AJW/car

Sharon Hasen

From: Jonathan Greene
Sent: Thursday, November 21, 2013 2:25 PM
To: Sharon Hasen
Subject: FW:

FYI

From: Rebecca Rae
Sent: Thursday, November 21, 2013 2:24 PM
To: Jonathan Greene
Subject: FW:

From: The Hodge Podge Shop [<mailto:thehodgepodgeshop@yahoo.com>]
Sent: Thursday, November 21, 2013 2:24 PM
To: Rebecca Rae
Subject:

To whom it may concern,

This is my official resignation from the DDA Board. At this time, my level of commitment is knowingly unsatisfactory.

Sincerely,

Andrea Ramp

The Hodge Podge Shop
329 W. Michigan Ave.
Jackson, MI 49201
(517) 784-8495
www.thehodgepodgeshop.net
Monday-Saturday 10am-7pm

Other stores include: (see website for details)

The Hodge Podge Shop - Outlet Store

CITY OF JACKSON

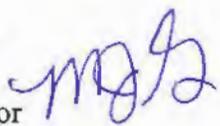


Office of Mayor
Martin J. Griffin

MICHIGAN

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

CITY COUNCIL MEETING November 26, 2013

MEMO TO: City Councilmembers
FROM: Martin J. Griffin, Mayor 
DATE: November 21, 2013
SUBJECT: Downtown Development Authority

RECOMMENDATION:

Approval of the Mayor's recommendation to appoint Kathryn E. Snyder to the Downtown Development Authority filling a current vacancy, beginning immediately and ending March 31, 2015.

In accordance with City Code Section 2-401 providing for creation of Authority pursuant to Act 197 of the Public Acts of 1975, adopted 3/22/77 and City Commission resolution adopted 11/26/91. Members are appointed by the Mayor subject to Council confirmation, for four year terms. The Mayor serves during term of office. The Board shall consist of 13 members, with at least seven having an interest in downtown district property, and at least one member a resident of the downtown district, including the Midtown Association president.

It is my desire to appoint Kathryn E. Snyder to the Downtown Development Authority, filling a current vacancy, beginning immediately, and ending March 31, 2015.

MJG:skh

APP-CC



City of Jackson Board/Commission Application

Name: Kathryn E. Snyder

Address: 100 Armory Court, Apt. 310
Jackson, MI Zip: 49202

Home Phone: 517.795.4671 Other Phone: same

Occupation: Fund Development Program Coordinator, AWARE, Inc.

Community Involvement/Activity

Women's Leadership Council
SAFE Advocate
(Sexual Assault Nurse Examiners)

Are you a registered voter? Yes Ward? 5

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

- 1. Downtown Development Authority
- 2. _____
- 3. _____

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

Resident of Armory Artswalk Apartments since 2008.

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

APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR

Kathryn E. Snyder
Signature of Applicant

1/7/13
Date

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

Kathryn E. Snyder

100 Armory Court, Apt. 310, Jackson, MI 49202 • (517) 795-4671 • kathryn.e.snyder@gmail.com

EDUCATION

- Michigan State University Bachelor of Arts: Journalism / Environmental Policy

WORK EXPERIENCE

- **AWARE, Inc.**: Fund Development Program Coordinator (Oct. 2011-present)
706 West Michigan Avenue, Jackson, MI 49201
Duties: Annually achieves and exceeds agency fundraising goals. Recruits in-kind, monetary, and time contributions from community. Lead monthly volunteer meetings, member of the Fund Development Committee, assist in grant writing, write and track all thank you letters, acknowledgements, and media posts. Launched and maintain a digital database, which tracks all donations, donations, volunteers, sponsors and business partners. Created and oversees fundraising program, marketing materials, and sponsorship packages. Plan, organize, cook and lead fundraising events. Maintains all of AWARE Shelter's marketing and social media outlets.
- **Franklin Energy Services, LLC**: Project Coordinator (Jan. 2010-July 2011)
3965 Okemos Road, Suite A1, Okemos, MI 48864
Duties: Develop marketing materials and assistant marketing team for Consumers Energy Business Solutions Program. Coordinate and organize a \$6,146,501.00 Multifamily Program for Consumers Energy. Provide energy advice and coordination services for customers. Identify opportunities regarding energy efficiency and introduce the various prescriptive incentive measures that pertain to the customer segment. Enter data, maintain and update multiple databases. Collect, analyze and evaluate data into readable reports
- **12th District Court**: Deputy Clerk, Civil Department (May 2008- Jan. 2010)
312 South Jackson Street, Jackson, MI 49201
Duties: Processing and maintaining general civil, landlord/tenant, land contract, small claims, and claim and delivery files for the Honorable Joseph S. Filip as well as coordinating his civil schedule. Explain civil laws and filing procedures to customers, and assisting attorneys in person and by telephone. Acquired a broad knowledge of state civil laws and regulations.
- **54-B District Court**: Judicial Law Clerk (Feb. 2007-May 2008)
101 Linden Avenue, East Lansing, MI 48823
Duties: Assisting the Honorable David L. Jordon, defendants, attorneys and courtroom staff. Proofreading and editing courtroom transcripts, sworn jury officer, serving notices and judgments, file distribution and sorting.
- **Blackman Charter Township Offices**: Clerk (March 2002-Aug. 2003, June 2004-Aug. 2004)
1990 West Parnall Road, Jackson, MI 49201
Duties: Processing FOIA applications, processing tax and utility payments, field inspections, organizing and sorting election data, registering voters, responsible for 2004 absentee ballots, updating assessing records, spreadsheet data, assisting residents with property/etc issues and questions
- **Jackson County Veterans Affairs Office**: Director's Assistant (April 2001-March 2002)
120 West Michigan Avenue, Suite 1006, Jackson, MI 49202
Duties: Plan and submit 2002-03 VA budget, assisting the Director and veterans, updating and maintaining files, etc.

AWARDS/CERTIFICATIONS

- Social Media Marketing Certification: 2011
- MCEDSV New Service Provider Training: 2012
- USA/RSA Photography Exhibit: 2007
- Michigan Interscholastic Press Association Spartan Award(s) Recipient: 2000-2002

ACTIVITIES & ORGANIZATIONS

- Volunteer SANE Advocate AWARE: 2009-present
- Women's Leadership Council Member: 2011-present
- Vice President, Armory Arts Artists Association: 2008-2010
- Intern for the Jackson County Conservation District: 2007-2008
- Member of the Big Brothers/Big Sisters Organization: 2002-2004

CITY OF JACKSON



Office of Mayor
Martin J. Griffin

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

MICHIGAN

CITY COUNCIL MEETING November 26, 2013

MEMO TO: City Councilmembers
FROM: Martin J. Griffin, Mayor *mjg*
DATE: November 19, 2013
SUBJECT: Ella W. Sharp Park Board of Trustees

RECOMMENDATION:

Approval of the Mayor's recommendation to appoint Councilmember Derek Dobies to the Ella W. Sharp Park Board of Trustees as a City Council Representative, beginning December 1, 2013 and ending November 30, 2016.

In accordance with City Code, Chapter 19, Ordinance No. 2012.21, five (5) members, one (1) of whom is a member of the City Council selected by the City Council and four (4) citizen members and two (2) alternate citizen members, all of whom shall be appointed by the Mayor and confirmed by City Council. Three-year terms, may be reappointed. Citizen members shall not serve more than three (3) consecutive three-year terms after effective date of the Article without at least a one-year gap in service. Terms shall be staggered with existing board members holding office for remainder of current term and with new appointments made so no more than two members' terms expire in any year.

It is my desire, therefore, to appoint Councilmember Derek Dobies to the Ella W. Sharp Park Board of Trustees from an alternate position to the City Council Representative position, beginning December 1, 2013 and ending November 30, 2016.

MJG:skh



Jackson Downtown Development Authority

**CITY COUNCIL MEETING
November 26, 2013**

November 20, 2013

MEMO TO: Honorable Mayor and City Council Members

FROM: Jonathan Greene, Executive Director

SUBJECT: Special Event Application: Our Lady of Guadalupe Procession

RECOMMENDATION: Approval of the request from Sacred Heart Catholic Community to conduct their first annual Our Lady of Guadalupe Procession in downtown Jackson on Sunday, December 15, 2013 from 10am-12pm. Insurance is pending approval.

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		\$75
Fire	x		\$0
Engineering	x		\$0
Public Works	x		\$0
Recreation	x		\$0
DDA	x		\$0
			<hr/> \$75

Conditions and Considerations: Any pavement markings must be in temporary (i.e. chalk) material

Insurance Status: Pending Approval

att: Special Event Application: **Our Lady of Guadalupe Procession
Walk Route**

JG/RR

CITY OF JACKSON
SPECIAL EVENT APPLICATION

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

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: SACRED HEART CATHOLIC COMMUNITY

Organization Address: 608 S. ELM AVE, JACKSON, MI 49203

Organization Agent FR. TIM NELSON Title: PASTOR

Phone: (work) 517-784-7844 Phone: (home) 517-817-9357 Phone: (during the event) 517-817-9357

Agent's Address 120 E. WESLEY ST. JACKSON, MI 49201

Agent's E-Mail Address FRTIM@TDS.NET

Event Name OUR LADY OF GUADALUPE PROCESSION

Please give a brief description of the proposed special event: PROCESSION OF PARISHIONERS FROM ST. MARY STAR OF THE SEA TO ST. STANISLAUS CHURCH WILL INCLUDE ONE OR TWO VEHICLES. REQUEST POLICE ESCORT.

Event Day(s) & Date(s) SUNDAY, DEC. 15, 2013

Event Time(s) 10:00 AM - 12:00 NOON

Set-Up Date & Time 10:00 AM Tear-Down Date & Time 12:00 PM

Event Location ST. MARY STAR OF THE SEA CHURCH, JACKSON, MI

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

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

STREET CLOSURES: Start Date/Time NONE through Date/Time: _____

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

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

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

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

If yes, what time? _____ until _____

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

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

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.)
POLICE ESCORT

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

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

9-25-13
Date

Rev Timothy A. Helton
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**

Get directions My places

E Washington St 1.4 mi, 28 mins

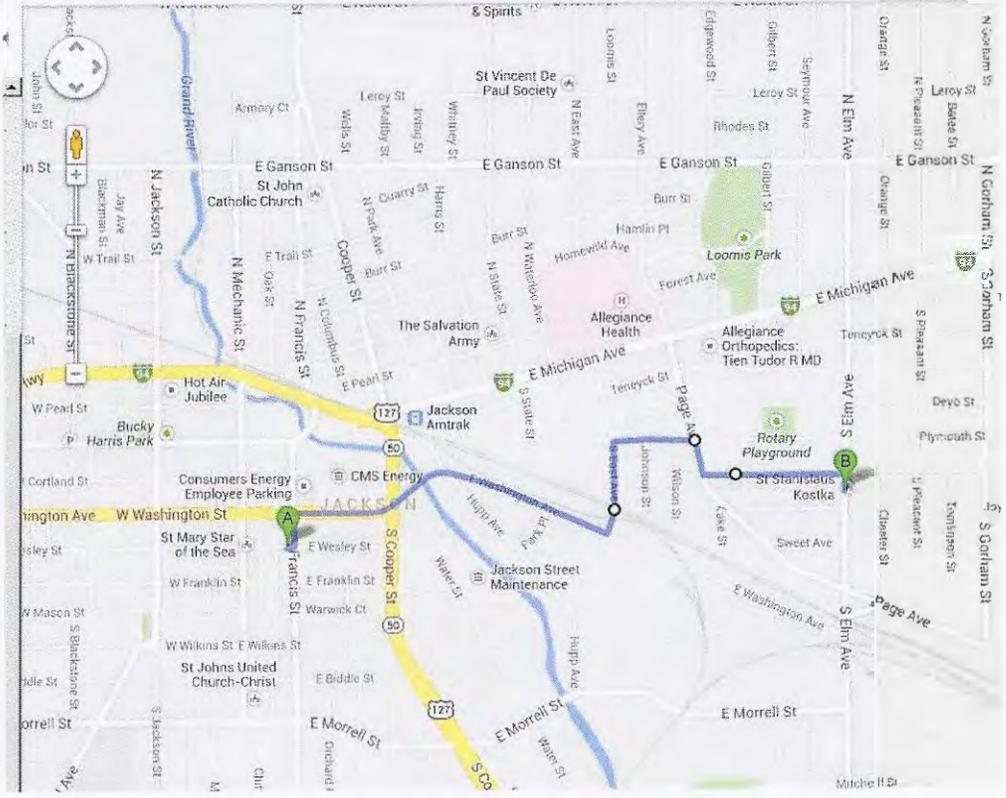
Walking directions to 608 S Elm Ave, Jackson, MI 49203

Via S East Ave Plymouth St Pringle Ave - remove all

A 120 E Wesley St Jackson, MI 49201

- 1. Head east on E Wesley St toward Francis St
- 2. Turn left onto Francis St
- 3. Turn right onto E Washington St
- 4. Turn left onto S East Ave
- 5. Turn right onto Plymouth St
- 6. Turn right onto Page Ave
- 7. Turn left onto Pringle Ave
- 8. Turn right onto S Elm Ave Destination will be on the right

B 608 S Elm Ave Jackson, MI 49203





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 November 26, 2013

TO: Honorable Mayor and City Councilmembers
FROM: Patrick H. Burtch, City Manager
SUBJECT: CDBG and HOME Financial Summaries through October 31, 2013

RECOMMENDATION

To accept and place on file the CDBG and HOME Financial Summaries through October 31, 2013.

Attached please find the Financial Summaries for the CDBG and HOME funds for the four months ended October 31, 2013.

Cc: Heather Soat, Accounting Manager
Michelle Pultz-Orthaus, Records Management Coordinator

City of Jackson
Community Development Block Grant
Monthly Financial Summary
For the Four Months Ended October 31, 2013

	Budgeted	Expended Prior Year	Actual Month-to-Date	Actual Year-to-Date	Total Funds Expended- to-Date	Balance	Percent Spent
<u>Public Services</u>							
1 King Center Summer Program	45,500	-	-	-	-	45,500	0.0%
2 Transportation Services (FY 2012/2013)	7,000	909	1,671	1,671	2,580	4,420	36.9%
<u>Administration</u>							
3 Administration & Planning							
FY 2012/2013	215,000	31,000	11,678	51,494	82,494	132,506	38.4%
FY 2013/2014	71,700	-	-	-	-	71,700	0.0%
<u>Code Enforcement</u>							
4 City Code Enforcement - Inspection							
FY 2012/2013	535,000	345,217	6,051	73,047	418,264	116,736	78.2%
FY 2013/2014	258,220	-	-	-	-	258,220	0.0%
5 City Code Enforcement - Rehabilitation	163,780	-	17,252	25,847	25,847	137,933	15.8%
6 City Attorney Office							
FY 2012/2013	52,000	14,321	3,452	4,590	18,911	33,089	36.4%
FY 2013/2014	20,000	-	-	-	-	20,000	0.0%
<u>Housing Rehabilitation Projects</u>							
7 City Rehabilitation	325,358	-	-	2,100	2,100	323,258	0.6%
8 City Emergency Hazard Repair Program							
FY 2012/2013	104,000	97,375	-	6,625	104,000	-	100.0%
FY 2013/2014	125,000	-	12,124	32,165	32,165	92,835	25.7%
9 City Housing Initiative	92,846	-	-	2,804	2,804	90,042	3.0%
10 City Rehab Administration (Denied Loans)							
FY 2010/2011	1,000	670	210	224	894	106	89.4%
FY 2012/2013	1,000	-	-	-	-	1,000	0.0%
FY 2013/2014	1,000	-	-	-	-	1,000	0.0%
11 John George Home - building repairs	20,600	-	-	-	-	20,600	0.0%
<u>Street Projects</u>							
12 Forest - Bend to Edgewood (FY 2011/2012)	106,000	62,494	-	-	62,494	43,506	59.0%
13 Homewild - Ellery to Edgewood (FY 2011/2012)	119,000	83,525	-	-	83,525	35,475	70.2%

	<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>
14 Special Assessments (FY 2011/2012)	25,000	-	-	-	-	25,000	0.0%
<u>Other Projects</u>							
15 Sidewalk Replacement							
FY 2012/2013	5,000	-	-	-	-	5,000	0.0%
16 Public Works - curb ramps							
FY 2011/2012	10,000	4,832	-	-	4,832	5,168	48.3%
FY 2012/2013	10,000	-	-	-	-	10,000	0.0%
FY 2013/2014	40,000	-	-	-	-	40,000	0.0%
17 Tree Removal/Replacement	60,000	-	-	-	-	60,000	0.0%
18 Park Improvements	243,357	-	-	-	-	243,357	0.0%
<u>Public Improvements</u>							
19 Demolition - Neighborhood Economic Stabilization							
FY 2012/2013	494,924	304,560	-	1,800	306,360	188,564	61.9%
FY 2013/2014	155,000	-	-	-	-	155,000	0.0%
20 Residential Historic Preservation	22,000	-	-	-	-	22,000	0.0%

NOTE: All funds are FY 2013/2014 allocations unless otherwise indicated

**City of Jackson
HOME
Monthly Financial Summary
For the Four Months Ended October 31, 2013**

	<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 2012/2013	184,391	64,365	60	60	64,425	119,966	34.9%
2 HOME Administration							
FY 2012/2013	25,500	-	-	25,500	25,500	-	100.0%
FY 2013/2014	25,400	-	-	-	-	25,400	0.0%
3 JAHC - Downpayment Assistance							
FY 2010/2011	48,272	34,821	-	4,500	39,321	8,951	81.5%
4 CAA - CHDO Operating Expenses							
FY 2011/2012	16,000	9,575	-	-	9,575	6,425	59.8%
FY 2012/2013	12,500	-	-	-	-	12,500	0.0%
FY 2013/2014	12,500	-	-	-	-	12,500	0.0%
5 CAA - CHDO Acq/Rehab/Resale (FY 2011/2012)							
FY 2011/2012	53,250	-	-	1,391	1,391	51,859	2.6%
FY 2012/2013	40,000	-	-	-	-	40,000	0.0%
FY 2013/2014	40,000	-	-	-	-	40,000	0.0%
6 City - Acq/Rehab/Resale (FY 2011/2012)							
FY 2011/2012	240,000	236,899	-	3,101	240,000	-	100.0%
FY 2013/2014	177,361	-	-	11,384	11,384	165,977	6.4%



CITY COUNCIL MEETING
November 26, 2013

MEMO TO: Honorable Mayor and City Councilmembers

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

SUBJECT: Special Assessment Roll Nos. 4232 through 4237

RECOMMENDATION:

Consideration of resolutions establishing December 17, 2013, at the City Council meeting as the time and place to hold public hearings on the following special assessment rolls, and directing the City Assessor to prepare the rolls, in accordance with the recommendation of the City Clerk.

1. **Special Assessment Roll No. 4232-Delinquent Miscellaneous General Fund Accounts Receivable.**
2. **Special Assessment Roll No. 4233-Delinquent Miscellaneous Housing Code Enforcement Fund Accounts Receivable.**
3. **Special Assessment Roll No. 4234-Delinquent Miscellaneous Building Demolition Fund Accounts Receivable.**
4. **Special Assessment Roll No. 4235-Delinquent Miscellaneous CDBG Fund Accounts Receivable.**
5. **Special Assessment Roll No. 4236-Delinquent Miscellaneous Wastewater Fund Accounts Receivable.**
6. **Special Assessment Roll No. 4237-Delinquent Miscellaneous Public Works Fund Accounts Receivable.**

Thank you.

C: Patrick Burtch, City Manager

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance Nos. 98-6 and 98-20, it is the policy of the City Council to periodically review and dispose of all unpaid assessable claims; and

WHEREAS, the City Clerk has determined that there are delinquent miscellaneous General Fund accounts receivable totaling, \$3,395.40 and

WHEREAS, the City Clerk requests that said delinquent charges be certified to the City Assessor for the preparation of a special assessment roll.

NOW, THEREFORE, BE IT RESOLVED that the City Council concurs with the recommendation of the City Clerk and hereby directs the City Assessor to prepare for review by the City Council Assessment Roll No. 4232 covering delinquent miscellaneous General Fund accounts receivable.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to give notice that the City Council and the City Assessor will sit as a Board of Review on Tuesday, the 17th day of December, 2013, at the hour of 6:30 p.m. in the Council Chambers, City Hall, 161 West Michigan Avenue, Jackson, and will hear any and all objections and suggestions by interested parties that may be made regarding assessments as contained in said roll.

* * * * *

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

I, Andrew J. Wrozek Jr., City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 26th day of November, 2013.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 27th day of November, 2013.

Andrew J. Wrozek Jr., City Clerk

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance Nos. 98-6 and 98-20, it is the policy of the City Council to periodically review and dispose of all unpaid assessable claims; and

WHEREAS, the City Clerk has determined that there are delinquent miscellaneous Housing Code Enforcement Fund accounts receivable totaling \$42,799.07; and

WHEREAS, the City Clerk requests that said delinquent charges be certified to the City Assessor for the preparation of a special assessment roll.

NOW, THEREFORE, BE IT RESOLVED that the City Council concurs with the recommendation of the City Clerk and hereby directs the City Assessor to prepare for review by the City Council Assessment Roll No. 4233 covering delinquent miscellaneous Housing Code Enforcement Fund accounts receivable.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to give notice that the City Council and the City Assessor will sit as a Board of Review on Tuesday, the 17th day of December, 2013, at the hour of 6:30 p.m. in the Council Chambers, City Hall, 161 West Michigan Avenue, Jackson, and will hear any and all objections and suggestions by interested parties that may be made regarding assessments as contained in said roll.

* * * * *

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

I, Andrew J. Wrozek Jr., City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 26th day of November, 2013.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 27th day of November, 2013.

Andrew J. Wrozek Jr., City Clerk

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance Nos. 98-6 and 98-20, it is the policy of the City Council to periodically review and dispose of all unpaid assessable claims; and

WHEREAS, the City Clerk has determined that there are delinquent miscellaneous Building Demolition Fund accounts receivable totaling, \$2,158.74; and

WHEREAS, the City Clerk requests that said delinquent charges be certified to the City Assessor for the preparation of a special assessment roll.

NOW, THEREFORE, BE IT RESOLVED that the City Council concurs with the recommendation of the City Clerk and hereby directs the City Assessor to prepare for review by the City Council Assessment Roll No. 4234 covering delinquent miscellaneous Building Demolition Fund accounts receivable.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to give notice that the City Council and the City Assessor will sit as a Board of Review on Tuesday, the 17th day of December, 2013, at the hour of 6:30 p.m. in the Council Chambers, City Hall, 161 West Michigan Avenue, Jackson, and will hear any and all objections and suggestions by interested parties that may be made regarding assessments as contained in said roll.

* * * * *

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

I, Andrew J. Wrozek Jr., City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 26th day of November, 2013.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 27th day of November, 2013.

Andrew J. Wrozek Jr., City Clerk

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance Nos. 98-6 and 98-20, it is the policy of the City Council to periodically review and dispose of all unpaid assessable claims; and

WHEREAS, the City Clerk has determined that there are delinquent miscellaneous CDBG Fund accounts receivable totaling, \$17,794.22; and

WHEREAS, the City Clerk requests that said delinquent charges be certified to the City Assessor for the preparation of a special assessment roll.

NOW, THEREFORE, BE IT RESOLVED that the City Council concurs with the recommendation of the City Clerk and hereby directs the City Assessor to prepare for review by the City Council Assessment Roll No. 4235 covering delinquent miscellaneous Building Demolition Fund accounts receivable.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to give notice that the City Council and the City Assessor will sit as a Board of Review on Tuesday, the 17th day of December, 2013, at the hour of 6:30 p.m. in the Council Chambers, City Hall, 161 West Michigan Avenue, Jackson, and will hear any and all objections and suggestions by interested parties that may be made regarding assessments as contained in said roll.

* * * * *

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

I, Andrew J. Wrozek Jr., City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 26th day of November, 2013.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 27th day of November, 2013.

Andrew J. Wrozek Jr., City Clerk

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance Nos. 98-6 and 98-20, it is the policy of the City Council to periodically review and dispose of all unpaid assessable claims; and

WHEREAS, the City Clerk has determined that there are delinquent miscellaneous Wastewater Fund accounts receivable totaling, \$1,430.08; and

WHEREAS, the City Clerk requests that said delinquent charges be certified to the City Assessor for the preparation of a special assessment roll.

NOW, THEREFORE, BE IT RESOLVED that the City Council concurs with the recommendation of the City Clerk and hereby directs the City Assessor to prepare for review by the City Council Assessment Roll No. 4236 covering delinquent miscellaneous Wastewater Fund accounts receivable.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to give notice that the City Council and the City Assessor will sit as a Board of Review on Tuesday, the 17th day of December, 2013, at the hour of 6:30 p.m. in the Council Chambers, City Hall, 161 West Michigan Avenue, Jackson, and will hear any and all objections and suggestions by interested parties that may be made regarding assessments as contained in said roll.

* * * * *

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

I, Andrew J. Wrozek Jr., City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 26th day of November, 2013.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan on this 27th day of November, 2013.

Andrew J. Wrozek Jr., City Clerk

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance Nos. 98-6 and 98-20, it is the policy of the City Council to periodically review and dispose of all unpaid assessable claims; and

WHEREAS, the City Clerk has determined that there are delinquent miscellaneous Public Works Fund accounts receivable totaling, \$11,248.13; and

WHEREAS, the City Clerk requests that said delinquent charges be certified to the City Assessor for the preparation of a special assessment roll.

NOW, THEREFORE, BE IT RESOLVED that the City Council concurs with the recommendation of the City Clerk and hereby directs the City Assessor to prepare for review by the City Council Assessment Roll No. 4237 covering delinquent miscellaneous Public Works Fund accounts receivable.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to give notice that the City Council and the City Assessor will sit as a Board of Review on Tuesday, the 17th day of December, 2013, at the hour of 6:30 p.m. in the Council Chambers, City Hall, 161 West Michigan Avenue, Jackson, and will hear any and all objections and suggestions by interested parties that may be made regarding assessments as contained in said roll.

* * * * *

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

I, Andrew J. Wrozek Jr., City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 26th day of November, 2013.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 27th day of November, 2013.

Andrew J. Wrozek Jr., City Clerk



CITY COUNCIL MEETING
November 26, 2013

MEMO TO: Honorable Mayor and City Councilmembers

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

**SUBJECT: Establishing December 17, 2013 public hearing on Special Assessment Roll
No. 3375**

RECOMMENDATION:

Establishment of December 17, 2013, at the City Council meeting as the time and place to hold a public hearing on the following Special Assessment Roll for street construction.

- 1. Roll No. 3375 for Street Repaving on Webster Street from Oakdale to Elmwood Avenue**

The above public improvements have been completed and the City Assessor has prepared the Assessment Rolls. If action is taken to establish the public hearings, notification letters will be sent to the property owners included on the roll and a notice will be placed in the Jackson Citizen Patriot.

Thank you.

C: Patrick Burtch, City Manager

Special Assessment Roll for CITY OF JACKSON
Roll for Year 2013
Population: Special Assessment District (3375)

Sp. District Heading	Parcel # Owner	Principal Admin Fee	Interest Penalty	Addtl Penlty Cert Fee	Total Installment	Prin Bal Payoff Int	Total Payoff
3375 RPV WEBSTER, OKDL	3-134700000 TIMMS SCOTT 1015 S WEBSTER ST JACKSON MI 49203	0.00 0.00	0.00		0.00	2,060.52 0.00	2,060.52 ✓
LOT 53 WEST PARK SUB DIV							
3375 RPV WEBSTER, OKDL	3-134800000 SWIHART GEORGE S & PATRICIA J 8750 SKIFF LAKE RD CLARKLAKE MI 49234	0.00 0.00	0.00		0.00	2,060.52 0.00	2,060.52 ✓
LOT 54 WEST PARK SUB DIV							
3375 RPV WEBSTER, OKDL	3-134900000 PURVIS CRAIG D 1021 W FITCHBURG RD LESLIE MI 49251	0.00 0.00	0.00		0.00	2,060.52 0.00	2,060.52 ✓
LOT 55 WEST PARK SUB DIV							
3375 RPV WEBSTER, OKDL	3-135000000 O'SHEA PHILLIP LIFE ESTATE 1021 S WEBSTER ST JACKSON MI 49203	0.00 0.00	0.00		0.00	2,060.52 0.00	2,060.52 ✓
LOT 56 WEST PARK SUB DIV							
3375 RPV WEBSTER, OKDL	3-135100000 GRIFFIN JAMES J & DIANE L 1025 S WEBSTER ST JACKSON MI 49203	0.00 0.00	0.00		0.00	2,060.52 0.00	2,060.52 ✓
LOT 57 WEST PARK SUB DIV							
3375 RPV WEBSTER, OKDL	3-135200000 SCHAAP ANGELA M 1027 S WEBSTER ST JACKSON MI 49203	0.00 0.00	0.00		0.00	3,605.91 0.00	3,605.91 ✓
LOT 58 WEST PARK SUB DIV							
3375 RPV WEBSTER, OKDL	3-135300000 DOCHODA MICHELE L 1029 S WEBSTER ST JACKSON MI 49203	0.00 0.00	0.00		0.00	3,605.91 0.00	3,605.91
LOT 59 WEST PARK SUB DIV							
3375 RPV WEBSTER, OKDL	3-135400000 CAMPBELL E SEAN & ELIZABETH A 1031 S WEBSTER ST JACKSON MI 49203	0.00 0.00	0.00		0.00	2,060.52 0.00	2,060.52
LOT 60 WEST PARK SUB DIV							

Sp. District Heading	Parcel # Owner	Principal Admin Fee	Interest Penalty	Addtl Penlty Cert Fee	Total Installment	Prin Bal Payoff Int	Total Payoff
3375	3-135500000 RPV WEBSTER, OKDL CAMPBELL E SEAN & ELIZABETH A 1031 S WEBSTER ST JACKSON MI 49203	0.00 0.00	0.00		0.00	1,125.00 0.00	1,125.00 ✓
LOT 61 WEST PARK SUB DIV							
3375	3-135600000 RPV WEBSTER, OKDL STEERS MELISSA & JEFFERY 1035 S WEBSTER ST JACKSON MI 49203	0.00 0.00	0.00		0.00	2,060.52 0.00	2,060.52 ✓
LOT 62 WEST PARK SUB DIV							
3375	3-135700000 RPV WEBSTER, OKDL PAISON KEVIN W 1037 S WEBSTER ST JACKSON MI 49203	0.00 0.00	0.00		0.00	2,060.52 0.00	2,060.52 ✓
LOT 63 WEST PARK SUB DIV							
3375	3-135800000 RPV WEBSTER, OKDL CONRAD EUGENE 3700 DEARING RD #147 SPRING ARBOR MI 49283	0.00 0.00	0.00		0.00	2,060.52 0.00	2,060.52 ✓
LOT 64 WEST PARK SUB DIV							
3375	3-135900000 RPV WEBSTER, OKDL BLOCK BETSY L 3809 WESTCHESTER BLVD JACKSON MI 49203	0.00 0.00	0.00		0.00	3,090.78 0.00	3,090.78 ✓
1360 LOT 65 & S 1/2 OF LOT 66 WEST PARK SUB DIV							
3375	3-136000000 RPV WEBSTER, OKDL TRACY DIANE L 1034 S WEBSTER ST JACKSON MI 49203	0.00 0.00	0.00		0.00	3,090.78 0.00	3,090.78 ✓
1361 N 1/2 OF LOT 66 & ALL OF LOT 67 WEST PARK SUB DIV							
3375	3-136200000 RPV WEBSTER, OKDL ADLER MICHAEL J&ELAINE M 1032 S WEBSTER ST JACKSON MI 49203	0.00 0.00	0.00		0.00	2,060.52 0.00	2,060.52 ✓
LOT 68 WEST PARK SUB DIV							
3375	3-136300000 RPV WEBSTER, OKDL TOMAN REBEKAH 1030 S WEBSTER ST JACKSON MI 49203	0.00 0.00	0.00		0.00	2,060.52 0.00	2,060.52 ✓
LOT 69 WEST PARK SUB DIV							

Special Assessment Roll for CITY OF JACKSON
Roll for Year 2013
Population: Special Assessment District (3375)

Sp. District Heading	Parcel # Owner	Principal Admin Fee	Interest Penalty	Addtl Penlty Cert Fee	Total Installment	Prin Bal Payoff Int	Total Payoff
3375 RPV WEBSTER, OKDL	3-136400000 LAMP ROGER B & JENNIFER V 1028 S WEBSTER ST JACKSON MI 49203	0.00 0.00	0.00		0.00	3,605.91 0.00	3,605.91 ✓
LOT 70 WEST PARK SUB DIV							
3375 RPV WEBSTER, OKDL	3-136500000 MCCLEER MICHAEL J 4736 AVERY DETROIT MI 48208	0.00 0.00	0.00		0.00	3,605.91 0.00	3,605.91 ✓
LOT 71 WEST PARK SUB DIV							
3375 RPV WEBSTER, OKDL	3-136600000 WU JIN JIN APT 13B FUTIAN DISTRICT XXXXX	0.00 0.00	0.00		0.00	2,060.52 0.00	2,060.52 ✓
LOT 72 WEST PARK SUB DIV							
3375 RPV WEBSTER, OKDL	3-136700000 SAUNDERS SUSAN&RANDY 1022 S WEBSTER ST JACKSON MI 49203	0.00 0.00	0.00		0.00	2,060.52 0.00	2,060.52 ✓
LOT 73 WEST PARK SUB DIV							
3375 RPV WEBSTER, OKDL	3-136800000 BULLINGER JAMES G & SUSAN A ETAL 703 S THOMPSON ST JACKSON MI 49203	0.00 0.00	0.00		0.00	2,060.52 0.00	2,060.52 ✓
LOT 74 WEST PARK SUB DIV							
3375 RPV WEBSTER, OKDL	3-136900000 SCHINDLER THOMAS A 1016 S WEBSTER ST JACKSON MI 49203	0.00 0.00	0.00		0.00	2,060.52 0.00	2,060.52 ✓
LOT 75 WEST PARK SUB DIV							
3375 RPV WEBSTER, OKDL	3-137000000 SAUCEDA DAVID JR 1014 S WEBSTER ST JACKSON MI 49203-2866	0.00 0.00	0.00		0.00	2,060.52 0.00	2,060.52 ✓
LOT 76 WEST PARK SUB DIV							
Total Parcels: 23		0.00 0.00	0.00		0.00	54,698.52 0.00	54,698.52

CITY OF JACKSON



Office of Mayor
Martin J. Griffin

MICHIGAN

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

CITY COUNCIL MEETING November 26, 2013

MEMO TO: City Councilmembers
FROM: Martin J. Griffin, Mayor *mjg*
DATE: November 25, 2013
SUBJECT: Human Relations Commission

RECOMMENDATION:

Approval of the Mayor's recommendation to appoint William Fall (Ward 6), filling a current vacancy beginning immediately and ending December 31, 2014; Kerry Snyder (Ward 2) filling a current vacancy beginning immediately and ending December 31, 2015, and Barb Shelton (Ward 1) filling a current vacancy beginning immediately, and ending December 31, 2016.

It is also my desire to appoint Jason C. Smith as the Ex-Officio Council Representative beginning December 1, 2013, and ending November 30, 2015.

In accordance with City Code, Chapter 15, Section 15-33. The HRC shall consist of nine citizens; at least five must be City residents. Nominations to fill vacancies shall be made by City Council or HRC to Mayor; at least one for each appointment. Mayor appoints subject to Council confirmation. HRC may appoint up to three ex-officio citizen members for indefinite terms; in addition, one City Councilmember shall be an ex-officio member. Three appointments made annually for three-year terms upon expiration of appointments ending December 31, 1999.

It is my desire, therefore, to appoint William Fall (Ward 6), filling a current vacancy beginning immediately and ending December 31, 2014; Kerry Snyder (Ward 2) filling a current vacancy beginning immediately and ending December 31, 2015, and Barb Shelton (Ward 1) filling a current vacancy beginning immediately, and ending December 31, 2016.

It is also my desire to appoint Jason C. Smith as the Ex-Officio Council Representative beginning December 1, 2013, and ending November 30, 2015.

MJG:skh



City of Jackson Board/Commission Application

Name: William R Fall III

Address: 304 Sulgrave Avenue Zip: 49203

Home Phone: 517.414.4194 Other Phone: _____

Occupation: Server at 151 & Genealogist / Historian

Community Involvement/Activity

J.A.C.R.A.A Reed Manor Community Volunteer

Mayoral Campaign Volunteer

Are you a registered voter? Yes Ward? 6

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

1. HRC
2. JHC
3. Sharp Park Board

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

I have 20+ years experience in Human Resources & Customer Relations.

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

APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR

William R Fall III
Signature of Applicant

11/13/2013
Date

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

CITY OF JACKSON



MICHIGAN

RECEIVED
OCT 15 2013

OFFICE OF
MAYOR
MARTIN J. GRIFFIN

161 W. MICHIGAN AVENUE
JACKSON, MI 49201
PHONE (517) 788-4028
FAX (517) 768-5820

City of Jackson Board / Commission Application

Name: Kerry Snyder

Address: 501 Gilbert St. Jackson, MI Zip 49202

Home Phone: 517-416-7378 Other Phone: 517-784-8577

Occupation: Pastor of First Congregational Church UCC

Community Involvement / Activity

Jackson Area Ministerial Association JACRAA

PFLAG - Jackson First Congregational Church UCC

Are you a registered voter? Yes Ward? 2

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

1. HRC 2. _____

3. _____

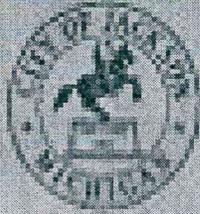
List additional information you feel may be pertinent to board or commission

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

APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR.

Kerry Snyder
Signature of Applicant

10-11-13
Date



City of Jackson Board/Commission Application

Name: YVONNE J. WELLS

Address: 1029 W. HARRIS ST. BOX 49203

Home Phone: 517-945-8579 Other Phone: _____

Occupation: self employed

Community Involvement/Activities

Suby Board
NARLP

Penetration Ship Deck

Are you a registered voter? Ward: 4th

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

1. HRC

The additional information you feel may be pertinent to board or commission may be included in confidentiality

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

APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR

[Signature]
Signature of Applicant

11-18-13
Date

CITY OF JACKSON



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

Office of Mayor
Martin J. Griffin

MICHIGAN

CITY COUNCIL MEETING November 26, 2013

MEMO TO: City Councilmembers
FROM: Martin J. Griffin, Mayor
DATE: November 25, 2013
SUBJECT: Zoning Board of Appeals

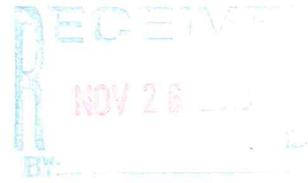
RECOMMENDATION:

Approve the Mayor's recommendation to appoint Gerald Montgomery (Alternate Member) to the Zoning Board of Appeals filling the position held by Martin J. Griffin beginning January 1, 2014, and ending December 31, 2016, and to reappoint Kyle Jansen for a three year term beginning January 1, 2014, and ending December 31, 2016.

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 Gerald Montgomery (Alternate Member) to the Zoning Board of Appeals filling the position held by Martin J. Griffin beginning January 1, 2014 and ending December 31, 2016, and to reappoint Kyle Jansen for a three year term beginning January 1, 2014, and ending December 31, 2016.

MJG:skh



City of Jackson Board/Commission Application

Name: Kyle Anne Jansen

Address: 734 Bloomfield Blvd, Jackson, MI Zip: 49203

Home Phone: 517-788-8899 Other Phone: 517-474-8899

e-mail address: kyle.jansen@comcast.net Occupation: nonprofit development

Community Involvement/Activity

City Zoning Board of Appeals & Sign Board of Appeals

Chamber of Commerce Economic Club

Treasurer, St. Jude Circle, Queen's Guild

Are you a registered voter? yes Ward? 6

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

1. Zoning Board of Appeals & Sign Board of Appeals 2. Parks & Recreation

3. Downtown Development Authority

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

Recently served on County Parks Board 2009-2012 and

Served on Family Services and Children's Aid Board 2010-2012; as secretary in 2012

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

APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR

Kyle Anne Jansen
Signature of Applicant

11/25/2013
Date

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



CITY COUNCIL MEETING
November 26, 2013

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Patrick Burtch, City Manager *Patrick Burtch*

SUBJECT: Public Hearing regarding the application filed by Die-Namic Tool & Design, LLC, located at 147 Hobart Street for an Industrial Facilities Exemption Certificate.

RECOMMENDATION:

Consider a resolution approving an application for an Industrial Facilities Tax Exemption Certificate (IFT) for Die-Namic Tool & Design, LLC.

Attached please find a resolution, along with supporting documentation on the application filed by Die-Namic Tool & Design, LLC for an Industrial Facilities Exemption Certificate for their facility located at 147 Hobart Street. If Council adopts the resolution, it will be forwarded to the State Tax Commission for their consideration.

Please consider adopting the resolution after the public hearing is held at the November 26, 2013 City Council meeting.

Thank you.

Attachments

cc: Andrew Wrozek, City Treasurer/Clerk
David Taylor, City Assessor
Bethany Smith, Interim City Attorney
Jonathan Greene, Economic Development Director

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, 2006, create by resolution Industrial Development District No. 93, which includes property located at 147 Hobart Street, Jackson, Michigan, as particularly described in said resolution; and

WHEREAS, pursuant to the provision of said Act, Die-Namic Tool & Design, LLC, filed on October 21, 2013, 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 November 26, 2013; 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; and

WHEREAS, the aggregate SEV of real and personal property exempt from ad valorem taxes within the City of Jackson, after granting this certificate, will not exceed 5% of an amount equal to the sum of the SEV of the unit, plus the SEV of personal and real property thus exempted.

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, Andrew J. Wrozek, Jr., City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on November 26, 2013

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of the City of Jackson, Michigan, on this 27th day of November, 2013.

Martin J. Griffin, Mayor

Andrew J. Wrozek, Jr., 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) 373-2408.

To be completed by Clerk of Local Government Unit	
Signature of Clerk <i>Andrew J. Wrozek Jr.</i>	Date received by Local Unit <i>10/21/13</i>
STC Use Only	
Application Number	Date Received by STC

APPLICANT INFORMATION
All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) DIE-NAMIC TOOL & DESIGN, LLC	1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 332900 MANUFACTURING	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 147 HOBART STREET, JACKSON, MI 49202	1d. City/Township/Village (indicate which) CITY OF JACKSON	1e. County JACKSON
2. Type of Approval Requested <input checked="" type="checkbox"/> New (Sec. 2(4)) <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Research and Development (Sec. 2(9))	<input type="checkbox"/> Transfer (1 copy only) <input type="checkbox"/> Rehabilitation (Sec. 3(1))	3a. School District where facility is located JACKSON PUBLIC 3b. School Code 38170
4. Amount of years requested for exemption (1-12 Years) 12		

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

ADDITIONAL MACHINERY AND COMPUTER EQUIPMENT NEEDED FOR NEW WORK OBTAINED AND EXPECTED FUTURE GROWTH

6a. Cost of land and building improvements (excluding cost of land) _____ * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	▶ \$0.00 Real Property Costs
6b. Cost of machinery, equipment, furniture and fixtures _____ * Attach itemized listing with month, day and year of beginning of installation, plus total	▶ \$450,000.00 Personal Property Costs
6c. Total Project Costs _____ * Round Costs to Nearest Dollar	▶ \$450,000.00 Total of Real & Personal Costs

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

	Begin Date (M/D/Y)	End Date (M/D/Y)		
Real Property Improvements ▶	_____	_____	▶	<input type="checkbox"/> Owned <input type="checkbox"/> Leased
Personal Property Improvements ▶	9/1/13	8/31/15	▶	<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. 18	10. No. of new jobs at this facility expected to create within 2 years of completion. 4-7
--	---

11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land) _____	_____
b. TV of Personal Property (excluding inventory) _____	_____
c. Total TV _____	_____

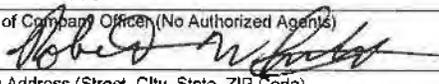
12a. Check the type of District the facility is located in:
 Industrial Development District Plant Rehabilitation District

12b. Date district was established by local government unit (contact local unit) 9/26/06	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 JOSEPH BOSWELL, CPA	13b. Telephone Number (517) 796-8880	13c. Fax Number (517) 796-8777	13d. E-mail Address JBOSWELL@DOVEANDHICK
14a. Name of Contact Person ROBERT WHITING	14b. Telephone Number (517) 787-4900	14c. Fax Number (517) 787-4950	14d. E-mail Address RWHITING@DNTDESIGN.CO
▶ 15a. Name of Company Officer (No Authorized Agents) ROBERT WHITING			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number (517) 787-4950	15d. Date 10/18/2013
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 147 HOBART STREET, JACKSON, MI 49202		15f. Telephone Number (517) 787-4900	15g. E-mail Address RWHITING@DNTDESIGN.CO

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

**DIE-NAMIC TOOL & DESIGN LLC
ATTACHMENT TO FORM 1012
TOTAL PROJECT COSTS - LINE 6 (c)**

	<u>ACQUISITION DATES</u>	<u>COSTS</u>
<u>PURCHASED PERSONAL PROPERTY:</u>		
WIRE EDM MACHINE	9/7/2013	\$ 107,500
<u>PERSONAL PROPERTY TO BE PURCHASED:</u>		
COMPUTER EQUIPMENT	9/15/2014	\$ 10,000
PRESS FEED EQUIPMENT	9/15/2014	42,500
CNC LATHE	1/15/2015	115,000
5-AXIS CNC MACHINE	6/15/2015	<u>175,000</u>
TOTAL PROJECT COSTS		<u><u>\$ 450,000</u></u>

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
360	1055	475

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

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).....	360	1055	4175
2. Revenue from related development (from page 2, line 2).....			
3. TOTAL (Add lines 1 and 2).....			
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).....			

INDUSTRIAL FACILITIES TAX EXEMPTION AGREEMENT

AGREEMENT made this _____ day of _____, 20___, by and between the CITY OF JACKSON, a Michigan municipal corporation, with offices at 161 West Michigan Avenue, Jackson, Michigan 49201 (hereinafter "City"); and **Die-Namic Tool & Design, LLC**, a Michigan corporation, with offices located at 147 Hobart Street, City of Jackson, Jackson County, Michigan (hereinafter "Applicant").

WHEREAS, the City has received an application from Applicant for the issuance of an Act 198 Tax Exemption Certificate for its new machinery / computer equipment (describe project) (the "Project") that was established as an Industrial Development District (the "District") by the City of Jackson on September 26, 2006; and

WHEREAS, Public Act 334 of 1993 requires a written agreement between the City and the Applicant before an Industrial Facilities Exemption Certificate can be approved by the Michigan Department of Treasury;

NOW, THEREFORE, in consideration of the approval of the Industrial Facilities Exemption Certificate, it is hereby agreed by and between the parties hereto as follows:

1. The Applicant, as a result of said improvements, shall use its best efforts to create not less than 2 new full time equivalent jobs and relocate and retain not less than 18 full time equivalent existing jobs from its current location within two years after the completion of its Project.

2. Applicant expects that the costs of the improvements proposed to be constructed on the basis of which the Industrial Facilities Exemption Certificate is issued, shall be within 10 percent (10%) of the estimated amount stated in the Applicant's application for the certificate.

3. The Applicant will not cease its operations within the District prior to the termination of the Industrial Facilities Exemption Certificate without a transfer of the certificate being approved by the City to a third party that continues adequate operations within the District or elsewhere in the City with the City's approval. Applicant will not become delinquent in payment of taxes owing under this certificate.

4. The parties agree that the City, in approving the tax abatement, has relied on the good faith of Applicant's estimates and expectations described in its application. The parties agree that exclusive jurisdiction to resolve any disputes in this Agreement shall be in Jackson County, Michigan. The City's exclusive remedy for a default shall be the right to request that the State Tax Commission either reduce the term of, or revoke, the abatement prospectively except that for a default in section 3, the Applicant shall repay the City all abated taxes which previously benefited the Applicant for disbursement proportionately to all taxing units having taxing jurisdiction over the improvements, plus all accrued interest, penalties and administration fees applicable to this exemption in the same amount as would be collected if this tax were considered delinquent and the City may, at its option, seek repayment of the taxes as allowed under section 21(2) of the tax abatement statute, MCLA 207.571(2).

The City shall not seek any remedy under this section 4 until after all of the following have occurred:

a. The City shall have given written notice to the Applicant declaring a default and specifying the manner in which the Applicant is in default. Before a default is declared, the City and the Applicant shall meet informally with appropriate representatives to discuss the claimed default and how it may be cured.

b. The Applicant has not cured that default within thirty (30) days after receiving the notice, except that if the Applicant is diligently pursuing a cure, this thirty (30) day period shall automatically be extended for an additional thirty (30) days, and further extensions of this time period may be made only upon mutual agreement of the parties.

The parties acknowledge that certain conditions beyond Applicant's control may prevent Applicant from being able to make the capital investment, create or retain jobs or comply with other conditions in this Agreement. Therefore, Applicant shall not be in default to the extent the Applicant clearly shows, to the satisfaction of the City, that the failure was caused by unfavorable economic or other business conditions, loss of business, or some other reason beyond the actual or foreseeable control of Applicant.

5. Any payments due under Paragraph 4 above may be collected by either court proceedings or by adding to the next taxes due against the Applicant's property on the next tax roll of the City.

6. It is understood that the City of Jackson encourages the Applicant to review job applications of city residents, prior to filling new jobs in its facilities. Applicant will use its best efforts to employ City residents.

7. The Applicant further agrees that it shall submit annual reports to the City and the City Assessor setting forth the progress in attaining and maintaining the requirements of this Agreement and the provisions of the application for the Industrial Facilities Exemption Certificate.

8. The Applicant further agrees that during the term of the certificate, the Applicant shall not discriminate against any person on the basis of race, creed, color, sex, religious orientation, age, or other criteria not reasonably related to any jobs created as part of the grant of this tax abatement.

9. The Applicant further agrees that if Applicant ceases its use of the Project, and another entity asks the City for a transfer of the abatement, the Applicant will cooperate with the City

regarding the transfer by advising the transferee or new owner of the terms and conditions of this Agreement and by assisting the City to obtain the signature of the authorized agent of the transferee or new owner on this Agreement or one substantively the same.

10. This Agreement contains all of the terms of the agreement between the parties with respect to its subject matter and may be amended only in writing signed by both parties.

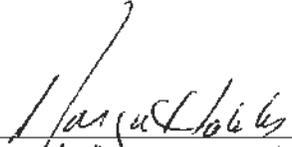
IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

Signed in the presence of:

CITY OF JACKSON

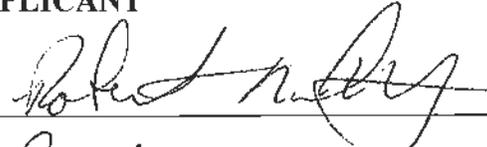
By _____

Its: Mayor _____



MARGARET HOBBS

APPLICANT

By 

Its: Resident _____

Applicant Name Die-Namic Tool & Design, LLC

Fiscal Statement (to be completed by local unit)

	<u>YES</u>	<u>NO</u>
Is this project:		
Real Property?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Personal Property?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Both Real and Personal Property - New Facility?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Both Real and Personal Property - Rehabilitation Facility?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Both New and Replacement Facility?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Estimated Project Investment (not assessed value):

Real Property	Personal Property \$450,000.00	Total \$450,000.00
---------------	--	------------------------------

	<u>YES</u>	<u>NO</u>	<u>REMARKS</u>
1. A. Has the proper local authority reviewed the plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
B. Is the project located in a certified industrial park?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
C. Is this a renovation or expansion of an existing building?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
2. Will this project require improvement of your road service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
3. Will this project require improvement of your sanitary sewer services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
4. Will this project require improvement of your storm sewer services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
5. Will this project require improvement of your water services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
6. Will this project require additional police personnel, police equipment or a need for new police building expansion?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
7. Will this project require the need for additional fire personnel, additional or specialized fire equipment or the need for a new fire building?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
8. Will this project require other costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
9. Are costs of infrastructure elements to be provided through Local Development Finance Authority or Tax Increment Finance Authority Bonds?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____

If you answered yes to any of questions 2 through 8, the appropriate sections of the Supplement to Fiscal Statement form must be completed and accompany the IFT application. Call (517) 373-3272 to obtain that form.

LOCAL UNIT CERTIFICATION

This is to certify that the following has been provided as accurately as possible.

Signature	Name and Title of Local Governmental Unit Official Andrew J. Wrozek, Jr., City Clerk
-----------	--



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
November 26, 2013

MEMO TO: Honorable Mayor and City Councilmembers
FROM: Andrew J. Wrozek, Jr., City Treasurer/City Clerk
SUBJECT: Adoption of Ordinance No. 2013.24

RECOMMENDATION:

Final adoption of Ordinance No. 2013.24 an ordinance amending Articles II and III of Chapter 26 of the City of Jackson Code of Ordinances to regulate trees, grass, weeds, shrubbery, and other woody vegetation on public and private property for the health, safety, and welfare of the citizens of the City of Jackson, Michigan.

Attached please find Ordinance 2013.24 approved by the Council at the November 12, 2013 meeting. Please consider adoption of the ordinance.

C: City Manager

ORDINANCE 2013 - 24

An Ordinance amending Articles II and III of Chapter 26 of the City of Jackson Code of Ordinances to regulate trees, grass, weeds, shrubbery, and other woody vegetation on public and private property for the health, safety, and welfare of the citizens of the City of Jackson, Michigan.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

The City Council adopts this ordinance to regulate trees, grass, weeds, shrubbery, and other woody vegetation on public and private property for the health, safety, and welfare of the citizens of the City of Jackson, Michigan.

Section 2. That Articles II and III of Chapter 26 of the City of Jackson, Michigan Code of Ordinances, be amended to read as follows:

ARTICLE II -- REGULATION OF TREES ON PUBLIC PROPERTY

Sec. 26 - 26. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Director of Public Works means the Director of Public Works and any individual, agent, employee, volunteer, corporation, partnership, or contractor designated by the Director of Public Works to perform his duties under this article.

Diseased tree means a tree that is afflicted with any fatal or communicable disease.

Park means all public parks having individual names, and all areas owned by the city, or to which the public has free access as a park.

Public utility means any person or entity owning or operating any pole, line, pipe, cable, or conduit located in, under, or above any public street or over or along any public easement or right-of-way for the transmission of electricity, gas, telephone service or telecommunication service.

Right-of-way means any public street, highway, alley or avenue of the city.

Street means all of the land lying between property lines on either side of all streets, highways and boulevards in the city.

Tree means trees, shrubs, bushes and all other woody vegetation.

Tree stump means the base part of a tree attached to the root(s), including any portion of the tree trunk, which remains after the tree has been cut.

Sec. 26 – 27. Applicability.

The terms of this article, unless otherwise specifically stated, shall apply to public streets, alleys, highways, easements, parkways, parks and other land publicly owned or controlled by the city.

Sec. 26 – 28. Enforcement; authority of the Director of Public Works.

The Director of Public Works shall be charged with the duty of enforcing the provisions of this article, except in Sharp Park which shall be under supervision of the superintendent of Sharp Park.

Sec. 26 – 29. Permits for tree planting, care, maintenance, and removal.

The Director of Public Works shall have control over all trees located within the street rights-of-way and parks in the city and the planting, care and removal thereof, subject to the regulations contained in this article. The owner of land abutting on any street may, upon obtaining prior written permission of the Director of Public Works, prune, spray, plant or remove trees in that part of the street abutting his land not used for public travel, but no person shall otherwise prune, spray, plant or remove any tree in any street or park. Every such permit shall specify the extent of the authorization and the conditions to which it is subject. Where an owner of abutting property requests the removal of a tree, the Director of Public Works is authorized, in his discretion, to require as a condition to granting of approval for such removal, that such property owner make the removal in accordance with regulations established by the Director of Public Works, assume all or any part of the costs of removing such tree, and also to require that the tree removed be replaced at some other nearby location by planting another tree, not necessarily of the same type.

Sec. 26 – 30. Removal of dead, dying, decaying, dangerous, infested, or diseased trees.

All dead, dying, decaying, dangerous, infested, or diseased trees may be trimmed, treated, or removed by the Director of Public Works.

Sec. 26 - 31. Removal of tree stumps.

All tree stumps may be removed, ground, or trimmed by the Director of Public Works.

Sec. 26 – 32. Removal of other trees.

Trees may be removed which are not dead, dying, decaying, dangerous, infested, or diseased when such trees are of an undesirable species or a public nuisance. The Director of Public Works is hereby authorized to direct the removal of any tree growing within any street, park or public place, when such tree interferes with fire hydrants, sewer and water mains, visibility of street intersections, traffic-control devices or construction within street rights-of-way.

Sec. 26 – 33. Tree planting regulations.

- (a) No tree of any prohibited species shall be planted in any street or park, nor shall any such tree be planted on any private property within fifty (50) feet of any street or sidewalk right-of-way or any sewer or sewer extension. Shade trees planted in any street right-of-way shall be spaced no further than twenty-five (25) feet apart. The owner of a single lot may, in order to provide a shade or ornamental tree in the front of his lot, secure written permission from the Director of Public Works to have a tree planted closer than forty (40) feet from an existing tree, but in no case shall such planting be within thirty (30) feet of any existing tree, within the right-of-way. No tree shall be planted in any street right-of-way, less than two and one-half (2½) feet from the sidewalk; trees on private property adjacent to the sidewalk shall be planted not less than three (3) feet therefrom.
- (b) Canopy trees may be maintained in the site clearance triangle areas described in section 28-126 of this code provided that all branches are trimmed to maintain a clear vision for a vertical height of ten (10) feet above the roadway surface.

Sec. 26 – 34. Tree protection.

No person shall break, injure, mutilate, kill or destroy any tree or shrub, or set any fire, or permit any fire, or the heat thereof, to injure any portion of any tree. No toxic chemicals or other injurious materials shall be allowed to seep, drain or be emptied on, near or about any tree. No electric wires or any other lines or wires shall be permitted to come in contact with any tree or shrub in any manner that shall cause damage thereto, and no person shall attach any electric insulation to any tree. No person shall use any tree as an anchor, and no material shall be fastened to or hung on any tree, except by written permission of the Director of Public Works. All persons having under their care, custody or control, facilities which may interfere with the trimming or removal of any tree, shall after notice thereof by the Director of Public Works, promptly abate such interference in such manner as shall permit the trimming or removal of such tree by the Director of Public Works.

Sec. 26 – 35. Excavations near trees.

Excavations and driveways shall not be placed within six (6) feet of any tree without written permit from the Director of Public Works. Any person making such excavation or construction shall guard any tree within six (6) feet thereof with a good substantial frame box to be approved by the Director of Public Works, and all building material or other debris shall be kept at least four (4) feet from any tree.

Sec. 26 – 36. Covering surface near trees.

No person shall place within the street right-of-way, any stone, brick, sand, concrete or other material which will in any way impede the full and free passage of water, air or fertilizer to the roots of any tree, except a sidewalk of authorized width and location.

Sec. 26 – 37. Gas main leakage.

Gas pipes and mains within any public rights-of-way or on any public property shall be so maintained as to avoid any leakage therefrom. In the event a leak exists or occurs, it shall be reported to the owner of such pipe and main, and the leak shall be repaired. Any damage to trees, shrubbery or grass resulting from the escape of gas from a pipe or main shall be repaired, and the cost of the work, including the cost of removal and the replacement of any trees, shall be levied against the owner of the pipe or main causing the damage.

Sec. 26 – 38. Rules and Regulations.

The city manager shall make such rules and regulations supplementary to this article and not in conflict herewith, as he may from time to time deem necessary. Until changed pursuant to this section, the rules and regulations in effect at the adoption of this Code shall continue in effect. No person shall fail to obey any rule or regulation effective hereunder.

Sec. 26. - 39. Severability.

If any section, subsection, sentence, clause or phrase of this article is for any reason held to be invalid or unconstitutional by reason of any decision of any court of competent jurisdiction, such decision will not affect the validity of any other section, subsection, sentence, clause, phrase or portion thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases or portions thereof may be declared invalid or unconstitutional.

Sec. 26. - 40. Inconsistent provisions repealed.

Ordinances or parts of ordinances in conflict with the provisions of this article are hereby repealed.

Secs. 26 – 41 – 26 – 65. Reserved.

ARTICLE III – REGULATION OF GRASS, NOXIOUS WEEDS, SHRUBBERY, AND TREES ON PRIVATELY OWNED PROPERTY

Sec. 26 – 66. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Director of Public Works means the Director of Public Works and any individual, agent, employee, volunteer, corporation, partnership, or contractor designated by the Director of Public Works to perform his duties under this article.

Diseased tree means a tree that is afflicted with any fatal or communicable disease.

Private property means all property that is not a public street, alley, highway, easement, parkway, park or other land publicly owned or controlled by the city.

Public utility means any person or entity owning or operating any pole, line, pipe, cable, or conduit located in, under, or above any public street or over or along any public easement or right-of-way for the transmission of electricity, gas, telephone service or telecommunication service.

Right-of-way means any public street, highway, alley or avenue of the city.

Street means all of the land lying between property lines on either side of all streets, highways and boulevards in the city.

Tree means trees, shrubs, bushes and all other woody vegetation.

Tree stump means the base part of a tree attached to the root(s), including any portion of the tree trunk, which remains after the tree has been cut.

Sec. 26 – 67. Private trees – Clearance.

- (a) Every owner of any tree, plant, shrub overhanging any street, avenue, alley, sidewalk, boulevard, or other right-of-way within the city shall trim the branches so that such branches shall not obstruct the light from any street lamp or obstruct the view of any street intersection and so that there shall be a clear space of at least sixteen (16) feet above the surface of the street, and at least eight (8) feet above the surface of the remainder of the right-of-way. Such owners shall remove all dead, dying, decaying, diseased, infested, or dangerous trees, or broken or decayed limbs or branches from trees where such limbs and branches overhang a street or public property or which constitute a menace to the safety of the public. Where the Director of Public Works, city engineer or the engineer's designee determines that any tree or shrub located on private property

interferes with the proper spread of light along the street from a street light, interferes with visibility of any traffic control device, or otherwise poses a threat to the safe use of the right-of-way by the public, the city shall have the right to enter upon said private property to trim or remove same as needed. Where practicable, the city shall give written notice by first-class letter, mailed at least five (5) days prior to any trimming or removal activities, to the property owner's last known address as shown by the records of the city assessor.

- (b) All shrubs and bushes located within the site clearance triangle areas described in section 28-126 of this code shall not be permitted to grow to a height of more than two and one half (2½) feet above the grade at the edge of the pavement. Canopy trees may be maintained in the site clearance triangle areas described in section 28-126 of this code provided that all branches are trimmed to maintain a clear vision for a vertical height of ten (10) feet above the roadway surface.
- (c) In the event the city finds it necessary to act under this section, the Director of Public Works shall cause an invoice to be directed to the owner of the property which shall be due and payable within thirty (30) days. If the owner fails to pay the invoiced charges within thirty (30) days of mailing of the invoice, the city may cause the cost reflected in the invoice to be assessed against the premises as a special assessment, and the city may institute an action against the owner for the collection of the costs in any court of competent jurisdiction. However, the city's attempt to collect such costs shall not invalidate or waive any lien filed against the property.

Sec. 26 – 68. Private Trees – Dead, dying, decaying, dangerous, diseased, or infested trees.

When the Director of Public Works shall discover that any tree on or growing on private property within the city is dead (including standing dead trees), dying, decaying, dangerous, diseased, or afflicted with any insect infestation, the Director of Public Works shall forthwith serve a written notice upon the owner or his agent, or the occupant of the property, describing the tree, its location and the nature of the dead, dying, decaying, dangerous, diseased, or infested tree and ordering the owner, agent or occupant to take such measures as may be reasonably necessary to remove, trim, prune, spray or otherwise cure the dead, dying, decaying, dangerous, diseased, or infested tree, specifying the measures required to be taken. Every such notice shall be complied with within ten (10) days after service thereof, upon the owner, agent or occupant of the property on which the afflicted tree is located, or within such additional time as may be contained in such notice.

Sec. 26 - 69. Private Trees – Tree stumps.

When the Director of Public Works shall discover any tree stump on private property within the city, the Director of Public Works shall forthwith serve a written notice upon the owner or his

agent, or the occupant of the property, describing the tree stump and its location and ordering the owner, agent or occupant to take such measures as may be reasonably necessary to remove the tree stump or to grind the tree stump four (4) inches below existing finish surface grade. Every such notice shall be complied with within ten (10) days after service thereof, upon the owner, agent or occupant of the property on which the tree stump is located, or within such additional time as may be contained in such notice.

Sec. 26 – 70. Private Trees – Owner’s failure to comply.

- (a) In case the owner, agent or occupant of the property refuses to carry out the order of the Director of Public Works within the time prescribed, or in case of an appeal, within five (5) days after the city manager shall have affirmed such order, the Director of Public Works shall carry out the removal, trimming, pruning, grinding, spraying or destruction of the tree or tree stump as deemed necessary and shall charge the owner, agent or occupant of the property for the cost thereof. An invoice for the fees or charges will be submitted to the owner, agent, or occupant of the premises. If the invoiced charges are not paid within thirty (30) days of mailing of the invoice, the city may cause the cost reflected in the invoice to be assessed against the premises as a special assessment, and the city may institute an action against the owner, agent, or occupant for the collection of the costs in any court of competent jurisdiction. However, the city's attempt to collect such costs shall not invalidate or waive any lien filed against the property.
- (b) The Director of Public Works may, without serving the above notice, when the owner or occupant of any private property shall consent thereto and pay the reasonable cost thereof, cause trees or tree stumps on private property to be sprayed, ground, pruned, trimmed, or removed when he deems the same necessary.
- (c) The Director of Public Works may, without serving the above notice, immediately cause trees, shrubs, bushes, or tree stumps on private property to be sprayed, ground, pruned, trimmed, or removed when they pose an imminent danger or safety hazard and shall charge the owner, agent or occupant of the property for the cost thereof. An invoice for the fees or charges will be submitted to the owner, agent, or occupant of the premises. If the invoiced charges are not paid within thirty (30) days of mailing of the invoice, the city may cause the cost reflected in the invoice to be assessed against the premises as a special assessment, and the city may institute an action against the owner, agent, or occupant for the collection of the costs in any court of competent jurisdiction. However, the city's attempt to collect such costs shall not invalidate or waive any lien filed against the property.

Sec. 26 – 71. Female boxelder trees.

Any female boxelder tree which is or could be the breeding place for boxelder bugs (*Leptocoris trivittatus*) is hereby declared to be a public nuisance and it shall be unlawful for any person to maintain the same on his property after notification as herein provided. Upon receipt of a written complaint, the Director of Public Works shall forthwith serve a written notice of the same nature, form and manner, and with the same effect, as prescribed in section 26-68, upon the owner or his agent or the occupant of the property upon which such tree or trees are located. After service of such notice, the owner, agent, or occupant of such property shall be subject to the provisions of section 26-70, section 26-74, and section 26-79. Any such trees located on public lands within the limits of the city shall likewise be removed upon the receipt of such written complaint.

Sec. 26 -- 72. Planting strips.

No person shall willfully injure or destroy any grass or tree upon any planting strip or throw any papers, refuse or other thing thereon. No person shall drive an automobile, bicycle or other vehicle upon or over any such planting strip.

Sec. 26 -- 73. Overhead lines; trimming permits.

The Director of Public Works shall annually issue permits granting permission to public utilities to trim and keep trimmed all trees within the streets, alleys, parks and public places of the city, in such a manner as shall keep the overhead lines of such public utilities safe and accessible. Such trimming shall be done in accordance with approved practices and under the general direction of the Director of Public Works. Such permit shall require reasonable prior notice to the city before any work is commenced thereunder. If an emergency requires immediate maintenance work on the overhead lines of such public utilities, prior notice of commencing work under such permit shall not be required. The word "emergency," as used in this section, shall be defined to mean the occurrence or happening of an event which could not be foreseen by the exercise of reasonable care and foresight, which might cause damage to the overhead lines of the public utilities.

Sec. 26 - 74. Private Trees - Appeal.

In case the owner, agent or occupant of the property shall feel himself aggrieved by an order of the Director of Public Works requiring the treatment, trimming, or removal of any private tree on his property, he may within forty-eight (48) hours make an appeal to the city manager by written communication filed with the city clerk. The city manager shall hear such appeal within ten (10) days, unless another time shall be set, and shall determine the matter under such expert advice as may be necessary.

Sec. 26 -- 75. Cutting and removing grass, noxious weeds, rank vegetation and trees; duty of owner and occupant.

- (a) It shall be unlawful for the occupant or owner of every property within the city to permit, allow, or otherwise cause any of the following activities upon property so owned or occupied:
- (1) Growth of any noxious weed, grass, or other rank vegetation of a height greater than eight (8) inches on average.
 - (2) Accumulation of dead weeds, grass, brush, leaves, on the property.
 - (3) Growth of noxious weeds, grass, or other rank vegetation detrimental to the public health on any property in such manner that any part of the noxious weeds, grass, or other rank vegetation extends upon, overhangs or borders any public place or adjoining properties, or allows seed, pollen, or other particles or emanations therefrom to be carried through the air into any public place or upon adjoining properties.
 - (4) Fallen trees, branches, or portions thereof to lie upon public or private property.
- (b) It shall be the duty of every owner or occupant of such property to cause the weeds, brush, leaves, rank vegetation, trees, branches, or grass to be cut, destroyed or removed.
- (c) For purposes of this article, "*noxious weeds*" includes, but is not necessarily limited to, Canada thistle (*Cirsium arvense*), dodders (any species of *Cuscuta*), mustards (charlock, black mustard and Indian mustard, species of *Brassica* or *Sinapis*), wild carrot (*Daucus carota*), bindweed (*Convolvulus arvensis*), perennial sowthistle (*Sonchus arvensis*), hoary alyssum (*Berteroa icana*), ragweed (*Ambrosia elatior* L.), poison ivy (*Rhus toxicodendron*), poison oak (*Rhus diversiloba* or *Rhus toxicodendron pubescens*), poison sumac (*Toxicodendron vernix*) or other plant which in the opinion of the *Director of Public Works*, is regarded as a common nuisance.
- (d) For purposes of this article, "*rank vegetation*" includes, but is not necessarily limited to, cultivated, non-cultivated, ornamental, non-ornamental unmaintained woody plants, or shrubs.
- (e) For purposes of this article, "*fallen trees*" includes, but is not necessarily limited to, those trees, branches, or other portions of trees that hang low, lean, lie upon the ground, or cause hazardous conditions whether on public or private property.

Sec. 26 - 76. Wood piles.

- (a) *Wood pile Defined.* As used in this section, *wood pile* means all wood, logs, twigs, branches, stumps and stakes, and includes wood items used for fire pits, fireplaces or woodburning stoves, regardless of the amount or number of pieces of wood.
- (b) *Storage.* No person shall maintain or store a wood pile in the City unless the wood pile meets the following storage specifications:
 - (1) Storage shall be permitted only on a secure rack, base or other device that keeps the wood from making direct contact with the ground.
 - (2) The wood shall be stacked in an orderly and neat fashion and the wood pile shall be no larger than eight (8) feet long, four (4) feet wide, and four (4) feet high.
 - (3) A wood pile shall be located in the back yard of a residential home. The wood pile cannot be any closer than five (5) feet from any lot line on the side or rear of the property and cannot be any closer than ten (10) feet from any structure.
 - (4) A wood pile shall not be permitted in the side yard of a residential home, with the exception of corner lots.

Sec. 26 - 77. Notice; when city to do work; penalties.

- (a) If the provisions of section 26-75 and section 26-76 are not complied with, the Director of Public Works, or his or her designee, must notify the occupant or owner of the property to comply with this article; such notice shall:
 - (1) Be given to each owner or occupant in accordance with section 1-15 of this Code; and
 - (2) Require compliance with this article within ten (10) days after the mailing of such notice. In lieu of the above notice, the city may publish notice during the month of March of each year, in a newspaper of general circulation within the county, advising the general public that the provisions of city ordinances adopted under the authority of Act No. 359 of the Public Acts of Michigan of 1941 (MCL 247.61 *et seq.*), as amended, will be enforced within the city.
- (h) If the occupant or owner of the premises does not then remove, destroy, spray, or cut all weeds, brush, leaves, rank vegetation, trees, branches, or grass in a manner consistent with section 26-75 and section 26-76, the Director of Public Works, or his or her designee, will cause the weeds, brush, leaves, rank vegetation, trees, branches, or grass to be cut, removed, sprayed, or destroyed. The costs incurred by the city shall be billed to

the owner. The Director of Public Works shall cause an invoice to be directed to the owner of the property which shall be due and payable within thirty (30) days. If the owner fails to pay the invoiced charges within thirty (30) days of mailing of the invoice, the city may cause the cost reflected in the invoice to be assessed against the premises as a special assessment, and the city may institute an action against the owner for the collection of the costs in any court of competent jurisdiction. However, the city's attempt to collect such costs shall not invalidate or waive any lien filed against the property. The levy or collection of the special assessment will not relieve any person offending against this article from the penalties prescribed in section 26-80.

Sec. 26 - 78. Exemptions.

Exempted from the provisions of this article are flower gardens, plots of shrubbery, vegetable gardens and small grain plots. An exemption under the terms of this section cannot be claimed unless the land has been cultivated and cared for in a manner appropriate to such exempt categories.

Sec. 26 – 79. Right of Entry for Inspection and Removal; Interference

The Director of Public Works shall have the authority to enter upon private property and premises for the purpose of examining and inspecting any trees, tree stumps, branches, shrubs, bushes, plants, vines, weeds, brush, leaves, rank vegetation, grass, and all other woody vegetation to determine if the vegetation complies with this article. The Director of Public Works shall have the authority to enter upon private property and premises for the purpose of cutting, destroying, spraying, treating, grinding, or removing any trees, tree stumps, branches, shrubs, bushes, plants, vines, weeds, brush, leaves, rank vegetation, grass, and all other woody vegetation under this article. No person shall impede, interfere with, or obstruct the Director of Public Works, or his authorized representatives, while they are engaged in carrying out the provisions of this article. No damages shall be awarded to any property owner, individual, or other legal entity for the destruction or injury of any tree, shrub or plant, fruit, or other vegetation, if done by the Director of Public Works or under his direction, in accordance with this article.

Sec. 26 - 80. Penalties.

Any occupant or owner of any premises who fails to comply with this article is subject, upon adjudication, to the penalty provided for under Chapter 2.5 of this Code.

Sec. 26 – 81. Rules and Regulations.

The city manager shall make such rules and regulations supplementary to this article and not in conflict herewith, as he may from time to time deem necessary. Until changed pursuant to this section, the rules and regulations in effect at the adoption of this Code shall continue in effect. No person shall fail to obey any rule or regulation effective hereunder.

Sec. 26. - 82. Severability.

If any section, subsection, sentence, clause or phrase of this article is for any reason held to be invalid or unconstitutional by reason of any decision of any court of competent jurisdiction, such decision will not affect the validity of any other section, subsection, sentence, clause, phrase or portion thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases or portions thereof may be declared invalid or unconstitutional.

Sec. 26. - 83. Inconsistent provisions repealed.

Ordinances or parts of ordinances in conflict with the provisions of this article are hereby repealed.

Secs. 26-84 – 26-89. Reserved.



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
November 26, 2013

MEMO TO: Honorable Mayor and City Councilmembers
FROM: Andrew J. Wrozek, Jr., City Treasurer/City Clerk
SUBJECT: Adoption of Ordinance No. 2013.25

RECOMMENDATION:

Final adoption of Ordinance No. 2013.25 an ordinance amending Section 3-3 of Chapter 3 of the Code of Ordinances of the City of Jackson, Michigan to permit the consumption of alcoholic beverages on the grounds of the Ella Sharp Golf Course.

Attached please find Ordinance 2013.25 approved by the Council at the November 12, 2013 meeting. Please consider adoption of the ordinance.

C: City Manager

ORDINANCE 2013 - 25

An Ordinance amending Section 3-3 of Chapter 3 of the Code of Ordinances of the City of Jackson, Michigan to permit the consumption of alcoholic beverages on the grounds of the Ella Sharp Golf Course.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

The City Council adopts this ordinance to permit the consumption of alcoholic beverages on the grounds of the Ella Sharp Golf Course.

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

CHAPTER 3. ALCOHOLIC LIQUORS.

* * *

Sec. 3-3. Possession of open or uncapped alcoholic liquor within public parks or other outdoor locations open to the general public.

- (a) No person shall possess, within any public park of the city, or in any other outdoor location open to the general public, any alcoholic liquor in a container which is open, uncapped or upon which the seal is broken, unless all of the following have occurred:
- (1) Issuance by the state under Act No. 8 of the Public Acts of Michigan of 1933 (MCL 436.1 et seq.) (Extra Session) of a valid permit to sell or dispense alcoholic liquor within the specified public park or outdoor location where the possession occurs.
 - (2) Approval, in advance, of the location of the event at which alcoholic liquor is to be sold or dispensed by the city manager and the chief of police.
- (b) This section shall not prohibit the possession of alcoholic liquor in a container which is unsealed or open within an outdoor area appurtenant to and controlled by any establishment which is regularly licensed under the authority of Act No. 8 of the Public Acts of Michigan of 1933 (Extra Session) (MCL 436.1 et seq.)
- (c) This section shall not prohibit the possession of alcoholic liquor in a container which is unsealed or open upon the grounds of the Ella Sharp Museum which is licenses by the state under Act No. 8 of the Public Acts of Michigan of 1933 (Extra Session) and approved by the museum board.

- (d) This section shall not prohibit the possession of alcoholic liquor in a container which is unsealed or open or the possession of alcoholic liquor upon the grounds of the Ella Sharp Golf Course which is licensed by the state under Act No. 8 of the Public Acts of Michigan of 1933 (Extra Session) and approved by the city manager.
- (e) This section shall not prohibit the possession of open, unsealed, or uncapped alcoholic liquor or the consumption of alcoholic liquor (in non-glass containers) in the designated area known as the Riverwalk Amphitheater Events Area, described below (which does not include the waters of the Grand River), at such times and at such community special events as the city council shall establish. During the times that the consumption of alcoholic liquors is permitted, the city administration shall install appropriate signs around the perimeter of the Riverwalk Amphitheater Events Area to apprise the public that alcohol consumption must be confined to that area and that no open containers may be removed from the area. The Riverwalk Amphitheater Events Area is described as:

The Amphitheater, lawn seating area, and that portion of the Riverwalk Trail between Francis and Airline (Glick) Streets lying between the south bank of the Grand River and generally that area north of the Consumers' corporate headquarters building extending to the south of the Riverwalk Trail and bordered by the middle art venue on the west extending to the art venue on the east that is contained within designated fencing.

* * *

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



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
November 26, 2013

MEMO TO: Honorable Mayor and City Councilmembers
FROM: Andrew J. Wrozek, Jr., City Treasurer/City Clerk
SUBJECT: Adoption of Ordinance No. 2013.26

RECOMMENDATION:

Final adoption of Ordinance No. 2013.26 an ordinance amending Division 2 – Marihuana and Drug Paraphernalia, Article VI, Chapter 18 of the City of Jackson Code of Ordinances to make the provisions of Division 2 – Marihuana and Drug Paraphernalia, Article VI, Chapter 18 of the City of Jackson Code of Ordinances inapplicable to the use, possession or transfer of less than 1 ounce of marijuana, on private property, by a person who has attained the age of 21 years, for the health, safety, and welfare of the citizens of the City of Jackson, Michigan.

Attached please find Ordinance 2013.26 approved by the Council at the November 12, 2013 meeting. Please consider adoption of the ordinance.

C: City Manager

ORDINANCE 2013- 26

An Ordinance amending Division 2 - Marihuana and Drug Paraphernalia, Article VI, Chapter 18 of the City of Jackson Code of Ordinances to make the provisions of Division 2 - Marihuana and Drug Paraphernalia, Article VI, Chapter 18 of the City of Jackson Code of Ordinances inapplicable to the use, possession or transfer of less than 1 ounce of marijuana, on private property, by a person who has attained the age of 21 years, for the health, safety, and welfare of the citizens of the City of Jackson, Michigan.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

The City Council adopts this ordinance to make the provisions of Division 2 - Marihuana and Drug Paraphernalia, Article VI, Chapter 18 of the City of Jackson Code of Ordinances inapplicable to the use, possession or transfer of less than 1 ounce of marijuana, on private property, by a person who has attained the age of 21 years, for the health, safety, and welfare of the citizens of the City of Jackson, Michigan.

Section 2.

That Division 2 - Marihuana and Drug Paraphernalia, Article VI, of Chapter 18 of the City of Jackson, Michigan Code of Ordinances, be amended to read as follows:

Sec. 18-151. Definition.

The term "*drug paraphernalia*" as used in this division means any equipment, product or material of any kind or nature whatsoever which is used, intended for use or designed for use in planting, propagating, cultivating, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance as defined by the Controlled Substance Act (MCL 333.1701 et seq.), as amended.

Sec. 18-152. Purpose.

This division is enacted to preserve the health, safety, and welfare of the people of the city by regulating the possession or use of marihuana or the manufacture, sale, use, delivery, possession or distribution, or the attempt to manufacture, sell, use, deliver, possess or distribute drug paraphernalia.

Sec. 18-153. Possession of drug paraphernalia.

It is unlawful for any person, business entity or corporation to illegally use, or to possess with intent to illegally use, drug paraphernalia.

Sec. 18-154. Manufacture, sale, or delivery of drug paraphernalia.

It is unlawful for any person to sell, deliver, possess with intent to deliver or sell, or manufacture with intent to deliver or sell, drug paraphernalia.

Sec. 18-155. Advertisement of drug paraphernalia.

It is unlawful for any person to place in any newspaper, magazine, handbill, or other publication distributed in the city any advertisement, the purpose of which, in whole or in part, is to promote the sale of any object designed or intended for use as drug paraphernalia.

Sec. 18-156. Possession/use of marihuana.

No person shall knowingly and intentionally possess or use marihuana.

Sec. 18-157. Exemptions.

This division shall not apply to manufacturers, wholesalers, jobbers, licensed medical technicians, technologists, nurses, hospitals, research teaching institutions, clinical laboratories, medical doctors, osteopathic physicians, dentists, chiropodists, veterinarians, law enforcement agencies, pharmacists and embalmers in the lawful course of business or professional activity, nor to persons suffering from any medical condition which requires administering prescribed medication. This division shall not apply to the possession of medical marihuana or paraphernalia used in connection with the medical use of marihuana by qualifying patients or primary caregivers, as those terms are defined in the Michigan Medical Marihuana Act, MCL 333.26421 et seq., in the amounts of medical marihuana permitted under the Michigan Medical Marihuana Act, who have a valid medical marihuana registration issued by the Michigan Department of Community Health or its successor agency that permits the qualifying patient or primary caregiver to cultivate and/or consume medical marihuana.

Sec. 18-158. Penalty.

- (a) Any person convicted of a violation of any provision of this division shall be deemed guilty of a misdemeanor and shall be punished by a fine not to exceed five hundred dollars (\$500.00), or by imprisonment not to exceed ninety (90) days, or both. Each day a violation continues shall be considered a separate offense and may be punished accordingly.
- (b) When an individual who has not previously been convicted of an offense under this division or under any similar state or federal law pleads guilty or is found guilty of a violation hereof, the court, without entering a judgment of guilt, may defer further proceedings and place the individual upon probation subject to whatever terms and conditions it deems appropriate.
- (c) Upon violation of a term or condition of such probation, the court may enter an adjudication of guilt and sentence the individual. Upon fulfillment of the terms and conditions of probation, the court shall discharge the individual and dismiss the proceedings. Discharge and dismissal under this section shall be without adjudication of guilt and is not a conviction for purposes of this section or for purposes of any disqualification or disability imposed by law upon conviction of a crime. There may be only one (1) discharge and dismissal under this section as to an individual. The police

department records division shall retain a nonpublic record of an arrest and discharge or dismissal under this section. This record shall be furnished to a court or police agency upon request for the purpose of showing that a defendant in a criminal action involving the use of a controlled substance covered herein has previously utilized this section of the division.

- (d) If any individual is convicted of a violation of this division, the court, as part of the sentence, during the period of confinement or the period of probation, or both, may require the individual to attend a course of instruction or rehabilitation program on the medical, psychological, and social effects of the misuse of drugs. The court may order the individual to pay a fee for the instruction or program. Failure to complete the instruction or program shall be considered a violation of the terms of probation.

Sec. 18-159. Non-Applicability to Certain Behaviors Involving Marijuana.

None of the provisions of this division shall apply to the use, possession or transfer of less than 1 ounce of marijuana, on private property, by a person who has attained the age of 21 years.

Secs. 18-160—18-180. Reserved.



City Assessor

161 West Michigan Avenue • Jackson, Michigan 49201
Telephone: (517) 788-4033 • Facsimile: (517) 780-4762

Memo

City Council Meeting
November 26, 2013

To: Honorable Mayor and City Councilmembers
CC: Patrick Burch, City Manager
From: David Taylor, City Assessor *DT*
Date: 11/13/2013
Re: Corrective Resolution for Special Assessment Roll No. 4224

Recommended Action:

Consideration of a Corrective Resolution for Special Assessment Roll No. 4224 for Delinquent Miscellaneous General Fund Receivables, confirmed May 28, 2013.

Attached please find a corrective resolution for Special Assessment Roll No. 4224 for Delinquent Miscellaneous General Fund Receivables, confirmed May 28, 2013.

The attached properties have been foreclosed by the County Treasurer thru Circuit Court action. In that process all liens for demolition, safety repairs, debris removal, and water or sewer charges are cleared.

Requested action is to adopt the resolution

CORRECTIVE RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did make assessments for delinquent miscellaneous General Fund accounts receivable, which assessments were by him placed on Assessment Roll No. 4224 and were reported to the City Council at its regular meeting held on April 23, 2013; and

WHEREAS, on May 28, 2013 the City Council held a public hearing and confirmed said roll; and

WHEREAS, the parcel listed below was foreclosed by the County Treasurer. As part of that process, all liens for cost of demolition, safety repairs, debris removal, and water or sewer charges due are cleared.

NOW, THEREFORE, BE IT RESOLVED that the following special assessment is hereby deleted.

<u>Stencil #</u>	<u>Invoice #</u>	<u>Amount</u>
1-066200000	1200007990	\$191.10

* * * * *

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

I, Andrew J. Wrozek, Jr., City Clerk in and for the City of Jackson, County of Jackson 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 November 26, 2013.

IN WITNESS WHEREOF, I have hereto affixed my
Signature and the Seal of the City of Jackson, Michigan,
on this 27nd day of November, 2013.

Andrew J. Wrozek Jr. City Treasurer/Clerk



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 November 26, 2013

TO: Honorable Mayor Griffin and City Councilmembers
FROM: Patrick Burtch, City Manager
SUBJECT: Resolution of Notification to Jackson County to Exercise the City of Jackson's Right of First Refusal

RECOMMENDATION

Authorize Resolution of Notification to Jackson County to exercise the City of Jackson's Right of First Refusal under PA 123 of 1999 for properties identified on Exhibit A of the Resolution, and release of Right of First Refusal for Properties listed in Exhibit B.

On or about April 2, 2013, the Jackson County Treasurer foreclosed on 123 properties within the City of Jackson for non-payment of taxes during the last three years. Auctions were held on August 20, 2013 and October 7, 2013, leaving 73 properties unsold. Under PA 123 of 1999, the State of Michigan has first right of refusal of all tax foreclosed properties in its counties, with the local unit of government having subsequent first right of refusal.

I met with staff from the Department of Neighborhood & Economic Operations and developed a recommendation that City Council should *exercise* its right of first refusal on the following parcels:

Ward 1

4-064300000	915 S Jackson St	These contiguous parcels are located across Jackson Street from Greenwood Cemetery. Both properties were demolished by the City in late 2012/early 2013.
4-064400000	917 S Jackson St	

The history of 915 S Jackson includes a mortgage foreclosure in 2003, remaining vacant until a tax foreclosure in 2007 after which it was purchased for \$900 in November 2007, when it was foreclosed upon again by the Jackson County Treasurer in April 2010. In March 2010, the property owner of 917 S Jackson quit claimed the property to management LLC for \$6,500, but was also foreclosed upon in April 2010 for unpaid back taxes. The property was purchased for \$150 in October 2010 by a real estate investor, who then quit claimed the property for \$1 to another investor. The County Treasurer again foreclosed on the property for unpaid back taxes in April 2013.

Immediately to the north of these two parcels is a privately owned vacant lot, the house being demolished in 2013. The same landlord owns both 911 S Jackson (one more parcel north – a condemned 2-unit rental) and 919 S Jackson (property immediately south of 917 S Jackson – a condemned 1-unit rental).

Ward 2

7-025400000	514 Homewild Ave	This property has been condemned since January 2013; owning this property would expedite the demolition.
7-0377.1000	809 Homewild Ave	This property was demolished by the City in 2012 and is located a short distance west of the Allegiance Health Systems campus.
7-057700000	701 E Ganson St	These contiguous parcels are located immediate west of the newer Habitat house on the corner of Harris and Ganson Streets. The structure at 703 E Ganson was demolished by the City in 2011.
7-070100000	703 E Ganson St	

Ward 3

8-2017.1000	Cooper St	While the Cooper Street property is landlocked, access to it can be made off the Monroe Street property as they join, forming a nearly ½ acre L-shaped parcel. Obtaining ownership of these vacant lots would help control development along or very near Cooper Street. Another vacant lot (109' x 66') on East Monroe that joins these two parcels was purchased at the tax auction for \$100.
8-202400000	E Monroe St	

Ward 4

No properties.

Ward 5

1-030100000	514 Blackman Ave	Due to its close proximity to both the Jackson Fire Department and Center for Family Health properties, it is recommended the City gain control of this parcel.
4-011500000	124 W Mason St <i>Vacant lot owned by Land Bank west, alley east</i>	With their close proximity to the Partnership Park playground and number of vacant lots, taking and maintaining these properties would create a more safe environment for children. With only one structure on Williams Street between Mason and Wilkins, there may be an opportunity to close this portion of the street in the future.
4-012100000	118 W Mason St <i>New build west, vacant lot east</i>	
4-077700000	605 Williams St <i>Vacant lot north, 1-unit rental south</i>	
4-076700000	611 Williams St <i>1-unit rental north, Land Bank owned vacant lot south</i>	
4-051900000	312 W Wilkins St	This residential structure is sited south and east of the 317 W Mason property, a 12-unit apartment complex recently demolished. Gaining ownership and demolishing this structure would open more greenspace near Blackstone Street.

Ward 5 continued

7-0592.1000	652 Cooper St	This vacant lot is located on the corner of Cooper Street and East Trail Street. As with other Cooper Street properties, the City would gain control over redevelopment along this main corridor into the City.
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Ward 6

3-203100000	901 First St	Two 2-unit rental buildings are located immediately north and south of this vacant lot. There is potential to work with the adjoining property owners to utilize the property for offstreet parking, developed in accordance with City standards.
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At this time, it is recommended the City **forego** its right of first refusal and not acquire the additional properties on the 2013 Tax Foreclosure list as identified in Exhibit A of the Resolution.

RESOLUTION

**Notification to exercise Right of First Refusal
Under Public Act 123 of 1999 for
The County of Jackson for Properties
Listed in Exhibit A, and Release of Right
of First Refusal for Properties listed in
Exhibit B**

WHEREAS, pursuant to Public Act 123 of 1999, MCL 211.78m, the State of Michigan has first right of refusal for all foreclosed property of its Counties; and

WHEREAS, pursuant to Public Act 123 of 1999, MCL 211.78m, the local unit of government has subsequent first right of refusal (pending response from the state which has not yet been received) for all foreclosed property of its Counties; and

WHEREAS, the City of Jackson has reviewed a list of 2013 foreclosed properties located within its boundaries, which are the parcels identified in the attached Exhibits; and

WHEREAS, pursuant to the aforesaid right of first refusal, the City of Jackson has made a determination that it does want to purchase the properties identified in Exhibit A.

NOW, THEREFORE, BE IT RESOLVED that at the meeting of the Jackson City Council, on this 26th day of November, 2013, the City of Jackson hereby exercises its first right of refusal for the 2013 foreclosed properties located in the City of Jackson, County of Jackson, State of Michigan, identified in Exhibit A.

BE IT FURTHER RESOLVED that, with the exception of those properties identified in Exhibit A, the City of Jackson hereby declines to exercise its first right of refusal for the 2013 foreclosed properties located in the City of Jackson, County of Jackson, State of Michigan, identified in Exhibit B.

* * * * *

STATE OF MICHIGAN)
County of Jackson) ss
City of Jackson)

I, Andrew J. 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 27th day of November, 2013.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the Seal of the City of Jackson, Michigan on this 27th day of November, 2013.

Andrew J. Wrozek, Jr.
City Treasurer/Clerk

PIN	Address
1-030100000	514 Blackman Ave
3-203100000	910 First St
4-011500000	124 W Mason St
4-012100000	118 W Mason St
4-051900000	312 W Wilkins St
4-064300000	915 S Jackson St
4-064400000	917 S Jackson St
4-076700000	611 Williams St
4-077400000	113 W Mason St

PIN	Address
4-077700000	605 Williams St
7-025400000	514 Homewild Ave
7-0377.1000	809 Homewild Ave
7-057700000	701 E Ganson St
7-0592.1000	652 Cooper St
7-070100000	703 E Ganson St
8-2017.1000	Cooper St
8-202400000	E Monroe St

2013 Tax Reverted Properties to Reject

November 26, 2013

PIN	Address	PIN	Address
1-033500000	322 W Ganson St	5-062400000	914 Francis St
1-0535.1000	1007 Lansing Ave	5-064600000	933 Chittock Ave
1-053800000	416 Hill St	5-064900000	939 Chittock Ave
1-060500000	418 McKinley St	5-067400000	1019 Chittock Ave
1-065400000	1111 Lansing Ave	5-078300000	1015 Adrian Ave
2-113500000	526 W Ganson St	5-102000000	1025 Pigeon St
3-247000000	607 W Prospect St	5-104100000	1018 Pigeon St
4-029800000	322 W Wesley St.	5-121800000	1210 Merriman St
4-068600000	1020 Williams St.	5-146000000	236 E Robinson St
4-0687.3000	Williams St.	5-147800000	119 Francis Ct
4-068700000	1016 Williams St.	5-183600000	311 E Euclid Ave
4-086300000	915 Williams St.	5-1896.1000	212 E Prospect St
4-090100000	1011 Williams St.	6-049200000	Deyo St
4-090300000	1013 Williams St	6-099500000	1616 Chapin St
4-090600000	1019 Williams St	6-112200000	1615 Deyo St
4-090700000	1016 Maple Ave	6-121200000	Landlocked
4-092300000	1036 Maple Ave	6-149700000	930 Russell St
4-092600000	1045 Williams St	6-1582.1000	Landlocked
4-099800000	1228 Williams St	6-1830.1000	S Gorham St
4-100700000	1202 Williams St	7-024100000	409 N Park Ave
4-109900000	Woodsum St	7-025700000	408 N Park Ave
4-110100000	Woodsum St	7-025800000	410 N Park Ave
4-151600000	1306 Maple Ave	7-026100000	510 Homewild Ave
4-154100000	1406 Williams St	7-044300000	212 N VanDorn St
4-1746.2000	Woodbridge St	7-0597.1000	Landlocked
4-184600000	Griswold St	7-068800000	406 Burr St
5-049600000	915 Everhard St	7-1033.1000	311 N Elm
5-052800000	911 Francis St	8-204000000	Marshall St



Police Department

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

CITY COUNCIL MEETING
November 26, 2013

TO: Honorable Mayor and City Councilmembers

FROM: Matthew R. Heins
Chief of Police

SUBJECT: 2013/14 JNET Grant

RECOMMENDATION:

To adopt a resolution amending the 2013/2014 Budget to reflect receipt of the Jackson Narcotic Enforcement Team (JNET) Project grant in the amount of \$15,903 and to amend the Drug Law Enforcement Fund budget to reflect the match of \$15,903, for a Project total of \$31,806.

The Michigan Office of Drug Control Policy through the Department of State Police has awarded the Jackson Police Department a Byrne Justice Assistance grant to fund the JNET officer position. The Jackson Narcotic Enforcement Team's top priority is to reduce and prevent drug use, trafficking, and crime.

The local match of \$15,903, in addition to officer costs over the total grant award will come from the Drug Law Enforcement Fund. The DLEF is entirely funded with drug forfeiture monies. The Police Department is now requesting the City Council adopt the attached resolution.

RESOLUTION

WHEREAS, the City has been awarded a Byrne Justice Assistance Grant through the State of Michigan, Office of Drug Policy, Department of State Police for the Jackson Narcotic Enforcement Team - JNET Project;

WHEREAS, this grant requires the activity relating to this project be kept in a separate account to facilitate reporting and compliance under the terms of the grant;

NOW, THEREFORE, BE IT RESOLVED, in order to meet the above requirement, the 2013/2014 Jackson Narcotic Enforcement Team Project grant budget be established and the 2013/2014 Drug Law Enforcement Fund budget be amended as follows:

REVENUES:	Increase
270-333-214-501.000 Federal Grant	15,903
270-333-214-699.265 Cont. Drug Law Enforcement	15,903
	<hr/>
	31,806
	<hr/> <hr/>
EXPENDITURES:	
270-333-214-706.000 Salaries	25,179
270-333-214-715.000 FICA	365
270-333-214-719.000 Health Insurance	4,395
270-333-214-719.679 Health Deductible	762
270-333-214-724.000 Unemployment	363
270-333-214-724.001 Workers' Compensation	378
270-333-214-725.000 Other Fringe Benefits	364
	<hr/>
	31,806
	<hr/> <hr/>
	<u>Drug Law Enforcement Fund</u>
EXPENDITURES:	Increase
265-333-999-270.000	15,903
	<hr/> <hr/>

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

I, Andrew J. Wrozek, 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 by the Jackson City Council on November 26, 2013.

IN WITNESS WHEREOF, I have hereunto affixed my signature and
the seal of the City of Jackson, on this 27th day of November 2013.

City Clerk



CITY COUNCIL MEETING
November 26, 2013

MEMO TO: Honorable Mayor and City Councilmembers

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

SUBJECT: Consideration of a request to approve a resolution authorizing a Stormwater, Asset Management and Wastewater (SAW) Grant application for an agreement between the City of Jackson and the State of Michigan, and approve a Professional Services Agreement with Fishbeck, Thompson, Carr and Huber, Grand Rapids, Michigan to prepare and submit the application to the State of Michigan Department of Environmental Quality on behalf of the City of Jackson as a cost saving effort to address requirements of the City's Wastewater Treatment Plant National Pollution Discharge Elimination System (NPDES) permit.

RECOMMENDATION:

To approve a resolution authorizing the SAW Grant application for an agreement between the City of Jackson and the State of Michigan Department of Environmental Quality (MDEQ) and approve a Professional Services Agreement with Fishbeck, Thompson, Carr and Huber to prepare and submit the application on behalf of the City of Jackson.

Every five years, the City of Jackson is required to renew the discharge permit (NPDES permit) for the wastewater treatment plant (WWTP). The NPDES permit sets requirements for the operation and maintenance of the WWTP, as well as setting limits on nutrient removal and subsequent discharge to the Grand River. The renewed NPDES permit was issued September 2013, and includes language requiring the development of an asset management plan for the WWTP and the sanitary sewer collection system, which includes over 150 miles of sanitary sewer pipe and nine sanitary sewer pump stations. This asset management plan must be submitted to MDEQ by July 1, 2014 for review and approval.

Over the last year, the State of Michigan has been developing a grant program in an effort to promote and assist with funding of capital improvement planning and construction projects. Subsequently, the SAW Grant program was initiated. Program funding from will cover 90% of planning, engineering and construction project costs related to wastewater and storm water capital improvement projects, and project grants will be awarded on a first come-first serve basis, with December 2, 2013 being the first day applications will be reviewed. The City of Jackson's proposed application will address the required asset management plan for the wastewater treatment and collection system.

The City of Jackson has requested proposals from two consulting firms to prepare and submit SAW Grant applications:

- Fishbeck, Thompson, Carr and Huber (FTCH), Grand Rapids, Michigan - \$7,500.00

- Tetra Tech, Ann Arbor, Michigan - \$9,500.00.

Both firms have experience working with the City of Jackson. FTCH prepared the last 10-year capital improvement plan for the City's WWTP, and as part of their proposal, the cost of the application preparation and submittal is contingent on the grant award. If the City of Jackson is not awarded a SAW Grant, FTCH will waive the \$7,500.00 cost.

It is recommended to approve a Resolution authorizing the SAW Grant application for an agreement, and approve a Professional Services Agreement with Fishbeck, Thompson, Carr and Huber to prepare and submit this application on behalf of the City of Jackson.

Staff will be presenting proposals and a recommendation to begin work on the asset management plan in the near future in order to meet the July 1, 2014 deadline.

November 19, 2013
Project No. G130790SAW

Mr. Todd Knepper
Utility Director
City of Jackson
161 West Michigan Avenue
Jackson, Michigan 49201

Re: Proposal for Engineering Services
Wastewater Asset Management Plan

Dear Mr. Knepper:

As requested, Fishbeck, Thompson, Carr & Huber, Inc. (FTCH) is pleased to submit this proposal to prepare an asset management plan through the Michigan Department of Environmental Quality (MDEQ) Stormwater, Asset Management and Wastewater (SAW) grant program.

The City of Jackson (City) is required to have an Asset Management Plan (AMP) in place by July 1, 2014 as part of their National Pollutant Discharge Elimination System (NPDES) permit. The tasks required for compliance with the NPDES permit include completing a map of the sewer collection system, developing an inventory and assessment of fixed assets such as the Wastewater Treatment Plant (WWTP), pump stations and the associated buildings and equipment and developing a rate schedule that demonstrates sufficient revenues to cover the system's Operations and Maintenance (O&M) expenses.

With the release of the SAW grant funding by the MDEQ, the City determined it would be in their best interest to attempt to obtain funding to further assist with their asset management plan for its sanitary sewer collection system and wastewater treatment plant.

FTCH is proposing to complete the SAW Grant Application on behalf of the City at no risk to the City with the understanding that FTCH would assist the City in developing the AMP. Should the City acquire grant funding, then FTCH would be reimbursed our fee of \$7,500 for the grant application effort. Should the City not be successful in acquiring grant funding, then FTCH would not charge the City for the work performed in applying for the grant.

Our proposal is separated into two programs. The first provides engineering services necessary to meet the requirement defined in the City's NPDES permit with the understanding that the City will develop the rate demonstration of revenues. The second portion of the scope of services enhances the AMP to provide assessment of a portion of the collection system buried pipe and manholes to allow the City to begin including these infrastructure assets in the overall AMP for the wastewater system. We propose the following scope of services for the AMP addressing the sanitary sewer system:

Scope of Services

Asset Management Plan to Meet The NPDES Permit Requirements:

Asset Inventory and Condition Assessment

Wastewater Collection System



- Review and update the collection system map layers in the City Geographic Information System (GIS) for use in asset management.
- Assist the City in researching documentation and completing attributes for approximately 15% of the collection system manholes and pipes that are missing rim elevation, diameter and/or material information.
- Complete an assessment of up to 9 sanitary lift stations.
- Integrate all of the information gathered for the AMP into the City's GIS.
- Prepare a Collection System Map to meet the requirements listed in the NPDES Permit.

Wastewater Treatment Plant

- Develop a feature dataset in the City's GIS to represent assets in the plant, including process equipment and structures, site utilities, electrical systems, heating, ventilating, and air conditioning equipment, and buildings.
- Expand and incorporate information such as description, age, capacity and photographs from record drawings and field investigation into the GIS management system.
- Import and update the existing WWTP Master Plan report findings and system inventory spreadsheets into the GIS management system.
- Meet with the City staff to review current maintenance management history and system to determine the level of detail on equipment and ease of access.
- Review the current capital improvement program for the WWTP developed for the WWTP Master Plan and pump stations and develop an update to be used for asset management.
- Review of construction plans available to verify equipment, facility layout, identification methodology, age and condition of facilities.
- Review buildings and building support systems verify equipment, layout, identification methodology, age and condition.
- Review electrical switch gear, motor control centers, transformers for adequacy, maintenance history, reliability, and replacement.
- Inventory and evaluate fixed assets and incorporate information such as description, year installed, age, condition, capacity, depreciated value, replacement cost and photographs to develop a WWTP and Pump Station Inventory Document to incorporate into the GIS management system.
- Evaluate equipment that is in frequent need of repair or attention due to frequent breakdowns for reliability, and replacement.
- Review the function of each unit needing to be replaced and evaluate the need for that function or alternative equipment to serve the function.

Level of Service

Level of Service (LOS) sometimes called a "Business Risk Evaluation," is a measure of the amount and/or quality of the public infrastructure to be provided and meet the community's basic needs and expectations.

- Assist the City in developing a baseline for the existing LOS for its wastewater system based on minimum O&M activities and corrective action for critical failures in the system.



- Develop additional LOS criteria to represent increasing levels of annual spending requirements for O&M and capital/system renewal projects.
- Identify LOS components for inspection, preventative maintenance, corrective maintenance and system renewal of each asset group (such as manholes, pipes, lift stations, WWTP Equipment, etc.) and LOS level identified.
- Update local ordinances if necessary to comply with the LOS adopted by the City.
- Attend up to two public meetings to educate the public and gain input from staff and customers.

Criticality of Assets

Criticality of Assets is a measure of how important an asset is to the community or the system.

- Review assets for their importance to the operation and reliability of the WWTP and pump station equipment and facilities, and develop a condition rating structure.
- Rate the probability of failure of the asset on a scale of 1-5 (low to high) using criteria such as maintenance history, failure history, and remaining percentage of useful life (or years remaining).
- Review the WWTP and pump station assets for their importance to the community, and develop a criticality rating structure.
- Prioritize the improvements identified under the condition assessment based on a combination of their condition and their criticality.
- Compute the Business Risk factor of the asset by multiplying the failure rating by the criticality rating.

O M Strategies / Revenue Structure

- Assist the City in identifying improved O&M strategies.
- Work with the City's Financial Director and Utility Director to review and update the City's rate structure.

Long Term Funding / Capital Improvement Planning

- Prepare and submit to the City and MDEQ a comprehensive asset management plan which will include:
 - A needs assessment for each system.
 - An assessment of asset criticality and risk management.
 - A scheduled replacement program for assets.
 - A capital improvement plan with estimated project costs.
 - Assist the City Finance Director and Utility Director with the user rate calculation performed by the City to determine the appropriate amount of revenues needed to cover implementation of the AMP.

Additional Services to be provided Based on Available Funding to Enhance the AMP:

SAW Grant Application

- Prepare and submit a SAW grant application to the MDEQ.



Asset Management Plan

Asset Inventory and Condition Assessment

Wastewater Collection System

- Complete manhole inspections of up to 4,060 manholes, in accordance with the Manhole Assessment Certification Program (MACP) standards.
- Review existing television inspection tapes provided by the City on up to 500,000 lineal feet of sanitary sewer, in accordance with Pipeline Assessment Certification Program (PACP) standards, that was installed prior to 1993.
- Sub-Contract with a sewer televising contractor to inspect up to 340,000 feet of select sanitary sewers in accordance with the PACP.
- Identify the required improvements to the system for all manholes and sewers with a PACP/MACP rating of 3 or higher.
- Install up to 12 temporary flow meters for a period of six months to collect dry weather and wet weather flows to determine areas with capacity concerns.
- Develop a hydraulic model of the City's sanitary sewer system. Calibrate the model to dry and wet weather events using the metering program. Use the model to locate areas with capacity concerns.
- Integrate all of the information gathered for the asset management plan into the City's GIS.

Wastewater Treatment Plant

This task will include:

- Develop an interactive screen for the plant Supervisory Control and Data Acquisition (SCADA) showing the critical elements of the Jackson WWTP facilities to use in future system operation and maintenance tasks for asset management.
- Perform a traditional survey of the WWTP exterior and site to tie into the current plant GIS data base.
- Perform a three-dimensional high-definition survey of the interior of the Preliminary Treatment Building, Power House Building, and Biosolids Handling Building to locate equipment, piping, and building elements such as ventilation ductwork and electrical and instrumentation conduits.
- Use the information from the traditional survey and 3-D high-definition survey to develop a point cloud of the facilities that can provide general information of the system and tag important asset management tools such as O&M manuals, O&M records, replacement cost data and record drawings of the original installation.
- Update O&M manual to account for new equipment and treatment plant infrastructure assets to provide direction for maintaining these systems to maximize the useful life.
- Evaluate opportunities for process and support systems improvements to improve reliability, efficiency and effectiveness as part of the consideration for replacement.
- Incorporate the survey information into the City's GIS.

City _____ of _____ Jackson
County of _____ Jackson

Resolution Authorizing the SAW Grant Agreement

Minutes of the regular meeting of the _____ of the _____ City _____ of _____ Jackson
County of _____ Jackson, State of Michigan, (the "Municipality") held on
_____.

PRESENT: Members: _____

ABSENT: Members: _____

Member _____ offered and moved the adoption of the following resolution,
seconded by Member _____.

WHEREAS, Part 52 (strategic water quality initiatives) of the Natural Resources and
Environmental Protection Act, 1994 PA 451, as amended ("Part 52"), provides at MCL
324.5204e that the Michigan Finance Authority (the "MFA") in consultation with the Michigan
Department of Environmental Quality (the "DEQ") shall establish a strategic water quality
initiatives grant program; and

WHEREAS, in accordance with the provisions of 2012 PA 511, which provides grants to
municipalities for sewage collection and treatment systems or storm water or nonpoint source
pollution control; and

WHEREAS, in accordance with the provisions of 1985 PA 227, as amended, Part 52, and other
applicable provisions of law, the MFA, the DEQ, and the Municipality that is a grant recipient
shall enter into a grant agreement (the "SAW Grant Agreement") that requires the Municipality
to repay the grant under certain conditions as set forth in MCL 324.5204e, as amended; and

WHEREAS, the Municipality does hereby determine it necessary to (*select one or more*)
 establish an asset management plan, establish a stormwater management plan, establish
a plan for wastewater/stormwater, establish a design of wastewater/stormwater, pursue
innovative technology, or initiate construction activities (up to \$500,000 for disadvantaged
community).

WHEREAS, it is the determination of the Municipality that at this time, a grant in the aggregate
principal amount not to exceed _____ \$2,000,000 ("Grant") be requested from the MFA and
the DEQ to pay for the above-mentioned undertaking(s); and

THE FORM WILL NOT BE ACCEPTED IF IT HAS BEEN EDITED, ALTERED, RETYPED, OR CONVERTED TO ANY
OTHER FORMAT.

WHEREAS, the Municipality shall obtain this Grant by entering into the SAW Grant Agreement with the MFA and the DEQ.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Utility Director (*title of the designee's position*), a position currently held by Todd Knepper (*name of the designee*), is designated as the Authorized Representative for purposes of the SAW Grant Agreement.
2. The proposed form of the SAW Grant Agreement between the Municipality, the MFA and DEQ (attached Sample Grant Agreement) is hereby approved and the Authorized Representative is authorized and directed to execute the SAW Grant Agreement with such revisions as are permitted by law and agreed to by the Authorized Representative.
3. The Municipality shall repay the Grant, within 90 days of being informed to do so, with interest at a rate not to exceed 8 percent per year, to the Authority if the Municipality is unable to, or decides not to, proceed with constructing the project or implementing the asset management program for which the funding is provided within 3 years of the Grant award.
4. The Grant, if repayable, shall be a first budget obligation of the Municipality, and the Municipality is required, if necessary, to levy ad valorem taxes on all taxable property in the Municipality for the payment thereof, subject to applicable constitutional, statutory and Municipality tax rate limitations.
5. The Municipality shall not invest, reinvest or accumulate any moneys deemed to be Grant funds, nor shall it use Grant funds for the general local government administration activities or activities performed by municipal employees that are unrelated to the project.
6. The Authorized Representative is hereby jointly or severally authorized to take any actions necessary to comply with the requirements of the MFA and the DEQ in connection with the issuance of the Grant. The Authorized Representative is hereby jointly or severally authorized to execute and deliver such other contracts, certificates, documents, instruments, applications and other papers as may be required by the MFA or the DEQ or as may be otherwise necessary to effect the approval and delivery of the Grant.
7. The Municipality acknowledges that the SAW Grant Agreement is a contract between the Municipality, the MFA and the DEQ.
8. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

YEAS: Members:

NAYS: Members:

THE FORM WILL NOT BE ACCEPTED IF IT HAS BEEN EDITED, ALTERED, RETYPED, OR CONVERTED TO ANY OTHER FORMAT.

RESOLUTION DECLARED ADOPTED

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the _____ of the _____ City _____ of _____ Jackson _____, County of _____ Jackson _____, said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Name
_____ City _____ of _____ Jackson _____, Clerk
_____ City _____ of _____ Jackson _____ County of _____ Jackson _____



Michigan Finance Authority

Stormwater, Asset Management, and Wastewater (SAW) GRANT AGREEMENT

This Grant Agreement ("Agreement") is made as of _____ 20____, among the Michigan Department of Environmental Quality, Office of Drinking Water and Municipal Assistance (the "DEQ"), the Michigan Finance Authority (the "Authority") (the DEQ and the Authority are, collectively, the "State") and the _____, County of _____ ("Grantee") in consideration for providing grant assistance to the Grantee.

The purpose of this Agreement is to provide funding for the project named below. The State is authorized to provide grant assistance pursuant to the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. Legislative appropriation of funds for grant disclosure is set forth in 2013 Public Act 59.

The Grantee shall be required to repay the grant made under this Agreement (the "Grant"), within 90 days of being informed by the State to do so, under certain conditions, as set forth in Section XVIII. Program Specific Requirements: SAW Grant.

Award of a Grant under this Agreement and completion of the activities identified in Exhibit A does not guarantee loan assistance from the State Revolving Fund, Strategic Water Quality Initiatives Fund, or Stormwater, Asset Management or Wastewater.

GRANTEE INFORMATION:

Name/Title of Authorized Representative

Address

Address

Telephone number

E-mail address

GRANT INFORMATION:

Project Name: _____
Project #: _____
Amount of Grant: \$ _____
Amount of Match \$ _____
Project Total \$ _____ (grant plus match)
Start Date: _____ End Date: _____

DEQ REPRESENTATIVE:

Name/Title

Address

Address

Telephone number

E-mail address

AUTHORITY REPRESENTATIVE:

Name/Title

Address

Address

Telephone number

E-mail address

THE FORM WILL NOT BE ACCEPTED IF IT HAS BEEN EDITED, ALTERED, RETYPED, OR CONVERTED TO ANY OTHER FORMAT.

The individuals signing below certify by their signatures that they are authorized to sign this Grant Agreement on behalf of their respective parties, and that the parties will fulfill the terms of this Agreement, including the attached Exhibit A, and use this Grant only as set forth in this Agreement.

GRANTEE

Signature of Grantee

Date

Name and title (typed or printed)

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY

Its Authorized Officer

Date

MICHIGAN FINANCE AUTHORITY

Its Authorized Officer

Date

I. PROJECT SCOPE

This Agreement shall be in addition to any other contractual undertaking by the Grantee contained in the Resolution authorizing the Grant (the "Resolution").

This Agreement, including its exhibit(s), constitutes the entire agreement between the DEQ, the Authority, and the Grantee.

(A) The scope of this Grant is limited to the activities specified in Exhibit A (the "Project"), and such activities as are authorized by the State under this Agreement. Any change in project scope requires prior written approval in accordance with Section III, Changes, in this Agreement.

(B) By acceptance of this Agreement, the Grantee commits to complete the Project identified in Exhibit A within the time period allowed for in this Agreement and in accordance with the terms and conditions of this Agreement.

II. AGREEMENT PERIOD

This Agreement shall take effect on the date that it has been signed by all parties (the "Effective Date"). The Grantee shall complete the Project in accordance with all the terms and conditions specified in this Agreement no later than the End Date shown on page one. **Only costs incurred on or after January 2, 2013 and between the Start Date and the End Date shall be eligible for payment under this Grant.**

THE FORM WILL NOT BE ACCEPTED IF IT HAS BEEN EDITED, ALTERED, RETYPED, OR CONVERTED TO ANY OTHER FORMAT.

III. CHANGES

Any decreases in the amount of the Grantee's compensation, significant changes to the Project, or extension of the End Date, shall be requested by the Grantee in writing, and approved in writing by the State in advance. The State reserves the right to deny requests for changes to the Agreement including its Exhibit A. No changes can be implemented without approval by the State.

IV. GRANTEE PAYMENTS AND REPORTING REQUIREMENTS

The Grantee shall meet the reporting requirements specified in Section XVIII of this Agreement.

V. GRANTEE RESPONSIBILITIES

- (A) The Grantee agrees to abide by all local, state, and federal laws, rules, ordinances and regulations in the performance of this Grant.
- (B) All local, state, and federal permits, if required, are the responsibility of the Grantee. Award of this Grant is not a guarantee of permit approval by the state.
- (C) The Grantee shall be solely responsible to pay all taxes, if any, that arise from the Grantee's receipt of this Grant.
- (D) The Grantee is responsible for the professional quality, technical accuracy, timely completion, and coordination of all designs, drawings, specifications, reports, and other services furnished by its subcontractors under this Agreement. The State will consider the Grantee to be the sole point of contact concerning contractual matters, including payment resulting from this Grant. The Grantee or its subcontractor shall, without additional grant award, correct or revise any errors, omissions, or other deficiencies in designs, drawings, specifications, reports, or other services.
- (E) The DEQ's approval of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve the Grantee of responsibility for the technical adequacy of the work. The DEQ's review, approval, acceptance, or payment for any of the services shall not be construed as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.
- (F) The Grantee acknowledges that it is a crime to knowingly and willfully file false information with the State for the purpose of obtaining this Agreement or any payment under the Agreement, and that any such filing may subject the Grantee, its agents, and/or employees to criminal and civil prosecution and/or termination of the Grant.

VI. ASSIGNABILITY

The Grantee shall not assign this Agreement or assign or delegate any of its duties or obligations under this Agreement to any other party without the prior written consent of the State. The State does not assume responsibility regarding the contractual relationships between the Grantee and any subcontractor.

VII. NON-DISCRIMINATION

The Grantee shall comply with the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 *et seq*, and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position. The Grantee agrees to include in every subcontract entered into for the performance of this Agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Agreement.

VIII. UNFAIR LABOR PRACTICES

The Grantee shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 *et seq*.

IX. LIABILITY

(A) The Grantee, not the State, is responsible for all liabilities as a result of claims, judgments, or costs arising out of activities to be carried out by the Grantee under this Agreement, if the liability is caused by the Grantee, any subcontractor, or anyone employed by the Grantee.

(B) All liability as a result of claims, demands, costs, or judgments arising out of activities to be carried out by the State in the performance of this Agreement is the responsibility of the State and not the responsibility of the Grantee if the liability is materially caused by any State employee or agent.

(C) In the event that liability arises as a result of activities conducted jointly by the Grantee and the State in fulfillment of their responsibilities under this Agreement, such liability is held by the Grantee and the State in relation to each party's responsibilities under these joint activities.

(D) Nothing in this Agreement should be construed as a waiver of any governmental immunity by the Grantee, the State, its agencies, or their employees as provided by statute or court decisions.

X. CONFLICT OF INTEREST

No government employee or member of the legislative, judicial, or executive branches or member of the Grantee's governing body, its employees, partner, agencies or their families shall have benefit financially from any part of this Agreement.

XI. AUDIT AND ACCESS TO RECORDS

See Section XVIII (C).

XII. INSURANCE

(A) The Grantee shall maintain insurance or self insurance that will protect it from claims that may arise from the Grantee's actions under this Agreement or from the actions of others for whom the Grantee may be held liable.

THE FORM WILL NOT BE ACCEPTED IF IT HAS BEEN EDITED, ALTERED, RETYPED, OR CONVERTED TO ANY OTHER FORMAT.

- (B) The Grantee must comply with applicant workers' compensation laws while engaging in activities authorized under this Agreement.

XIII. OTHER SOURCES OF FUNDING

The Grantee guarantees that any claims for reimbursement made to the State under this Agreement shall not be financed by any source other than the State under the terms of this Agreement. If funding is received through any other source, the Grantee agrees to delete from Grantee's billings or to immediately refund to the State, the total amount representing such duplication of funding.

XIV. COMPENSATION

- (A) A breakdown of Project costs covered under this Agreement is identified in Exhibit A. The State will pay the Grantee a total amount not to exceed the amount on page one of this Agreement, in accordance with Exhibit A, and only for expenses incurred. All other costs over and above the Grant amount, necessary to complete the Project, are the sole responsibility of the Grantee.
- (B) The Grantee is committed to the match amount on page one of this Agreement, in accordance with Exhibit A. The Grantee shall expend all local match committed to the Project by the End Date of this Agreement.
- (C) The State will approve payment requests after approval of reports and related documentation as required under this Agreement.
- (D) The State reserves the right to request additional information necessary to substantiate payment requests.

XV. CLOSEOUT

- (A) A determination of Project completion shall be made by the DEQ after the Grantee has met any match obligations and satisfactorily completed the activities and provided products and deliverables described in Exhibit A.
- (B) Upon issuance of final payment from the State, the Grantee releases the State of all claims against the State arising under this Agreement. Unless otherwise provided in this Agreement or by State law, final payment under this Agreement shall not constitute a waiver of the State's claims against the Grantee.
- (C) The Grantee shall immediately refund to the State any payments or funds in excess of the costs allowed by this Agreement.

XVI. CANCELLATION

This Agreement may be canceled by the State, upon 30 days written notice, due to Executive Order, budgetary reduction, or other lack of funding upon request by Grantee or upon mutual agreement by the State and Grantee. The State reserves the right to provide just and equitable compensation to the Grantee for all satisfactory work completed under this Agreement.

XVII. TERMINATION

(A) This Agreement may also be terminated by the State for any of the following reasons upon 30 days written notice to the Grantee:

(1) If the Grantee fails to comply with the terms and conditions of the Agreement or with the requirements of the authorizing legislation cited on page 1 or the rules promulgated thereunder, or with other applicable law or rules.

(2) If the Grantee knowingly and willfully presents false information to the State for the purpose of obtaining this Agreement or any payment under this Agreement.

(3) If the State finds that the Grantee, or any of the Grantee's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the State in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.

(4) During the 30-day written notice period, the State shall also withhold payment for any findings under subparagraphs 1 through 3, above.

(5) If the Grantee or any subcontractor, manufacturer, or supplier of the Grantee appears in the register of persons engaging in unfair labor practices that is compiled by the Michigan Department of Licensing and Regulatory Affairs or its successor.

(B) The State may immediately terminate this Agreement without further liability if the Grantee, or any agent of the Grantee, or any agent of any subagreement, is:

(1) Convicted of a criminal offense incident to the application for or performance of a state, public, or private contract or subcontract;

(2) Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees;

(3) Convicted under state or federal antitrust statutes;

(4) Convicted of any other criminal offense which, in the sole discretion of the State, reflects on the Grantee's business integrity; or

(C) If a grant is terminated, the State reserves the right to require the Grantee to repay all or a portion of funds received under this Agreement.

XVIII. PROGRAM-SPECIFIC REQUIREMENTS: SAW REPAYABLE GRANT

(A) General Representations. The Grantee represents and warrants to, and agrees with, the Authority and DEQ, as of the date hereof as follows:

(1) Grant funds shall be expended only to cover costs for the development of an Asset Management Plan, Stormwater Management Plan, innovative wastewater or stormwater technology, construction costs for disadvantaged communities, or for planning, design and user charge development.

THE FORM WILL NOT BE ACCEPTED IF IT HAS BEEN EDITED, ALTERED, RETYPED, OR CONVERTED TO ANY OTHER FORMAT.

(2) Grant funds used for administrative activities or activities performed by municipal employees shall be limited to work that is directly related to the Project and is conducted by employees of the Grantee.

(3) The Grantee has full legal right, power and authority to execute this Agreement, and to consummate all transactions contemplated by this Agreement, the Resolution, and any and all other agreements relating thereto. The Grantee has duly authorized and approved the execution and delivery of this Agreement, the performance by the Grantee of its obligations contained in this Agreement, and this Agreement is a valid, legally binding action of the Grantee, enforceable in accordance with the terms thereof except as enforceability may be limited by bankruptcy, insolvency, reorganization, moratorium and other similar laws affecting the rights of creditors generally, and by principles of equity if equitable remedies are sought.

(4) The Resolution has been duly adopted by the Grantee, acting through its executive(s) or governing body, is in full force and effect as of the date hereof, and is a valid, legally binding action of the Grantee, enforceable in accordance with the terms thereof except as enforceability may be limited by bankruptcy, insolvency, reorganization, moratorium and other similar laws affecting the rights of creditors generally, and by principles of equity if equitable remedies are sought.

(5) The execution and delivery of this Agreement by the Grantee, and the fulfillment of the terms and conditions of, and the carrying out of the transactions contemplated by the Resolution and this Agreement do not and will not conflict with or constitute on the part of the Grantee a breach of, or a default under any existing law (including, without limitation, the Michigan Constitution), any court or administrative regulation, decree or order or any agreement, indenture, mortgage, obligation, lease or other instrument to which the Grantee is subject or by which it is bound and which breach or default would materially affect the validity or binding effect of the Grant, or result in a default or lien on any assets of the Grantee. No event has occurred or is continuing which with the lapse of time or the giving of notice, or both, would constitute a default by the Grantee under the Resolution or this Agreement.

(6) No consent or approval of, or registration or declaration with, or permit from, any federal, state or other governmental body or instrumentality, is or was required in connection with enactment by the Grantee of the Resolution, or execution and delivery by the Grantee of this Agreement which has not already been obtained, nor is any further election or referendum of voters required in connection therewith which has not already been held and certified and all applicable referendum periods have expired.

(7) Proceeds of the Grant will be applied (i) to the financing of the Project or a portion thereof as set forth in the Resolution and Exhibit A or (ii) to reimburse the Grantee for a portion of the cost of the Project. The Grantee will expend the proceeds of each disbursement of the Grant for the governmental purpose for which the Grant was issued.

(8) The attached Exhibit A contains a summary of the estimated cost of the Project, which the Grantee certifies is a reasonable and accurate estimate.

(9) The Grantee reasonably expects (i) to fulfill all conditions set forth in this Agreement to receive and to keep the Grant, and (ii) that no event will occur as set forth in this Agreement which will require the Grantee to repay the Grant.

(B) Repayment of Grant. The Grantee shall repay the Grant, within 90 days of being informed to do so, with interest calculated from the date Grant funds are first drawn at a rate not to exceed 8% per year, to be determined by the Authority, to the Authority for deposit into the SWQIF.

“(a) A grant recipient (shall) proceed with a project for which grant funding is provided within 3 years after the department approves the grant (executed grant agreement). For asset management programs related to sewage collection and treatment systems, this includes significant progress, as determined by the department, toward achieving the funding structure necessary to implement the program.

(b) The grant recipient (shall) repay the grant, within 90 days of being informed to do so, with interest at a rate not to exceed 8 percent per year, to the Authority for deposit into the fund if the applicant is unable to, or decides not to, proceed with a construction project or begin implementation of an asset management program for which grant funding is provided.”

SAW grant recipients for wastewater system asset management plans are required to make significant progress on the funding structure. Significant progress is defined as a 5-year plan to eliminate the gap with a minimum initial rate increase to close at least 10 percent of the funding gap. The first rate increase must be implemented within three years of the executed grant. The applicant will need to certify that all grant activities have been completed at the end of three years. Asset management plans for stormwater systems are to be implemented. Stormwater management grant recipients must develop a stormwater management plan. Innovative project grant recipients must proceed with full implementation or certify that the project is not financially or technically feasible.

(C) Covenants and Certifications.

(1) The Grantee has the legal, managerial, institutional, and financial capability to plan, design, and build the Project, or cause the Project to be built, and cause all facilities eventually constructed to be adequately operated.

(2) The Grantee certifies that no undisclosed fact or event, or pending litigation, will materially or adversely affect the Project, the prospects for its completion, or the Grantee's ability to make timely repayments of the grant if any of the two (2) conditions identified under Section XVIII(B) occur.

(3) The Grantee agrees to provide the minimum appropriate local match for grant-eligible costs and disburse match funds to service providers concurrent with grant disbursements.

(4) The Grantee agrees to maintain complete books and records relating to the grant and financial affairs of the Project in accordance with generally accepted accounting principles ("GAAP") and generally accepted government auditing standards ("GAGAS").

(5) The Grantee agrees that all municipal contracts related to the Project will provide that the contractor and any subcontractor may be subject to a financial audit and must comply with GAAP and GAGAS.

(6) The Grantee agrees to provide any necessary written authorizations to the DEQ and the Authority for the purpose of examining, reviewing, or auditing the financial records of the Project. The applicant also agrees to require similar authorizations from all contractors, consultants, property owners or agents with which the applicant negotiates an agreement.

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(7) The Grantee agrees that all pertinent records shall be retained and available to the DEQ and the Authority for a minimum of three years after satisfactory completion of the Project and final payment. If litigation, a claim, an appeal, or an audit is begun before the end of the three-year period, records shall be retained and available until the three years have passed or until the action is completed and resolved, whichever is longer.

(8) The Grantee agrees to ensure that planning and design activities of the Project are conducted in compliance with the requirements of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, its Administrative Rules; and all applicable state and federal laws, executive orders, regulations, policies, and procedures.

(9) The Grantee agrees that the Project shall proceed in a timely fashion and will exercise its best efforts to satisfy the program requirements as identified under Section XVIII(B) within three years of award of the SAW Grant from the Strategic Water Quality Initiatives Fund in accordance with Section 5204(e) of the Natural Resources and Environmental Protection Act 1994, PA 451, as amended.

(10) The Grantee acknowledges that acceptance of a wastewater asset management grant will subsequently affect future NPDES permits to include asset management language as applicable.

(D) Grantee Reimbursements and Deliverables

The Grantee may request grant disbursements no more frequently than monthly, using the Disbursement Request Form provided by the DEQ. Upon receipt of a disbursement request, the DEQ will notify the Authority, which will in turn disburse grant funds equal to 75 percent, 90 percent, or 100 percent of eligible costs, whichever percentage is applicable, that have been adequately documented. The forms provided by the State will include instructions on their use and shall be submitted to the DEQ representative at the address on page 1. All required supporting documentation (invoices) for expenses must be included with the disbursement request form. The Grantee is responsible for the final submittal of all documents prepared under this Grant and included in the Project Scope identified in Exhibit A.

(E) Miscellaneous Provisions.

(1) Applicable Law and Nonassignability. This Agreement shall be governed by the laws of the State of Michigan.

(2) Severability. If any clause, provision or section of this Agreement be ruled invalid or unenforceable by any court of competent jurisdiction, the invalidity or unenforceability of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections.

(3) Execution of Counterparts. This Agreement may be executed in several counterparts each of which shall be regarded as an original and all of which shall constitute one and the same document.

XIX. USE OF MATERIAL

Unless otherwise specified in this Agreement, the Grantee may release information or material developed under this Agreement, provided it is acknowledged that the DEQ funded all or a portion of its development.

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XX. SUBCONTRACTS

The State reserves the right to deny the use of any consultant, contractor, associate or other personnel to perform any portion of the project. The Grantee is solely responsible for all contractual activities performed under this Agreement. Further, the State will consider the Grantee to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated Grant. All subcontractors used by the Grantee in performing the project shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required.

XXI. ANTI-LOBBYING

If all or a portion of this Agreement is funded with state funds, then the Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan's lobbying statute, MCL 4.415(2). "Lobbying" means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action." The Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of litigation against the State. Further, the Grantee shall require that language of this assurance be included in the award documents of all subawards at all tiers.

XXII. IRAN SANCTIONS ACT

By signing this Agreement, the Grantee is certifying that it is not an Iran linked business, and that its contractors are not Iran linked businesses as outlined in Michigan Compiled Law 129.312

XXIII. DEBARMENT AND SUSPENSION

By signing this Agreement, the Grantee certifies to the best of its knowledge and belief that it, its agents, and its subcontractors:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the state.
- (2) Have not within a 3-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction as defined in 45 CFR 1185; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- (3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in subsection (2).
- (4) Have not within a 3-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
- (5) Will comply with all applicable requirements of all other state or federal laws, executive orders, regulations, and policies governing this program.

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Project No. _____

SAW Grant Program

Exhibit A

Grantee: _____

Project Name: _____

DEQ Approved Grant Amount: \$ _____ ; _____
_____ Dollars

Time Period for Eligible Costs: Start Date _____ (month/year)

End Date _____ (month/year)

Description of Approved Project Scope:

DEQ Approved Project Costs	
1. Project Planning Costs	
2. Design Engineering Costs	
3. User Charge Development Costs	
4. Wastewater Asset Management Plan Costs	
5. Stormwater Asset Management Plan Costs	
6. Stormwater Management Plan Costs	
7. Innovative Wastewater and Stormwater Technology Costs	
8. Disadvantaged Community Construction Cost	
9. Cost Subtotal	
10. LESS Local Match	
11. Requested SAW Grant Amount (Line 9 minus Line 10)	

The following services have been determined to be ineligible for SAW Grant assistance, for the reasons listed, and have been excluded from the approved project costs shown above:

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PART I

Section A. Limitations and Monitoring Requirements

6. Monthly Operating Reports

Part 41 of Act 451 of 1994 as amended, specifically Section 324.4106 and associated Rule 299.2953, requires that the permittee file with the Department, on forms prescribed by the Department, reports showing the effectiveness of the treatment facility operation and the quantity and quality of liquid wastes discharged into waters of the state.

Since this permit includes modifications to the monitoring requirements in the previously-issued permit, the previously approved treatment facility monitoring program shall be revised. Within thirty (30) days of the effective date of this permit, the permittee shall submit to the Department a revised treatment facility monitoring program to meet this requirement. Upon approval by the Department the permittee shall implement the revised treatment facility monitoring program. The reporting forms and guidance are available on the DEQ web site at http://www.michigan.gov/deq/0,1607,7-135-3313_44117--,00.html. The permittee may use alternative operating forms if they are consistent with the approved monitoring program. These forms shall be maintained on site and shall be provided to the Department for review upon request. These treatment facility monitoring records shall be maintained for a minimum of three years.

7. Operation, Maintenance & Replacement/Asset Management

The permittee shall at all times properly operate and maintain all facilities (i.e. sewer system, treatment works, as defined in Part 41 of Act 451, 1994 as amended, and control systems) which are installed or used by the permittee to operate the treatment works and sewer system and achieve and maintain compliance with the conditions of this permit (also see Part II.D.3 of this permit). The requirements of an asset management program listed below contain goals of effective performance, adequate funding, and adequate operator staffing and training. Asset management is a planning process that ensures gaining optimum value for each asset and providing the financial resources to rehabilitate and replace them when necessary; and typically includes five core elements which identify: the current state of the asset, the desired level of service (e.g., per the permit, or for the customer), the most critical asset(s) to sustain performance, the best life cycle cost, and the long term funding strategy to sustain service and performance.

a. The permittee shall prepare and implement an approvable Asset Management Program which addresses the following Operation, Maintenance and Replacement (OM&R)/Asset Management program requirements, 1) – 4). The permittee can choose to include the Operation and Maintenance Manual required under Part II.C.14 of this permit as part of this program. The permittee shall submit a copy of its Asset Management Plan to the Department for review and approval by July 1, 2014. The Asset Management Plan shall contain a schedule for the development and implementation of the OM&R/Asset Management program requirements, 1) – 4). The program shall be implemented upon approval.

1) *Maintenance Staff.* The permittee shall provide an adequate staff to carry out the operation, maintenance, repair, and testing functions required to ensure compliance with the terms and conditions of this permit. The level of staffing needed shall be determined taking into account the work involved in operating the sewer system and treatment works, planning for and conducting maintenance, and complying with this permit.

2) *Collection System Map.* The permittee shall complete a map of the sewer collection system it owns and operates. The map shall be of sufficient detail and at a scale to allow easy interpretation. The collection system information shown on the map shall be based on current conditions and shall be kept up to date and available for review by the Department. **Please note: Items below referencing combined sewer systems are not applicable to separate sewer systems.** Such map(s) shall include, but not be limited to the following:

- a) All sanitary sewer lines and related manholes;
- b) All combined sewer lines, related manholes, catch basins and CSO regulators;

PART I**Section A. Limitations and Monitoring Requirements**

- c) All known or suspected connections between the sanitary sewer or combined sewer and storm drain systems;
 - d) All outfalls, including the treatment plant outfall(s), combined sewer treatment facility outfalls (RTBs), untreated CSOs, and any known SSOs;
 - e) All pump stations and force mains;
 - f) The wastewater treatment facility(ies), including all treatment process;
 - g) All surface waters (labeled);
 - h) Other major appurtenances such as inverted siphons and air release valves;
 - i) A numbering system which uniquely identifies manholes, catch basins, overflow points, regulators and outfalls;
 - j) The scale and a north arrow; and
 - k) The pipe diameter, date of installation, type of material, distance between manholes, and the direction of flow.
 - l) The manhole interior material, GPS coordinates (optional), rim elevation, and invert elevations.
- 3) *Inventory and assessment of fixed assets.* The permittee shall complete an inventory and assessment of operations-related fixed assets. Fixed assets are assets that are normally stationary, for example pumps, blowers, and buildings. The inventory and assessment shall be based on current conditions and shall be kept up-to-date and available for review by the Department. The inventory shall include the following information, a-f:
- a) Brief description of the asset, its required capacity (e.g. pump: 120 gpm), level of redundancy for the asset, and tag number if applicable;
 - b) Location of the asset;
 - c) Year the asset was installed;
 - d) Present condition of the asset (e.g. excellent, good, fair, poor);
 - e) Depreciated value of the asset in dollars for year specified in accordance with approved schedules;
 - f) Current asset (replacement) cost in dollars for year specified in accordance with approved schedules;
 - g) The assessment shall consist of a "Business Risk Evaluation" that combines the probability of failure of the asset and criticality of the asset, as follows in (1)-(3):
 - (1) Rate the probability of failure of the asset on a scale of 1-5 (low to high) using criteria such as maintenance history, failure history, and remaining percentage of useful life (or years remaining).
 - (2) Rate the criticality of the asset on a scale of 1-5 (low to high) based on the consequence of failure versus the desired level of service for the facility, and
 - (3) Compute the Business Risk factor of the asset by multiplying the failure rating from 1) by the criticality rating from 2).

PART I**Section A. Limitations and Monitoring Requirements**

- 4) *OM&R Budget and Rate Sufficiency for the Sewer System and Treatment Works.* The permittee shall complete an assessment of its user rates and replacement fund, including the following:
 - a) Beginning and end dates of fiscal year;
 - b) Name of the department, committee, board, or other organization that sets rates for the operation of the sewer system and treatment works;
 - c) Amount in the permittee's replacement fund in dollars for year specified in accordance with approved schedules;
 - d) Replacement fund of all assets with a useful life of 20 years or less;
 - e) Expenditures for maintenance, corrective action and capital improvement taken during the fiscal year;
 - f) OM&R budget for the fiscal year; and
 - g) Rate calculation demonstrating sufficient revenues to cover OM&R expenses, or alternately, an implementation schedule for rate adjustments to ensure sufficient revenues to cover OM&R expenses. Schedule shall not extend past the expiration date of the current permit.
- b. The permittee shall submit an Annual Report that summarizes Operation, Maintenance & Replacement/Asset Management activities during the previous year and upcoming year. The report shall be submitted to the Department annually by July 30 of each year. The Annual Report shall include:
 - 1) A description of the staffing levels maintained during the year;
 - 2) A description of inspections and maintenance activities conducted and corrective actions taken during the previous year;
 - 3) Expenditures for collection system maintenance activities, treatment works maintenance activities, corrective actions, and capital improvement during the previous year;
 - 4) A summary of asset/areas identified for inspection/action (including capital improvement) in the upcoming year based on core elements (and the Business Risk factors); the current state of the asset; the desired level of service, the most critical asset(s) to sustain performance; and the best life cycle cost;
 - 5) A maintenance budget and capital improvement budget for the upcoming year taking into account implementation of an effective asset management program meeting the core elements;
 - 6) An updated asset inventory based off of the original submission; and
 - 7) An updated OM&R report with updated rate schedule.

Section B. Schedule of Compliance**1. Schedule of Compliance Not Required**

This section (Section B: Schedule of Compliance) is not needed for this permit.



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 November 26, 2013

TO: Honorable Mayor and City Councilmembers

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

SUBJECT: Recommendation of Award of Sanitary Sewer North Extension Route Study

RECOMMENDATION: Approval of the award for the Sanitary Sewer North Extension Route Study to Hubbell, Roth & Clark, Inc., of Bloomfield Hills, Michigan, for \$32,271.24, and authorization for the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

On October 30, 2013, qualification documents and proposals were received from five engineering consultants by the Purchasing Department for the Sanitary Sewer North Extension Route Study. Unlike bid solicitations, Requests for Qualifications and Proposals (RFQP) are requested for professional services and are designed to allow the respondents to demonstrate their understanding of the project needs and their qualifications to perform the work. A point system is used to evaluate proposals and select the most qualified firms that considers experience, method of approach, time and effort, understanding of the project and accessibility. Cost proposals are opened and evaluated only for the most qualified firms, preventing potential Freedom of Information Act exposure to cost information by unsuccessful respondents.

The North Extension Sanitary Sewer is a 60-inch concrete pipe that was constructed in 1934 to carry sewage generated in the City to the Waste Water Treatment Plant. As this pipe has had a long service life and is the sole conduit for sewage between the City and the plant, the installation of a redundant sewer along an alternate route has been in the preliminary planning stage for several years. A redundant connection between the City and plant will provide back-up protection in the event of a pipe failure. It will also allow for the evaluation and, if needed, rehabilitation of the existing pipe. As the sole connection to the plant, the existing 78 year old pipe must remain in continuous service making evaluation and rehabilitation nearly impossible at this time.

In 2016, MDOT plans to rebuild the Cooper Street interchange on I-94. In 2017, MDOT plans to rebuild and widen the I-94 bridge over the Grand River and adjacent railroad. This bridge also spans over the 1934 North Extension Sanitary Sewer. The existing bridge was constructed in 1950 and resulted in an embankment of approximately 25 feet being placed over the North Extension Sanitary Sewer. When the bridge is replaced, it is anticipated that changes to the bridge's alignment and width will result in additional embankment. Therefore, it will be more cost effective to install the redundant sewer prior to the bridge replacement project than after.

Qualifications and proposals for the Sanitary Sewer North Extension Study were reviewed by a team consisting of Jon Dowling, City Engineer, and Troy White, Senior Civil Engineer. The following is a listing of firms submitting proposals and their rating as ranked by the review team:

Design Firm	Total Rating	Cost	Staff Hours
Hubbell, Roth & Clark, Inc, Bloomfield Hills MI	940	\$32,271.24	240 hours
Tetra Tech, Ann Arbor, MI	800	\$18,679.00	129 hours
C2AE, Lansing, MI	705		578 hours
ENG., Lansing, MI	680		160 hours
Jones Henry, Kalamazoo, MI	580		160 hours

On past proposals for streets and bridges, the amount of staff hours are typically fairly close. On this project to study the locations for routes for the North Extension Sewer, the amount of hours varied greatly and are listed in the table above. We felt the number of hours allotted by Hubbell, Roth & Clark are reasonable to perform the tasks outlined in their proposal. We feel the number of hours allotted by Tetra Tech are insufficient to address the needs of this project in terms of the highway crossing, the railroad crossing, wetlands and associated DEQ permits and unstable soils. The difference in the proposed level of effort in terms of time between the two firms is reflected in their cost proposals.

Cost proposals were opened and reviewed for the two highest ranking firms. Based upon the qualification ranking and completeness of their cost proposal, and in concurrence with the Purchasing Agent, Engineering recommends that the contract for design and construction engineering for the Sanitary Sewer North Extension Study be awarded to Hubbell, Roth & Clark, Inc., of Bloomfield Hills, MI, at their not-to-exceed cost of \$32,271.24. Funding for this study is available in the Sanitary Sewer Replacement Fund for this fiscal year. We also request that the Mayor and City Clerk be authorized to sign the contract documents.

JHD:sms

c Andrew J. Wrozek, Jr., City Treasurer/Clerk
Philip J. Hones, Purchasing Agent
Troy R. White, Senior Civil Engineer

Lucinda Schultz, Accounting Manager
Shelly Allard, Purchasing Coordinator

Demolition Survey's

Community Perception of the Demolition Project

11/18/2013

Officer Shane LaPorte

Jackson City Police Department

Synopsis

The City of Jackson is facing a serious problem due to vacant, dilapidated and unsafe properties, thus becoming a challenging issue that coincides with the nuisances that these properties attract. These structures have brought a variety of issues that have led to a destabilization of neighborhoods, increased crime and a reduction of property values. This issue of blight cannot be ignored; hence City Departments have initiated projects to correct the damaging effects that nuisances and blight have had on the overall quality of life for City residents. There are individuals and special interest groups that have expressed opposition toward the progressive approach that the City has taken against blight. These people attempted to squash the progress of the blight enforcement through media outlets and appearances at City Council meetings. Due to the negative views by a select base regarding the demolition project, it was decided that a survey should be conducted to determine how the people who live near the torn down structures view removal of the properties. After the initial wave of demolitions was completed, a random survey of residents was conducted by Officer Shane LaPorte. The results of the survey revealed that an overwhelming percentage of people were in favor of the structures being removed.

Demolition Survey Form

The survey form was created by the Department of Neighborhood Economic Operations; it was comprised of five questions that were geared toward soliciting resident's perceptions of their neighborhood. To include the issues of blight, safety, criminal activity and property values. (See attachment 1).

Survey Process

I was provided with a list of recently demolished houses from NEO. Using the list, I then proceeded to carry out the survey process. I randomly selected areas throughout the City to conduct the surveys. The random selection was done to ensure a broad base of respondents in the City neighborhoods. I contacted property owners next to and across from the demolished properties. I explained to the respondents that a survey was being conducted to gain their input about the demolished property and its effects on blight, safety, criminal activity and property values. I also documented the length of time the respondent has lived at the residence. I remained neutral during conversation with respondents so that I would not influence their opinions. Additionally, I documented the respondent's comments when the person elaborated on the survey question being asked. Each respondent provide their name and address on the survey form to validate their participation.

Survey Results

A total of 56 residents participated in the survey process. Out of the 56 people surveyed, 48 were property owners, 7 people rent along with 1 business owner. The 48 property owners on average have lived in their house for 18.6 years. Those renting have lived in their house on average of 2.4 years. Below are the results in percentages of how the respondents answered each survey question:

Do you feel the demolitions will have a positive impact on blight in your neighborhood?

Owners; 99.06 % Yes 0% No 0.94% Don't Know

Renters; 80% Yes 0% No 20% Don't Know

Do you feel the demolitions will have a positive impact on safety in your neighborhood?

Owners; 97.65% Yes 0.94% No 1.41% Don't Know

Renters; 100% Yes 0% No 0% Don't Know

Do you feel the demolition has or will reduce criminal activity in your neighborhood?

Owners; 95.36% Yes 0.94% No 3.7% Don't Know

Renters; 100% Yes 0% No 0% Don't Know

Do you feel the demolitions will have a positive impact to property values in your neighborhood?

Owners; 95.85% Yes 0.94% No 3.21% Don't Know

Renters; 100 % Yes 0% No 0% Don't Know

Survey Comments

The comments listed below are quotes from the respondents who participated in the survey.

Do you feel the demolitions will have a positive impact on blight in your neighborhood?

“I like the breeze that comes through my house now”

“We just love it, we have planted flowers there now, we can see out both sides of the house now. The negative comments are from people who did not have a trashy house on both sides of them. I would like to see more torn down”

“Rats were in the vacant house. Who wants to live in a junky neighborhood?”

“Now we are redoing our house”

“It has made me want to fix up my house; people are taking more pride in neighborhood now. I see less slum lords”

“Some of these should have been torn down years ago”

“Drive around town and look! I wonder why some are still standing”

“Clearly more housing than people, makes sense to clear some out, need to be selective on what we tear down, don't want to lose architectural structure, people claiming should save house but who is going to pay for it? Then who lives there if City pays?”

“The house was only 8ft away; I almost hit it every time I backed out. My kids love it gone, they play there now”

“Would like them tore down soon as possible”

“Read in the paper about City tearing down people houses that were bought at auction”

“Condition they are in, no one took care of them; it provided a place for people to hang out that should not be”

“I was influenced to improve my property because my house was junky and they tore down the others, I don’t want mine to look like those that were torn down, I want my house to look good now”

“When driving down the street it is nice to see good houses”

“If not we will be like Detroit. Hope we keep on doing it”

“If want children to come up good, need to get the negative out of here”

“If cannot fix should tear down more, it was just a junky house”

“No calls to the police at 620 Gilbert in over a year. No trouble next door all hours of the night”

“Tear down if house is bad. This is a good thing for the City”

“Yes others are saying the same thing”

“Absolutely”

“Looks a lot better one on corner and across the street were an eye sore”

“It was a mess before. Squatters were living in the house. Tear down more”

“Houses were to close together. Rats were in there”

“Pleased with it being torn down, the place was falling apart; it was a big house on small lot”

“It is quieter now”

“It will improve how it looks”

“I hated living across from someone who did not care for their property”

“Demolish more”

“Tickled to death it is torn down”

“Should give houses to people, City pay to fix it up”

“Rental property is an issue a catalyst to influx of unwanted traffic”

“It has done a lot”

“Those were death traps, dopers take advantage of houses, they invited trouble”

“The residents throw garbage allover”

“People moving in and out, they were falling down. Glad they tore it down”

“No one was there doing up keep”

“It’s good because dopers were going in there”

“Much nicer! I would rather see houses torn down”

“I love it, very positive. It will help reduce activity in the area”

“Think should give the house to people because not everyone can afford a \$250,000 house”

“Bulldoze them all, do not agree with giving houses to people, should give lot to adjacent owner”

“Cleaner! Opens up a lot more”

“I love the fact there gone, sad to see torn down but needed to be”

“Much more nice, as long as they keep lots mowed”

“Should have been torn down, they were nuisances. To long coming, should have done long ago”

“It is cleaner, was a bunch of trash. Kids have place to play now”

“People used to do stuff between houses”

“Would like to see more of them go. This will be positive for whole city. Run down houses made it look ghetto and trashy. Was ashamed of the run down houses, no one wanted to visit me from out of town”

“House had lots of drugs and was raided several times”

“Houses were nasty”

“All for getting houses out. They were eyesores. Cannot believe people are against it”

“I can look out the side of my house now and enjoy the view, hated looking at the eyesore”

“Thank you Lord Jesus; I think it is great”

“Good idea”.

“I love the space and openness”

“The kids now have an opportunity for a place to play”

“A lot of empty houses that are too close”

Do you feel the demolitions will have a positive impact on safety in your neighborhood?

“Helps for kids to have a place to play”

“OH yes, any house vacant is asking for trouble”

“Tons of mice and cats”

“Glad it’s gone for health reasons”

“More houses need to be improved; neighbor keeps trash in side yard”

“We are enjoying the undesirables being gone”

“It has quieted down in the neighborhood”

“Will be less drug activity. Right now I don’t talk to the neighbors because of other bad houses”

“Possible arson situation because vacant, I live close”

“Kids were curious and going around the back porch”

“Less places to hide out”

“I hope so it opens it up”

“Less option for crime”

“Much safer”

“Less undesirable for criminals at the houses in the future”

“Greatly decreased the bad vagrant traffic”

“It was dark when I go to work, now I don’t worry about people jumping out”

“Kids were going into the house”

“Hope it will”

“No one went around it”

“Houses just allow for bad stuff. It’s dangerous where all hell breaks loose”

“Health hazards, had critters”

“Help with less desirable”

“People were running in the house”

“Will be fewer squatters”

“Windows broken out, no one mowing; I had to mow, had people hanging around it”

“Had problems with people going in vacant house”

“The one corner was a hazard it was falling in, one across the street had vagrants in it”

“House invited opportunity for destruction”

“Safer for my five kids”

“Not as many strange cars and people next door”

“There were lots of stray cats”

Do you feel the demolition has or will reduce criminal activity in your neighborhood?

“Possibly”

“Hopefully people are taking pride in their environment”

“The one had 4 apartments was not to clean it was bad”

“Less bad stuff”

“Less kids going into the garage”

“Not enough police”

“Cut down arson”

“Bums were staying there”

“Had drug people, prostitutes and vagrants”

“People tried to steal the pipe”

“Less opportunity to seek places for trouble”

“Abandoned houses attract crime, vandalism was frequent”

“People were dumping garbage behind vacant house”

Do you feel the demolitions will have a positive impact to property values in your neighborhood?

“I am waiting to see”

“Think it will go up with those off the street, who want to buy a house next to that junk”

“Absolutely the whole neighborhood will go up by tearing down the abandoned homes they are worth nothing”

“I would say yes”

“It needed cleaned up”

“If I decided to sell I would be in a better position”

“Hope so”

“The houses brought property values down”

“Could but I will never sell”

“As a Jackson resident I fell more removal of such blight is best for the neighborhood”

“They would sky rocket, people just don’t want to live near dilapidated rentals”

“Very much”

“It will decrease the number of houses and will help when I decide to refinance”

“It will never go up if those houses stay. Not worth anything if those houses stay”

“Doubt it because classified as low income. Small business DDA area”

“Should over time”

“Not sure. Think lots could bring values down”

“Yes because bad houses are gone and good ones stayed”

“In the long hall yes but not a quick turnaround”

“Makes it worth more because dilapidated one is gone”

“Eventually”

“Less eye sores when people look to buy”

“Definitely will improve the value 100%, the way it was is embarrassing”

“For sure”

“Could if they trim the trees on the vacant properties”

“Think people will come into the neighborhood”

“Houses next door to the town down one are working to improve theirs now”.

Blight and Crime

Blight is defined as a destructive force: Something that spoils or damages things severely; a ruined state. According to the Broken Window theory, there is a direct correlation between blight and crime; this theory claims that crime is contagious. Criminologists James Q. Wilson and George Kelling, founders of the Broken Window Theory, argue that crime is the inevitable result of disorder. If a window is broken and left unrepaired, people walking by will conclude that no one cares and no one is in charge. Soon, more windows will be broken, and the sense of anarchy will spread from the building to the street on which it faces, sending a signal that anything goes. Studies show that criminals believe they reduce their chances of being caught, if they operate on streets where potential victims are already intimidated by prevailing conditions. Therefore, neighborhoods, with abandoned properties or those that are surrounded by blight such as trash and debris are good places to be a criminal. Problems of blight, public disorder, or anything that is a nuisance are all equivalent of broken windows; Failure to address these issues have resulted in more serious crime (Wilson & Kelling, 1982).

The Broken Window theory points to blight as being the precursor of criminal activity. Sadly, the City of Jackson has fallen victim to blight along with the effects it has on crime within the community; this is apparent in the 2010 FBI crime report which tracks the crime rate for all municipalities.

The FBI crime report published the following information; “The City of Jackson violent crime rate in 2010 was higher than the national violent crime rate average by 141.38% and the city property crime rate in Jackson was higher than the national property crime rate average by 64.66%. In 2010 the city violent crime rate in Jackson was higher than the violent crime rate in Michigan by 98.72% and the city property crime rate in Jackson was higher than the property crime rate in Michigan by 78.51% ” (City Rating,2010).

One of strategies Jackson has used to help combat crime is: Departments within the City have begun opening up pathways of communication between one another to help solve blight and nuisance problems. An example of this action is: Police Officers and Inspectors have engaged in training together to help better understand the correlation between blight and crime. They have educated one another on the different aspects of their respective job function in regard to ordinance enforcement. Officers and Inspectors have built strong professional relationships so that one may compliment the other when called upon to solve a neighborhood quality of life issue that may have otherwise not have had a solution when acting independent of the other.

Conclusion

The survey results indicate that Jackson residents feel blight is an issue that needed to be addressed in their neighborhood. Nearly all respondents were pleased with the vacant dilapidated structures being torn down and felt that it has contributed to an improved appearance and reduction of crime within their neighborhoods. The 2010 FBI crime report provides a reference point that may be used to gage progress as we work in the direction of a safer community. Blight is not the only factor that influences crime; however, one cannot dispute that blight is a major contributing factor as stated in the Broken Window theory. It is imperative that all City Departments continue to work jointly toward the eradication of blight for the betterment of the City.

References

www.cityrating.com/crime-statistics/michigan/jackson.html

Wilson, J.Q. and Kelling, G. (1982). 'Broken Windows' in *Atlantic Monthly*



Demolition Survey

One or more structures in your neighborhood were recently demolished in order to reduce blight and crime. We would like you to complete a brief survey to get your opinion.

I live on _____
Address

I own rent run a business

Do you feel the demolitions will have a positive impact on **blight** in your neighborhood?

Yes No Don't know

Do you feel the demolitions will have a positive impact on **safety** in your neighborhood?

Yes No Don't know

Do you feel the demolition has or will reduce **criminal activity** in your neighborhood?

Yes No Don't know

Do you feel the demolitions will have a positive impact to **property values** in your neighborhood?

Yes No Don't know

Date Survey Completed

Completed By



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 November 26, 2013

TO: Honorable Mayor Griffin and City Councilmembers
FROM: Patrick Burtch, City Manager
SUBJECT: Award Four (4) Demolition Contracts in the Total Amount of \$971,400

RECOMMENDATION:

Award four (4) demolition contracts in the total amount of \$971,400 for demolition of vacant and abandoned structures as follows:

Michigan Demolition	\$ 8,950
Salenbien Trucking & Excavation	\$209,700
Salenbien Trucking & Excavation	\$611,000
Smalley Construction.....	\$141,750

and authorize the City Manager to approve any and all change orders required to complete the demolitions.

The strategies employed by the City of Jackson over the past couple of years to demolish vacant, abandoned, foreclosed, and dilapidated structures are a concept sweeping the nation. Staff first became aware of the efforts utilized by the Cuyahoga County (Ohio) Land Bank since June 2009. According to a November 2011 article in *Governing the States and Localities* the Cuyahoga County Land Bank was able to broker deals with Fannie Mae and other lending institutions to help fund the demolition of repossessed and abandoned homes, which had flooded the market and were amassing thousands of dollars' worth of code violations. Cuyahoga County Land Bank found that if they did not take the properties and demolish them, HUD would sell them to investors, many of whom are "flippers" who ultimately do very little or nothing to improve the properties and then sell them to someone else, eventually going back into foreclosure in the next year or two, repeating the cycle.

This is not unlike what Jackson has experienced firsthand. For instance, 123 properties were foreclosed on by the Jackson County Treasurer in 2013 for three years' of accumulated unpaid taxes. Of those properties:

- 22.8% had received a foreclosure notice in 2012 but had been able to redeem the property sufficiently enough to elude foreclosure;
- 13.0% had cycled through the tax foreclosure process during the past 13 years, with 18.8% of those properties having been through the tax foreclosure process two or more times since 2000;

- 43.9% had been through a mortgage foreclosure during the past 13 years, with one-third having been foreclosed on two or more times.
- Fourteen (14) properties purchased at the auctions were sold after the structures had been demolished. Although these properties only netted the County Treasurer \$1,450 from their sale, the new property owners purchased over \$110,589 in debt owed to the City from unpaid summer taxes, miscellaneous receivables (including the cost of demolition), utilities, and special assessments. The amount of debt owed averages \$7,900 per property and ranges from \$0 to \$18,151.
- Eighteen (18) condemned structures purchased at the auctions; all properties presented in this memo for consideration to demolish. These properties have a combined estimated rehabilitation cost of over \$1.5 million (average \$63,200 per property) and estimated demolition cost of \$370,940 (average \$14,838 per property). Unpaid debt owed to the City for summer taxes, miscellaneous receivables, utilities and special assessments is nearly \$26,100 (average approximately \$1,450 per property).
- Sixty-one (61%) percent of all City properties sold at auction were purchased by 18 individuals or entities (31.6% of all purchasers). Number of multiple properties owned by one individual or entity ranges from two (2) to nine (9).

Below is information obtained from recently published articles:

November 12, 2013 New York Times Article

- Large scale destruction is well known in Detroit, but it is also underway in Baltimore, Philadelphia, Cleveland, Cincinnati, Buffalo and others at a total cost of \$250 million.
- Officials are tearing down tens of thousands of vacant buildings as they seek to stimulate economic growth, reduce crime and blight, and increase environmental stability.
- A recent Brookings Institution study found that from 2000 to 2010 the number of vacant housing units nationally had increased by 4.5 million, or 45%. *The City of Jackson hosts 2,218 vacant housing units (14.9%) according to the just released 2010-2012 American Community Survey (ACS).*
- More than half of the nation's 20 largest cities in 1950 have lost at least one-third of their population. *The City of Jackson lost 34.4% of its population between the 1950 and 2010 Censuses. The 2010-2012 ACS estimates the City's population at 33,449, a loss of 0.3% since 2010.*
- The result of this shrinkage has been compressed tax bases, increased crime and unemployment, tight municipal budgets, and abandoned neighborhoods.
- Two miles northwest of the Gateway Arch in St. Louis, MO, which has at least 6,000 vacant buildings, is an uninhabited deciduous forest where a sprawling 74-acre housing development once stood before it was demolished because so few people lived there.
- Philadelphia, which has 40,000 vacant lots, has promoted the benefits of lower-density living by allowing people in largely vacant neighborhoods to spread out to the lot next door – where a neighbor's home once was. The city has been studying a plan to sell \$500 leases to urban farmers. One such farm, which was built on a former Superfund site, sold \$1 million in produce in 2012.
- Baltimore has begun to turn over vacant lots to groups of amateur farmers. One farm, boxed in by abandoned rowhouses, sells produce to restaurants, has a table at the local farmer's market, and delivers produce weekly to members of its community-supported agricultural program. Baltimore has over 20,000 vacant buildings and lots, and more than one house in eight is vacant.
- Youngstown, OH has torn down 3,000 homes so far and 10 more each week.

Flint - October 14, 2013 MLive Article

- \$20.1 million provided by the Michigan State Housing Development Authority (MSHDA) with funds received from the U.S. Treasury as part of the federal Troubled Asset Relief Program's Hardest Hit Fund will be used to raze more than 1,500 homes.
- Approximately 25% of the City's 5,600 abandoned homes will be demolished.

Saginaw – October 14, 2013 MiNBCNews.com Article

- 400 publicly owned and 500 privately owned blighted properties will be demolished with Saginaw’s portion of the Troubled Asset Relief Program’s Hardest Hit Fund.
- \$750 per property is budgeted for future care and maintenance of the cleared lot.

Detroit – August 26, 2013 Detroit Free Press Article

- \$52 million in federal funds made available to Detroit for demolition will be used to tear down approximately 4,000 of the 78,000 vacant and abandoned buildings.
- Detroit’s annual budget appropriates funds to demolish 3,000 structures a year.

The list of cities within the nation – and in other countries - adopting the use of demolition to quickly eradicate blight is voluminous. Unfortunately for Jackson, outside funding resources from the state and federal government have not materialized as those monies are being allocated to larger cities.

On November 20, 2013, sealed bids to demolish 65 properties with non-federal funds and 39 properties meeting the criteria for the use of federal funds in the City of Jackson were opened and processed. When bidding for demolition contracts, contractors are required to submit pricing for the entire package and for unit prices (cost to demolish an individual structure); contractors also have the option to submit an alternate, discounted bid if awarded the entire package. Due to federal requirements, separate bid packages were prepared and analyzed for the use of federal (CDBG) and non-federal funds with separate contracts to follow.

When carefully scrutinizing the responses to the non-federal projects, it was determined the City of Jackson would realize a cost savings of \$7,405 by awarding all 65 properties to Salenbien Trucking & Excavation as their alternate, discounted bid was **\$611,000** versus \$618,405 if awarded individually to multiple contractors. However, during the review of the bids received which are eligible for CDBG funding, it was determined awarding multiple contracts based on individual unit pricing would save the City \$600. The total cost savings the City will achieve is \$8,005 by awarding four contracts.

Contracts utilizing individual unit pricing (eligible for federal fund use) are as follows:

Michigan Demolition	\$ 8,950
Salenbien Trucking & Excavating	\$209,700
Smalley Construction.....	\$141,750

A recommendation spreadsheet delineating the individual addresses and amounts awarded to each contractor is also attached.

Federal regulation 24 CFR 570.200(3) requires that not less than 70 percent of the aggregate CDBG fund expenditures by the City shall be used in accordance with the applicable requirements for activities that benefit persons of low and moderate income (LMI National Objectives). As demolition is classified under the slum/blight spot basis (SBS) National Objective, no more than 30% of the total CDBG funds spent in a year can meet this National Objective.

With the fiscal year not yet halfway over, it would be unwise to over-obligate the use of CDBG funds at this time. However, because of the number of structures to be razed, these demolition projects are expected to continue through June 30, 2014, which is the end of the fiscal year. Finance staff will monitor the CDBG expenditures through June 30, 2014 and will utilize additional federal funds as allowed. As a reminder, Council has approved the use of CDBG funds toward demolition

during the past two funding cycles; the balance available for use within the 30% expenditure cap is \$343,564.

At this time, \$150,000 is budgeted for use out of the Community Development Block Grant and \$500,000 from the City's Demolition Fund. The balance of \$321,400 necessary to fund these demolitions will be appropriated during the budget process for next year.

The number of demolitions to occur by Ward are:

Ward	No. of Demolitions
1	24
2	35
3	8
4	5
5	28
6	5

cc: Shelly Allard, Purchasing Agent
Heather Soat, Accounting Manager
Frank Donovan, Chief Building Official
Sheila Prater, Records Mgmt Coordinator



**Asbestos Removal and Demolition of Sixty Five (65) Residential Buildings
and Accessory Structures At Various Locations
Throughout the City of Jackson
November 20, 2013, 9:00 AM**

ITEM NO	ADDRESS/LOCATION	TYPE OF STRUCTURE	MICHIGAN DEMOLITIONS	SMALLEY CONSTRUCTION	DUNIGAN BROTHERS	JULE SWARTZ & SONS EXCAVATING	HOMRICH	SALENBIEN TRUCKING & EXCAVATING	LESTER BROTHERS
			4788 Cornell Okemos, MI 48864	1742 West US 10 Scottville, MI 49454	911 E. South Street Jackson, MI 49203	7855 Dixon Rd. Jackson, MI 49201	200 Matlin Road Carleton, MI 48117	18419 Milwaukee Dundee, MI 48131	5405 E. Michigan Jackson, MI 49201
			BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT
1	106 W. Biddle Street	House	9,850.00	9,800.00	9,173.00	9,770.00	16,555.00	7,800.00	9,295.00
2	110 W. Biddle Street	House	9,850.00	11,225.00	7,770.00	15,230.00	21,615.00	6,200.00	10,000.00
3	236 W. Biddle Street	House	10,500.00	8,600.00	7,122.00	11,670.00	21,175.00	6,600.00	9,775.00
4	304 W. Biddle Street	House/Shed	10,850.00	11,525.00	6,400.00	13,730.00	21,505.00	6,000.00	9,410.00
5	935 Chittock Avenue	House	14,000.00	12,600.00	17,430.00	15,167.00	27,225.00	8,500.00	18,130.00
6	1416 S. Elm Avenue	House	7,950.00	8,100.00	8,350.00	10,950.00	20,515.00	7,000.00	7,340.00
7	177 W. Euclid Avenue	House	7,200.00	6,800.00	10,120.00	10,200.00	15,565.00	2,800.00	9,260.00
8	1012 First Street	House	19,600.00	15,800.00	16,020.00	18,000.00	28,765.00	13,800.00	14,290.00
9	1013 First Street	House	53,000.00	14,625.00	19,140.00	27,010.00	50,105.00	17,500.00	19,745.00
10	808 First Street	House	39,700.00	21,350.00	24,930.00	23,800.00	26,785.00	20,500.00	34,700.00
11	1114 Francis Street	House	12,200.00	10,550.00	10,400.00	12,750.00	21,395.00	9,800.00	14,150.00
12	710 W. Franklin Street	House/Garage	10,600.00	8,800.00	8,950.00	12,580.00	18,425.00	8,500.00	10,795.00
13	1005 E. Ganson Street	House	15,000.00	6,750.00	9,135.00	14,300.00	19,085.00	7,440.00	16,950.00
14	1027 S. Jackson Street	House	8,850.00	6,550.00	6,840.00	13,170.00	16,445.00	5,800.00	9,420.00
15	1035 S. Jackson Street	House/Garage	9,850.00	9,450.00	10,500.00	12,870.00	18,755.00	8,900.00	14,680.00
16	1007 Maple Avenue	House	13,950.00	11,825.00	15,420.00	16,251.00	24,695.00	13,700.00	11,950.00
17	103 W. Morrell Street	House	35,000.00	18,900.00	18,650.00	25,100.00	43,560.00	15,000.00	20,950.00
18	105 Orange Street	House	34,000.00	16,800.00	17,370.00	21,783.00	29,315.00	14,400.00	32,580.00
19	440 N. Pleasant Street	House	6,200.00	6,500.00	6,950.00	9,840.00	19,910.00	6,600.00	6,400.00
20	816 Second Street	House	13,100.00	12,100.00	13,280.00	13,750.00	24,530.00	10,500.00	15,900.00
21	317-319 Union Street	House	14,200.00	12,530.00	14,230.00	15,520.00	30,305.00	11,500.00	16,480.00
22	903 W. Washington Avenue	House/Garage	12,400.00	12,575.00	12,680.00	14,750.00	23,595.00	10,800.00	14,350.00
23	325 W. Wesley Street	House/Garage/Shed	13,200.00	12,125.00	13,170.00	17,087.00	24,915.00	10,500.00	24,675.00
24	205-207 Third Street	House	15,700.00	12,975.00	15,860.00	21,000.00	32,395.00	13,000.00	21,405.00
25	503 First Street	House	18,950.00	11,950.00	9,360.00	17,570.00	18,095.00	9,180.00	16,910.00
26	1002 Chittock Avenue	House	14,000.00	10,375.00	11,290.00	16,000.00	21,505.00	7,800.00	
27	654 Cooper Street	House	9,600.00	6,660.00	7,130.00	10,800.00	13,035.00	5,200.00	
28	662 Cooper Street	House	16,500.00	11,225.00	15,250.00	18,350.00	24,365.00	13,550.00	
29	211 S. Cooper Street	Commercial	26,200.00	21,650.00	27,720.00	25,220.00	36,905.00	25,600.00	
30	1511 Deyo Street	House/Garage	9,850.00	7,950.00	10,340.00	15,000.00	15,125.00	7,900.00	
31	125 N. Elm Avenue	House/Shed	12,700.00	9,425.00	10,810.00	13,000.00	19,305.00	8,900.00	
32	129 N. Elm Avenue	House	15,850.00	8,750.00	6,650.00	13,350.00	21,175.00	5,000.00	
33	209 N. Elm Avenue	House	12,000.00	7,500.00	8,280.00	12,000.00	15,345.00	6,000.00	
34	117 S. Elm Avenue	House	17,000.00	9,550.00	11,610.00	13,350.00	21,835.00	10,500.00	
35	707 S. Elm Avenue	House/Garage	10,750.00	7,550.00	9,890.00	13,470.00	16,775.00	7,400.00	
36	216-18 First Street	House	31,500.00	18,900.00	17,060.00	23,800.00	31,955.00	15,000.00	
37	1409 First Street	House/Garage	14,200.00	12,650.00	14,100.00	13,000.00	21,010.00	10,800.00	
38	1218 Fourth Street	House/Garage	15,850.00	8,800.00	10,490.00	23,000.00	19,800.00	6,800.00	
39	712 Francis Street	Commercial	30,000.00	7,800.00	12,960.00	35,000.00	16,225.00	6,000.00	
40	916 Francis Street	House	30,000.00	9,950.00	13,830.00	22,000.00	24,695.00	8,400.00	



**Asbestos Removal and Demolition of Sixty Five (65) Residential Buildings
and Accessory Structures At Various Locations
Throughout the City of Jackson
November 20, 2013, 9:00 AM**

			MICHIGAN DEMOLITIONS 4788 Cornell Okemos, MI 48864	SMALLEY CONSTRUCTION 1742 West US 10 Scottville, MI 49454	DUNIGAN BROTHERS 911 E. South Street Jackson, MI 49203	JULE SWARTZ & SONS EXCAVATING 7855 Dixon Rd. Jackson, MI 49201	HOMRICH 200 Matlin Road Carleton, MI 48117	SALENBIEN TRUCKING & EXCAVATING 18419 Milwaukee Dundee, MI 48131	LESTER BROTHERS 5405 E. Michigan Jackson, MI 49201
ITEM NO	ADDRESS/LOCATION	TYPE OF STRUCTURE	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT
41	125 W. Franklin Street	House	11,250.00	9,750.00	7,470.00	14,000.00	18,975.00	6,400.00	
42	127 W. Franklin Street	House	12,700.00	9,825.00	11,550.00	16,000.00	20,735.00	9,600.00	
43	819 E. Ganson Street	House/Garage	12,850.00	7,825.00	12,370.00	15,400.00	16,995.00	8,800.00	
44	108-12 S. Horton Street	Commercial	60,000.00	45,260.00	53,820.00	69,800.00	70,785.00	44,000.00	
45	1132 Howard Street	House	8,000.00	6,325.00	7,570.00	14,000.00	19,195.00	6,800.00	
46	720 Hupp Avenue	Commercial/Accesso	10,000.00	6,750.00	8,810.00		25,135.00	9,300.00	
47	1037 S. Jackson Street	House/Garage	14,850.00	10,825.00	11,750.00	15,170.00	22,605.00	8,500.00	
48	621 Loomis Street	House/Garage	9,700.00	8,325.00	10,870.00	12,250.00	16,995.00	8,500.00	
49	625 Loomis Street	House/Garage	11,700.00	8,550.00	10,340.00	13,770.00	21,285.00	7,800.00	
50	212 W. Mansion Street	Deck/Stairs	10,000.00	7,625.00	8,430.00	7,300.00	17,875.00	7,800.00	
51	104 W. Mason Street	House	11,850.00	7,000.00	9,690.00	12,690.00	18,865.00	7,800.00	
52	2101 E. Michigan Avenue	Commercial	32,000.00	19,750.00	25,070.00		36,575.00	25,000.00	
53	507 Oakhill Avenue	House	18,800.00	10,400.00	10,250.00		25,025.00	8,800.00	
54	510-12 Oakhill Avenue	House	13,700.00	8,500.00	12,200.00	22,000.00	20,625.00	10,000.00	
55	509-11 Page Avenue	House/Commercial	25,000.00	12,750.00	10,250.00		25,465.00	7,000.00	
56	510 Page Avenue	Commercial	26,800.00	19,720.00	13,700.00	20,000.00	31,625.00	11,400.00	
57	231 Randolph Street	House/Shed	12,000.00	8,750.00	9,390.00	10,830.00	18,755.00	7,600.00	
58	706 Randolph Street	House	9,950.00	8,650.00	8,320.00	10,690.00	18,865.00	6,400.00	
59	117 W. Robinson Street	House/Garage	12,850.00	9,925.00	8,490.00	12,450.00	22,605.00	7,000.00	
60	601 Third Street	House/Garage	12,850.00	11,750.00	10,860.00	12,600.00	23,540.00	8,950.00	
61	800 Third Street	House	17,000.00	12,950.00	12,390.00	15,530.00	21,615.00	9,600.00	
62	503 Union Street	House	11,850.00	9,700.00	9,150.00	13,000.00	23,980.00	8,900.00	
63	905 Union Street	House	7,500.00	5,925.00	6,090.00	8,470.00	15,015.00	4,400.00	
64	128 Wall Street	Garage	1,600.00	2,000.00	2,560.00	2,400.00	6,435.00	1,800.00	
65	1808 S. Jackson Street	House	7,850.00	6,800.00	5,830.00	10,570.00	15,015.00	4,600.00	
	TOTAL		1,064,350.00	725,170.00	793,880.00	990,108.00	1,508,870.00	643,920.00	
	ALTERNATE BID: Discounted Total if awarded all sixty five (65) line items above.				N/A		1,371,700.00	611,000.00	

Low Unit Price - NON-FEDERAL FUNDS

	Address	Type of Structure	Amount	Contractor	Ward
1	106 W. Biddle Street	House	\$7,800.00	Salenbien Trucking & Excavating	5
2	110 W. Biddle Street	House	6,200.00	Salenbien Trucking & Excavating	5
3	236 W. Biddle Street	House	6,600.00	Salenbien Trucking & Excavating	5
4	304 W. Biddle Street	House/Shed	6,000.00	Salenbien Trucking & Excavating	5
5	935 Chittock Avenue	House	8,500.00	Salenbien Trucking & Excavating	1
6	1416 S. Elm Avenue	House	7,000.00	Salenbien Trucking & Excavating	2
7	177 W. Euclid Avenue	House	2,800.00	Salenbien Trucking & Excavating	1
8	1012 First Street	House	13,800.00	Salenbien Trucking & Excavating	6
9	1013 First Street	House	14,625.00	Smalley Coonstruction	6
10	808 First Street	House	20,500.00	Salenbien Trucking & Excavating	5
11	1114 Francis Street	House	9,800.00	Salenbien Trucking & Excavating	1
12	710 W. Franklin Street	House/Garage	8,500.00	Salenbien Trucking & Excavating	4
13	1005 E. Ganson Street	House	6,750.00	Smalley Coonstruction	2
14	1027 S. Jackson Street	House	5,800.00	Salenbien Trucking & Excavating	1
15	1035 S. Jackson Street	House/Garage	8,900.00	Salenbien Trucking & Excavating	1
16	1007 Maple Avenue	House	11,825.00	Smalley Coonstruction	1
17	103 W. Morrell Street	House	15,000.00	Salenbien Trucking & Excavating	1
18	105 Orange Street	House	14,400.00	Salenbien Trucking & Excavating	2
19	440 N. Pleasant Street	House	6,200.00	Michigan Demolition	3
20	816 Second Street	House	10,500.00	Salenbien Trucking & Excavating	5
21	317-319 Union Street	House	11,500.00	Salenbien Trucking & Excavating	1
22	903 W. Washington Avenue	House/Garage	10,800.00	Salenbien Trucking & Excavating	4
23	325 W. Wesley Street	House/Garage/Shed	10,500.00	Salenbien Trucking & Excavating	5
24	205-207 Third Street	House	12,975.00	Smalley Coonstruction	5
25	503 First Street	House	9,180.00	Salenbien Trucking & Excavating	5
26	1002 Chittock Avenue	House	7,800.00	Salenbien Trucking & Excavating	1
27	654 Cooper Street	House	5,200.00	Salenbien Trucking & Excavating	5
28	662 Cooper Street	House	11,225.00	Smalley Coonstruction	5
29	211 S. Cooper Street	Commercial	21,650.00	Smalley Coonstruction	5
30	1511 Deyo Street	House/Garage	7,900.00	Salenbien Trucking & Excavating	2
31	125 N. Elm Avenue	House/Shed	8,900.00	Salenbien Trucking & Excavating	2
32	129 N. Elm Avenue	House	5,000.00	Salenbien Trucking & Excavating	2
33	209 N. Elm Avenue	House	6,000.00	Salenbien Trucking & Excavating	2
34	117 S. Elm Avenue	House	9,550.00	Smalley Coonstruction	2
35	707 S. Elm Avenue	House/Garage	7,400.00	Salenbien Trucking & Excavating	2
36	216-18 First Street	House	15,000.00	Salenbien Trucking & Excavating	5
37	1409 First Street	House/Garage	10,800.00	Salenbien Trucking & Excavating	1
38	1218 Fourth Street	House/Garage	6,800.00	Salenbien Trucking & Excavating	6
39	712 Francis Street	Commercial	6,000.00	Salenbien Trucking & Excavating	5
40	916 Francis Street	House	8,400.00	Salenbien Trucking & Excavating	1
41	125 W. Franklin Street	House	6,400.00	Salenbien Trucking & Excavating	5
42	127 W. Franklin Street	House	9,600.00	Salenbien Trucking & Excavating	5
43	819 E. Ganson Street	House/Garage	7,825.00	Smalley Coonstruction	2
44	108-12 S. Horton Street	Commercial	44,000.00	Salenbien Trucking & Excavating	2
45	1132 Howard Street	House	6,325.00	Smalley Coonstruction	3
46	720 Hupp Avenue	Commercial/Access	6,750.00	Smalley Coonstruction	2
47	1037 S. Jackson Street	House/Garage	8,500.00	Salenbien Trucking & Excavating	1
48	621 Loomis Street	House/Garage	8,325.00	Smalley Coonstruction	2
49	625 Loomis Street	House/Garage	7,800.00	Salenbien Trucking & Excavating	2
50	212 W. Mansion Street	Deck/Stairs	7,300.00	Jules Swartz & Sons	1
51	104 W. Mason Street	House	7,000.00	Smalley Coonstruction	5
52	2101 E. Michigan Avenue	Commercial	19,750.00	Smalley Coonstruction	2

Low Unit Price - NON-FEDERAL FUNDS					
	Address	Type of Structure	Amount	Contractor	Ward
53	507 Oakhill Avenue	House	8,800.00	Salenbien Trucking & Excavating	4
54	510-12 Oakhill Avenue	House	8,500.00	Smalley Coonstruction	4
55	509-11 Page Avenue	House/Commercial	7,000.00	Salenbien Trucking & Excavating	2
56	510 Page Avenue	Commercial	11,400.00	Salenbien Trucking & Excavating	2
57	231 Randolph Street	House/Shed	7,600.00	Salenbien Trucking & Excavating	1
58	706 Randolph Street	House	6,400.00	Salenbien Trucking & Excavating	1
59	117 W. Robinson Street	House/Garage	7,000.00	Salenbien Trucking & Excavating	1
60	601 Third Street	House/Garage	8,950.00	Salenbien Trucking & Excavating	5
61	800 Third Street	House	9,600.00	Salenbien Trucking & Excavating	5
62	503 Union Street	House	8,900.00	Salenbien Trucking & Excavating	6
63	905 Union Street	House	4,400.00	Salenbien Trucking & Excavating	6
64	128 Wall Street	Garage	1,600.00	Michigan Demolition	1
65	1808 S. Jackson Street	House	4,600.00	Salenbien Trucking & Excavating	1
	TOTAL		\$618,405.00		
ALTERNATE BID: Discounted Total if awarded all sixty five (65) line items above.					
			\$611,000.00	Salenbien Trucking & Excavating	



**Bid Tabulation For Asbestos Removal and Demolition of
Forty (40) Residential Buildings and Accessory Structures At Various Locations
Throughout the City of Jackson - CDBG Funded
November 20, 2013, 9:00 AM**

			MICHIGAN DEMOLITIONS 4788 Cornell Okemos, MI 48864	SMALLEY CONSTRUCTION 1742 West US 10 Scottville, MI 49454	DUNIGAN BROTHERS 911 E. South Street Jackson, MI 49203	JULE SWARTZ & SONS EXCAVATING 7855 Dixon Rd. Jackson, MI 49201	HOMRICH 200 Matlin Road Carleton, MI 48117	SALENBIEN TRUCKING & EXCAVATING 18419 Milwaukee Dundee, MI 48131	LESTER BROTHERS 5405 E. Michigan Jackson, MI 49201
ITEM NO	ADDRESS/LOCATION	TYPE OF STRUCTURE	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT
1	413 Adams St.	House/Garage	8,700.00	7,825.00	9,760.00	10,570.00	16,005.00	7,000.00	9,805.00
2	420 Adams St.	House	7,500.00	7,150.00	7,770.00	9,600.00	16,445.00	5,800.00	8,945.00
3	109 E. Addison St.	House	7,350.00	8,600.00	8,860.00	10,370.00	16,060.00	4,800.00	8,540.00
4	336 W. Biddle St.	House/Garage	10,300.00	9,245.00	9,200.00	14,450.00	20,295.00	5,800.00	10,730.00
5	1018 Burr St.	House/Shed	9,700.00	6,975.00	9,110.00	11,510.00	15,565.00	6,800.00	14,900.00
6	404 Burr St.	House	13,400.00	12,325.00	12,720.00	15,556.00	22,605.00	10,000.00	15,620.00
7	407 N. Columbus St.	House/Garage	8,300.00	7,535.00	11,110.00	10,190.00	16,912.50	7,400.00	8,610.00
8	1428 Cooper St.	House	11,400.00	10,850.00	11,080.00	13,400.00	24,255.00	9,400.00	10,145.00
9	1508 Deyo St.	House/Garage	12,850.00	9,500.00	12,410.00	11,730.00	15,785.00	9,500.00	11,115.00
10	211 N. Elm Avenue	House	10,850.00	7,950.00	7,590.00	11,750.00	17,270.00	6,200.00	11,560.00
11	314 N. Elm Avenue	House/Garage	15,100.00	15,700.00	16,670.00	19,740.00	23,045.00	11,500.00	16,780.00
12	315 N. Elm Avenue	House	10,000.00	7,375.00	7,940.00	11,270.00	15,977.50	8,800.00	14,010.00
13	142 E. Euclid Avenue	House	8,700.00	6,650.00	8,210.00	11,430.00	17,215.00	6,500.00	10,700.00
14	218 N. Forbes St.	House/Garage	9,850.00	8,925.00	13,370.00	13,440.00	20,515.00	11,000.00	10,560.00
15	506 Francis Street	House/Garage	17,700.00	12,750.00	17,240.00	16,350.00	27,005.00	13,600.00	17,550.00
16	313 W. Franklin Street	House	14,400.00	12,200.00	13,440.00	15,150.00	20,130.00	11,000.00	12,450.00
17	1806 E. Ganson Street	House	16,400.00	12,775.00	15,230.00	23,000.00	27,225.00	14,800.00	15,530.00
18	107-109 S. Gorham Street	House	16,400.00	13,600.00	15,420.00	16,850.00	23,155.00	15,000.00	15,480.00
19	928 S. Gorham Street	House	18,000.00	14,360.00	13,480.00	17,250.00	21,615.00	12,500.00	17,520.00
20	300 Griswold Street	House	10,400.00	12,875.00	9,890.00	12,900.00	20,295.00	7,500.00	12,830.00
21	121 E. High Street	House/Garage	8,950.00	8,975.00	12,470.00	15,400.00	19,195.00	11,000.00	11,970.00
22	421 Jefferson Street	House/Garage	9,000.00	8,325.00	9,560.00	11,770.00	18,810.00	7,200.00	11,740.00
23	329 Johnson Street	House	8,850.00	6,600.00	7,640.00	11,550.00	20,295.00	6,200.00	9,340.00
24	235 E. Mansion Street	House	5,850.00	5,300.00	5,110.00	8,350.00	13,035.00	4,000.00	8,140.00
25	332 W. Mason Street	House/Garage	10,300.00	6,550.00	9,720.00	12,530.00	15,345.00	7,074.00	10,200.00
26	337 W. Mason Street	House/Garage	26,300.00	12,325.00	16,930.00	19,253.00	28,160.00	15,500.00	13,700.00
27	1509 S. Milwaukee Street	House/Garage	23,000.00	16,690.00	14,920.00	21,070.00	38,335.00	14,500.00	16,240.00
28	142 W. Morrell Street	House/Garage	52,000.00	22,700.00	32,940.00	24,390.00	40,645.00	25,000.00	42,670.00
29	510-512 Oakhill Avenue	House	11,700.00	8,500.00	12,200.00	12,000.00	19,415.00	9,800.00	12,710.00
30	421 Orange Street	House/Garage	9,700.00	8,300.00	7,900.00	12,570.00	16,885.00	6,800.00	9,900.00
31	519 Page Avenue	House/Shed	13,300.00	11,650.00	11,750.00	18,000.00	20,075.00	10,250.00	11,760.00
32	900 Page Avenue	House/Shed	6,000.00	6,800.00	7,650.00	10,475.00	15,345.00	5,600.00	8,560.00
33	1615 Plymouth Street	House/Garage	10,000.00	7,825.00	11,920.00	14,250.00	20,075.00	10,500.00	11,550.00
34	1819 Plymouth Street	House/Garage	8,500.00	7,850.00	10,320.00	12,000.00	19,085.00	8,000.00	10,170.00
35	125 E. Porter Street	House	10,800.00	8,650.00	10,500.00	14,000.00	21,395.00	10,500.00	10,540.00
36	304 Summit Street	House/Garage	10,800.00	9,975.00	9,330.00	13,410.00	19,965.00	6,800.00	9,100.00
37	1503 Ten Eyck Street	House/Garage	13,850.00	10,975.00	10,760.00	13,320.00	25,740.00	10,350.00	13,680.00



**Bid Tabulation For Asbestos Removal and Demolition of
 Forty (40) Residential Buildings and Accessory Structures At Various Locations
 Throughout the City of Jackson - CDBG Funded
 November 20, 2013, 9:00 AM**

			MICHIGAN DEMOLITIONS 4788 Cornell Okemos, MI 48864	SMALLEY CONSTRUCTION 1742 West US 10 Scottville, MI 49454	DUNIGAN BROTHERS 911 E. South Street Jackson, MI 49203	JULE SWARTZ & SONS EXCAVATING 7855 Dixon Rd. Jackson, MI 49201	HOMRICH 200 Matlin Road Carleton, MI 48117	SALENBIEN TRUCKING & EXCAVATING 18419 Milwaukee Dundee, MI 48131	LESTER BROTHERS 5405 E. Michigan Jackson, MI 49201
ITEM NO	ADDRESS/LOCATION	TYPE OF STRUCTURE	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT
38	2109 Tyson Street	House/Shed	14,400.00	11,925.00	13,930.00	15,170.00	24,310.00	12,000.00	12,400.00
39	212 N. Van Dorn Street	House	8,900.00	7,925.00	8,880.00	10,300.00	17,050.00	6,900.00	10,615.00
40	230 W. Wilkins Street	House	11,300.00	9,900.00	11,190.00	12,190.00	20,515.00	9,400.00	12,340.00
	TOTAL		510,800.00	402,905.00	466,120.00	558,504.00	831,050.00	382,274.00	510,705.00
	ALTERNATE BID: Discounted Total if awarded all forty (40) line items above.					540,000.00	755,500.00	361,000.00	

Low Unit Price - FEDERALLY FUNDED

	Address	Type of Structure	Amount	Contractor	Ward
1	413 Adams St.	House/Garage	\$7,000.00	Salenbien Trucking & Excavating	3
2	420 Adams St.	House	5,800.00	Salenbien Trucking & Excavating	3
3	109 E. Addison St.	House	4,800.00	Salenbien Trucking & Excavating	1
4	336 W. Biddle St.	House/Garage	5,800.00	Salenbien Trucking & Excavating	5
5	1018 Burr St.	House/Shed	6,800.00	Salenbien Trucking & Excavating	2
6	404 Burr St.	House	10,000.00	Salenbien Trucking & Excavating	5
7	407 N. Columbus St.	House/Garage	7,400.00	Salenbien Trucking & Excavating	5
8	1428 Cooper St.	House	9,400.00	Salenbien Trucking & Excavating	3
9	1508 Deyo St.	House/Garage	9,500.00	Salenbien Trucking & Excavating	2
10	211 N. Elm Avenue	House	6,200.00	Salenbien Trucking & Excavating	2
11	314 N. Elm Avenue	House/Garage	11,500.00	Salenbien Trucking & Excavating	2
12	315 N. Elm Avenue	House	7,375.00	Smalley Construction	2
13	142 E. Euclid Avenue	House	6,500.00	Salenbien Trucking & Excavating	1
14	218 N. Forbes St.	House/Garage	8,925.00	Smalley Construction	2
15	506 Francis Street	House/Garage	12,750.00	Smalley Construction	5
16	313 W. Franklin Street	House	11,000.00	Salenbien Trucking & Excavating	5
17	1806 E. Ganson Street	House	12,775.00	Smalley Construction	2
18	107-109 S. Gorham Street	House	13,600.00	Smalley Construction	2
19	928 S. Gorham Street	House	12,500.00	Salenbien Trucking & Excavating	2
20	300 Griswold Street	House	7,500.00	Salenbien Trucking & Excavating	1
21	121 E. High Street	House/Garage	8,950.00	Michigan Demolition	1
22	421 Jefferson Street	House/Garage	7,200.00	Salenbien Trucking & Excavating	3
23	329 Johnson Street	House	6,200.00	Salenbien Trucking & Excavating	2
24	235 E. Mansion Street	House	4,000.00	Salenbien Trucking & Excavating	1
25	332 W. Mason Street	House/Garage	6,550.00	Smalley Construction	5
26	337 W. Mason Street	House/Garage	12,325.00	Smalley Construction	5
27	1509 S. Milwaukee Street	House/Garage	14,500.00	Salenbien Trucking & Excavating	1
28	142 W. Morrell Street	House/Garage	22,700.00	Smalley Construction	5
29	510-512 Oakhill Avenue	House	8,500.00	Smalley Construction	4
30	421 Orange Street	House/Garage	6,800.00	Salenbien Trucking & Excavating	3
31	519 Page Avenue	House/Shed	10,250.00	Salenbien Trucking & Excavating	2
32	900 Page Avenue	House/Shed	5,600.00	Salenbien Trucking & Excavating	2
33	1615 Plymouth Street	House/Garage	7,825.00	Smalley Construction	2
34	1819 Plymouth Street	House/Garage	7,850.00	Smalley Construction	2
35	125 E. Porter Street	House	8,650.00	Smalley Construction	3
36	304 Summit Street	House/Garage	6,800.00	Salenbien Trucking & Excavating	2
37	1503 Ten Eyck Street	House/Garage	10,350.00	Salenbien Trucking & Excavating	2
38	2109 Tyson Street	House/Shed	11,925.00	Smalley Construction	2
39	212 N. Van Dorn Street	House	6,900.00	Salenbien Trucking & Excavating	2
40	230 W. Wilkins Street	House	9,400.00	Salenbien Trucking & Excavating	5
	TOTAL		\$360,400.00		
	ALTERNATE BID: Discounted Total if awarded all sixty five (65) line items above.		\$361,000.00	Salenbien Trucking & Excavating	

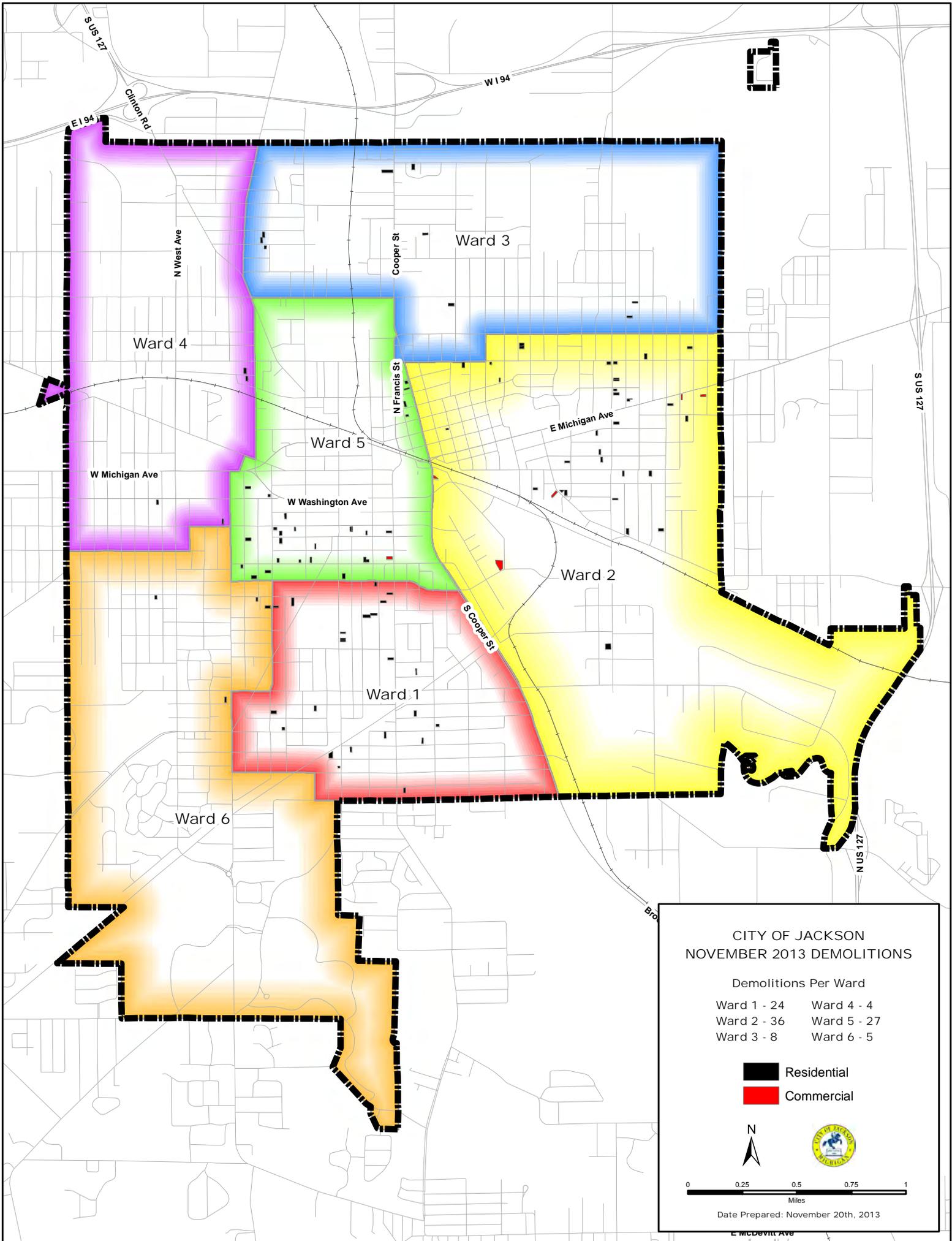
CDBG-Funded Demolitions by Contract Awardee

	Address	Type of Structure	Low Unit Price	Contractor	Award	Ward
1	121 E. High Street	House/Garage	\$8,950.00	Michigan Demolition	\$8,950.00	1
1	413 Adams St.	House/Garage	\$7,000.00	Salenbien Trucking & Excavating		3
2	420 Adams St.	House	5,800.00	Salenbien Trucking & Excavating		3
3	109 E. Addison St.	House	4,800.00	Salenbien Trucking & Excavating		1
4	336 W. Biddle St.	House/Garage	5,800.00	Salenbien Trucking & Excavating		5
5	1018 Burr St.	House/Shed	6,800.00	Salenbien Trucking & Excavating		2
6	404 Burr St.	House	10,000.00	Salenbien Trucking & Excavating		5
7	407 N. Columbus St.	House/Garage	7,400.00	Salenbien Trucking & Excavating		5
8	1428 Cooper St.	House	9,400.00	Salenbien Trucking & Excavating		3
9	1508 Deyo St.	House/Garage	9,500.00	Salenbien Trucking & Excavating		2
10	211 N. Elm Avenue	House	6,200.00	Salenbien Trucking & Excavating		2
11	314 N. Elm Avenue	House/Garage	11,500.00	Salenbien Trucking & Excavating		2
12	142 E. Euclid Avenue	House	6,500.00	Salenbien Trucking & Excavating		1
13	313 W. Franklin Street	House	11,000.00	Salenbien Trucking & Excavating		5
14	928 S. Gorham Street	House	12,500.00	Salenbien Trucking & Excavating		2
15	300 Griswold Street	House	7,500.00	Salenbien Trucking & Excavating		1
16	421 Jefferson Street	House/Garage	7,200.00	Salenbien Trucking & Excavating		3
17	329 Johnson Street	House	6,200.00	Salenbien Trucking & Excavating		2
18	235 E. Mansion Street	House	4,000.00	Salenbien Trucking & Excavating		1
19	1509 S. Milwaukee Street	House/Garage	14,500.00	Salenbien Trucking & Excavating		1
20	421 Orange Street	House/Garage	6,800.00	Salenbien Trucking & Excavating		3
21	519 Page Avenue	House/Shed	10,250.00	Salenbien Trucking & Excavating		2
22	900 Page Avenue	House/Shed	5,600.00	Salenbien Trucking & Excavating		2
23	304 Summit Street	House/Garage	6,800.00	Salenbien Trucking & Excavating		2
24	1503 Ten Eyck Street	House/Garage	10,350.00	Salenbien Trucking & Excavating		2
25	212 N. Van Dorn Street	House	6,900.00	Salenbien Trucking & Excavating		2
26	230 W. Wilkins Street	House	9,400.00	Salenbien Trucking & Excavating	\$209,700.00	5
1	315 N. Elm Avenue	House	\$7,375.00	Smalley Construction		2
2	218 N. Forbes St.	House/Garage	8,925.00	Smalley Construction		2
3	506 Francis Street	House/Garage	12,750.00	Smalley Construction		5
4	1806 E. Ganson Street	House	12,775.00	Smalley Construction		2
5	107-109 S. Gorham Street	House	13,600.00	Smalley Construction		2
6	332 W. Mason Street	House/Garage	6,550.00	Smalley Construction		5
7	337 W. Mason Street	House/Garage	12,325.00	Smalley Construction		5
8	142 W. Morrell Street	House/Garage	22,700.00	Smalley Construction		5
9	510-512 Oakhill Avenue	House	8,500.00	Smalley Construction		4
10	1615 Plymouth Street	House/Garage	7,825.00	Smalley Construction		2
11	1819 Plymouth Street	House/Garage	7,850.00	Smalley Construction		2
12	125 E. Porter Street	House	8,650.00	Smalley Construction		3
13	2109 Tyson Street	House/Shed	11,925.00	Smalley Construction	\$141,750.00	2
		Total:	\$360,400.00		\$360,400.00	

ALTERNATE BID:

Discounted Total if awarded all sixty five (65) line items above.

\$361,000.00 Salenbien Trucking & Excavating

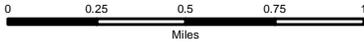


CITY OF JACKSON
NOVEMBER 2013 DEMOLITIONS

Demolitions Per Ward

Ward 1 - 24	Ward 4 - 4
Ward 2 - 36	Ward 5 - 27
Ward 3 - 8	Ward 6 - 5

- Residential
- Commercial



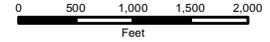
Date Prepared: November 20th, 2013

CITY OF JACKSON
 NOVEMBER 2013 DEMOLITIONS
 WARD 2

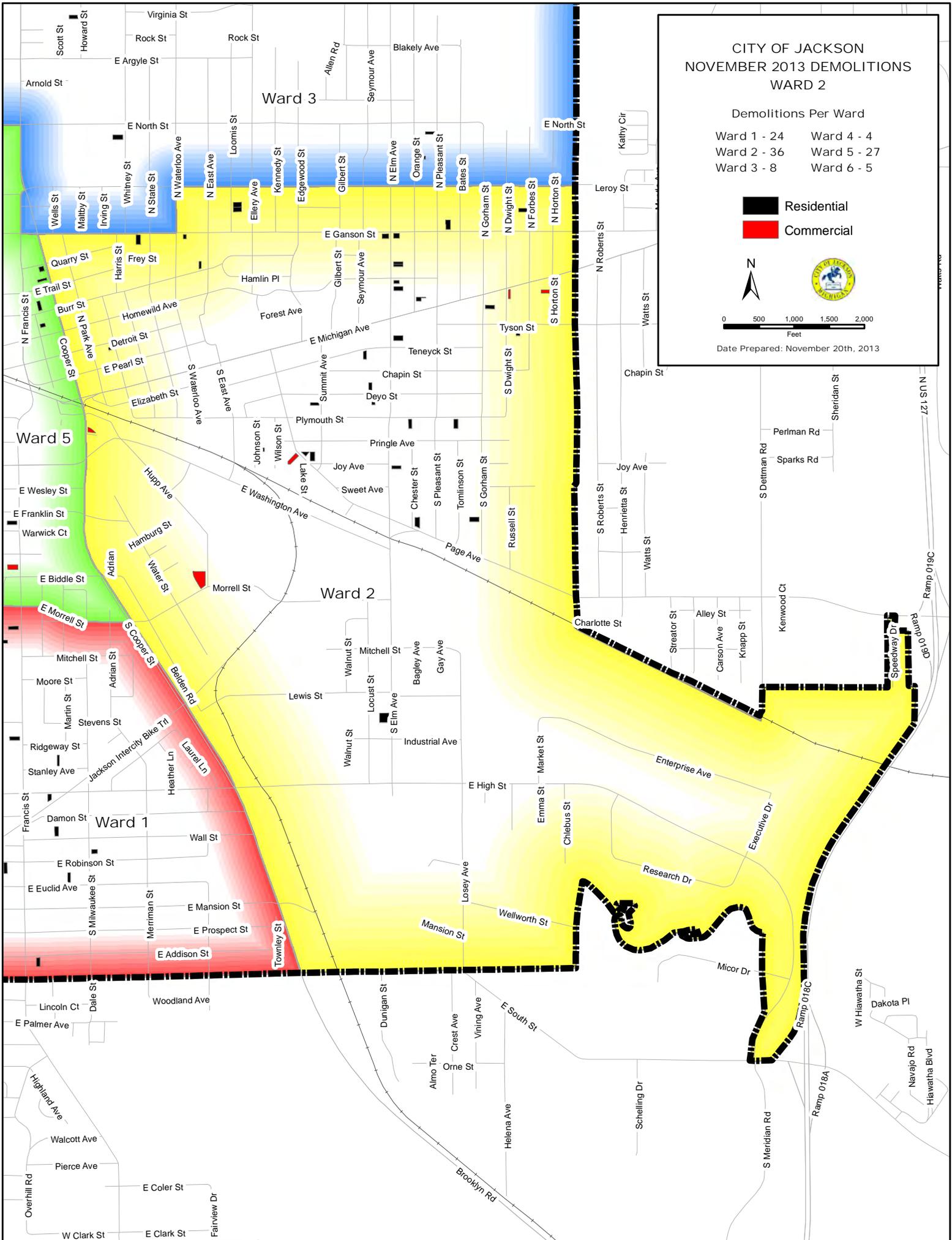
Demolitions Per Ward

Ward 1 - 24	Ward 4 - 4
Ward 2 - 36	Ward 5 - 27
Ward 3 - 8	Ward 6 - 5

- Residential
- Commercial



Date Prepared: November 20th, 2013

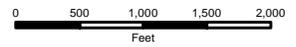


CITY OF JACKSON
 NOVEMBER 2013 DEMOLITIONS
 WARD 3

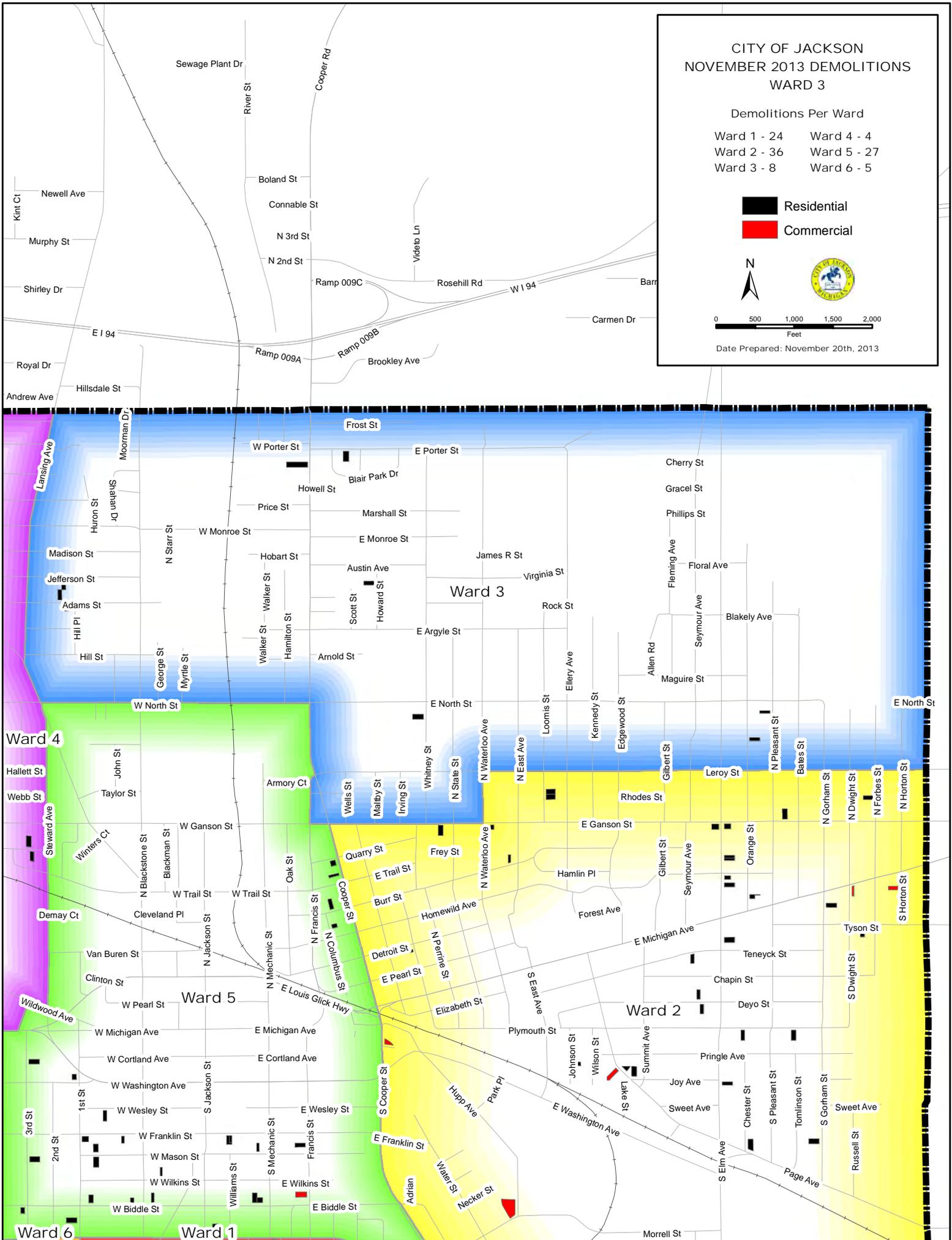
Demolitions Per Ward

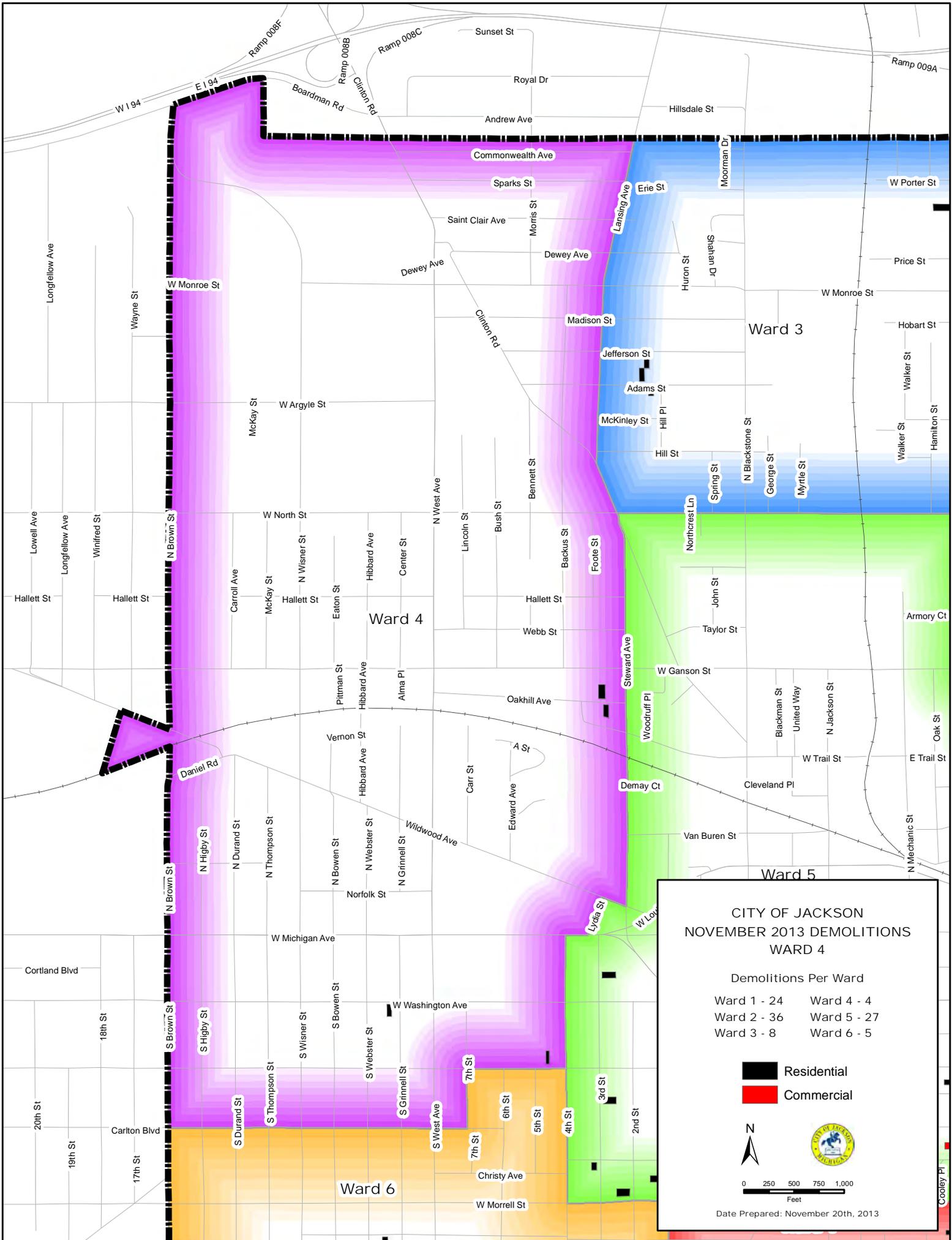
Ward 1 - 24	Ward 4 - 4
Ward 2 - 36	Ward 5 - 27
Ward 3 - 8	Ward 6 - 5

 Residential
 Commercial



Date Prepared: November 20th, 2013





CITY OF JACKSON
 NOVEMBER 2013 DEMOLITIONS
 WARD 4

Demolitions Per Ward

Ward 1 - 24	Ward 4 - 4
Ward 2 - 36	Ward 5 - 27
Ward 3 - 8	Ward 6 - 5

- Residential
- Commercial

N



0 250 500 750 1,000
 Feet

Date Prepared: November 20th, 2013

Cooley Pl

CITY OF JACKSON
 NOVEMBER 2013 DEMOLITIONS
 WARD 5

Demolitions Per Ward

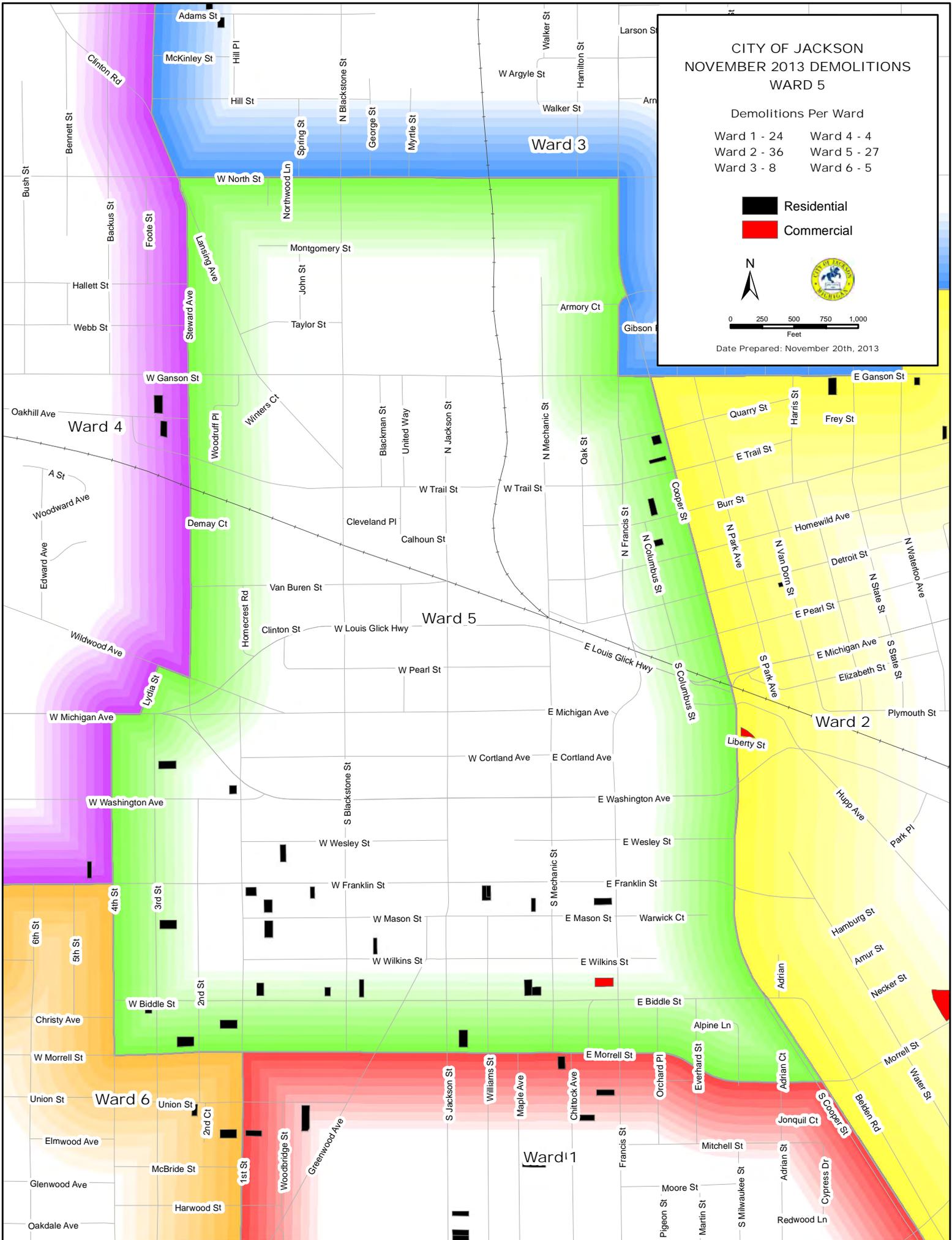
Ward 1 - 24	Ward 4 - 4
Ward 2 - 36	Ward 5 - 27
Ward 3 - 8	Ward 6 - 5

- Residential
- Commercial



0 250 500 750 1,000
 Feet

Date Prepared: November 20th, 2013

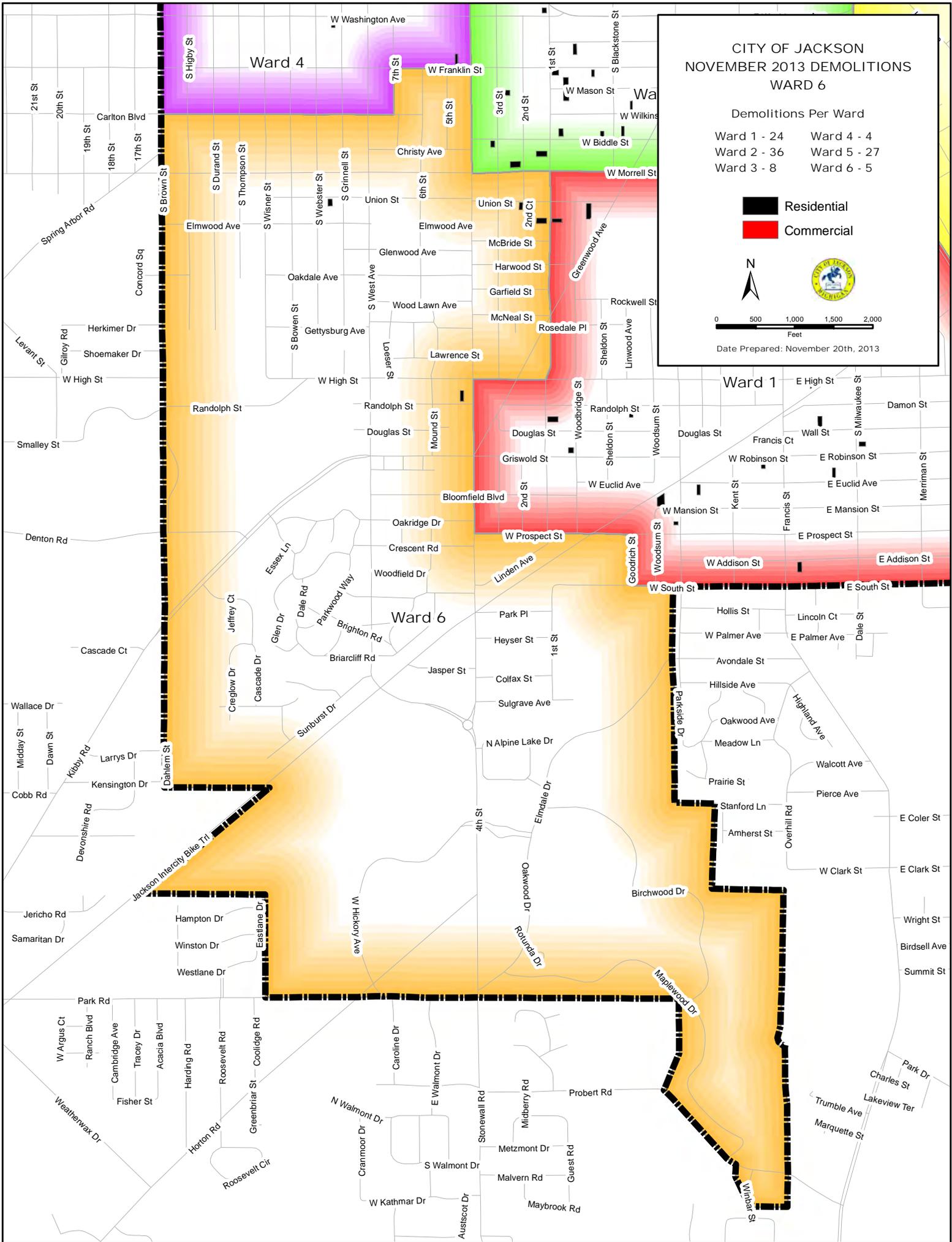


CITY OF JACKSON NOVEMBER 2013 DEMOLITIONS WARD 6

Demolitions Per Ward

Ward 1 - 24	Ward 4 - 4
Ward 2 - 36	Ward 5 - 27
Ward 3 - 8	Ward 6 - 5

- Residential
- Commercial





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CITY COUNCIL MEETING November 26, 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 Streetscape Design for Michigan Avenue

RECOMMENDATION: Approval of the contract award of the streetscape design for Michigan Avenue to Beckett & Raeder, Inc. of Ann Arbor, Michigan, in the amount of \$61,260.00, to design and prepare construction plans and specifications for Michigan Avenue from Blackstone Street to Francis Street, and authorization for the Mayor and City Treasurer/Clerk to execute the appropriate document(s), in accordance with the Purchasing Agent.

On October 8, 2013, Becket & Raeder, Inc. was approved by City Council to develop a downtown streetscape master plan. At the November 12, 2013 City Council meeting a presentation was made to show how plans to replace the water and sewer mains on Michigan Avenue from Blackstone Street to Francis Street. The sewer and water main replacement will be done in conjunction with the replacement of the existing streetscape as the two projects will significantly impact each other. The replacement streetscape will be constructed in accordance with the master plan currently being developed by Beckett & Raeder, Inc. The engagement of Beckett & Raeder, Inc. to provide detailed design and construction documents for the features in their master plan will limit delays to the start of construction and will provide continuity between the concept and the execution of the plan. Therefore, it is recommended that Beckett & Raeder, Inc. be hired as a sole source for the streetscape design contract.

Attached is a proposal from Beckett & Raeder, Inc. for design development and preparation of construction documentation for the Michigan Avenue Streetscape. The cost of these services totals \$61,260.00.

In concurrence with the Purchasing Agent, it is the recommendation of the Department of Neighborhood and Economic Operations-Engineering to award the streetscape design for Michigan Avenue to Beckett & Raeder, Inc. of Ann Arbor, Michigan, in the amount of \$61,260.00. This will be paid out of 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

B R I
Beckett & Raeder

*Landscape Architecture
Planning, Engineering &
Environmental Services*

November 20, 2013

Mr. Patrick Burtch
City Manager
City of Jackson
161 W. Michigan Avenue
Jackson, MI 49201

**Regarding: Proposal for Professional Services
Michigan Avenue Streetscape**

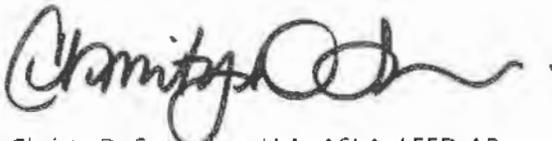
Dear Mr. Burtch,

We are pleased to present for your review and consideration our proposal for professional landscape architectural and engineering services related to the implementation of the Michigan Avenue Streetscape. As we understand, the project area consists of Michigan Avenue from Blackstone to Francis, plus 100 lineal feet into each cross street, plus the west side of Hayes. We also anticipate that you wish to pursue Design Development and Construction Documentation phases initially. During Design Development we will reconcile the Conceptual Design prepared previously to the topographic survey and work with you, your staff and other interested parties to select materials and furnishings. We will then proceed with Construction Documentation by preparing plans and specifications for a public bidding process performed by the City. For Design Development services, we propose a lump sum fee of \$20,420.00, and for Construction Documentation services, we propose a lump sum fee of \$40,840.00.

We propose to bill at-cost for reimbursable expenses such as mileage, mailing, permit fees, large scale outside printing (such as for public bidding purposes). We will invoice monthly on a percentage completion basis of the professional services fee outlined above.

We are very excited to have this opportunity to work in the City of Jackson in conjunction with other exciting plans for downtown. Please do not hesitate to contact me should you have any questions or require additional information or, most especially, if we have misunderstood the scope of the project in any way. We look forward to hearing from you.

Sincerely,



Christy D. Summers, LLA, ASLA, LEED AP
Principal

Beckett & Raeder, Inc
535 West William, Suite 101
Ann Arbor, MI 48103

tel: 663.2622 mh
tel: 663.6759 fh

www.br02.com

Petoskey Office
616 Petoskey St., Suite 100
Petoskey, MI 49770

tel: 337.2523 mh
tel: 337.2524 fh

Traverse City Office
921 West 11th St., Suite 2E
Traverse City, MI 49684

tel: 933.8400 mh
tel: 944.1709 fh

Office
tel: 242.3400 ph

Scope of Work

Downtown Jackson Streetscape

Design Development and Construction Documents

PROJECT UNDERSTANDING

BRI will prepare Design Development and Construction Documentation services for the Michigan Avenue streetscape from Blackstone to Francis including 100 lineal feet onto each side street and the length of Hayes Street on the west side of the block. BRI will coordinate with the City's Engineering Department on design of the roadway laneage and parking widths in order to identify the final curb locations.

BRI anticipates that the City will provide a topographic survey and engineer all work between the curbs, which may be relocated in some areas, for the length of the project, except for any special cross walks, intersections or midblock crossings that may be incorporated into the design. BRI will design and engineer the streetscape between the ROW (or building face) and back of curb, coordinating with the City for interface of its respective scope and design of grading. Streetscape amenities to be included in the design and construction documents may include concrete paving, bollards, special and/or pervious paving or pavers, site furnishings, street trees, planters, tree grates, and irrigation. Lighting and any electrical power provisions are anticipated to be limited to relocations only, if that, and will be engineered by the City.

BRI will provide drawings and specifications to the City for incorporation into its bidding documents for the infrastructure work scheduled to be bid in summer of 2014. Bidding and Construction Administration services are anticipated to be performed by the City of Jackson, though BRI will provide a proposal or work at hourly rates for those tasks should the City desire.



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CITY COUNCIL MEETING November 26, 2013

TO: Honorable Mayor Griffin and City Councilmembers

SUBJECT: Hear the Appeal of the Historic District Commission Denial to Demolish 750 W Michigan Avenue

RECOMMENDATION:

Hear the appeal of an Historic District Commission denial to demolish 750 W Michigan Avenue

The owner of 750 W Michigan Avenue requested permission from the Historic District Commission (HDC) to demolish the structure on November 18, 2013. The HDC denied the owner's request based upon the Secretary of the Interior's Standards for Rehabilitation, which states:

The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

Section 13-9, subparagraph (2)(a) of Chapter 13 of the City of Jackson Code of Ordinances provides:

Appeal to Jackson City Council. An aggrieved applicant who wishes to appeal a decision of the historic district commission to the Jackson City Council must file a written claim of appeal with the Jackson City Clerk within seven (7) business days after the applicant receives the decision from the historic district commission. The Jackson City Council will attempt to hear the appeal within thirty (30) days after the claim of appeal has been filed with the city clerk.

This property is located on the north side of West Michigan Avenue, a short distance east of North West Avenue. The City Clerk received the written claim of appeal on or about November 20, 2013; the HDC rendered their opinion in writing on November 21, 2013.

cc: Historic District Commission
Andrew J. Wrozek, City Treasurer/Clerk
Frank Donovan

November 20, 2013

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

Attn: Randy Roszek – City Clerk

Greetings,

I am requesting to appeal the decision made by the Jackson Historical District Commission to deny the demolition of the property on 750 W. Michigan Ave. I would like to add my appeal request to the agenda at upcoming city council meeting on Tuesday, November 26th for an opportunity to discuss my position on the matter.

Thank you for the opportunity to present to the council.

Warm Regards,

A handwritten signature in blue ink that reads "JCB TTEE". The signature is stylized and appears to be written with a pen or marker.

John C. Butterfield TTEE
James M. Craft Trust

The Schelling Companies

4848 McCain Road
Jackson, Michigan 49201
(517) 750-1580
FAX (517) 750-1435



SCHELLING CONSTRUCTION, L.L.C.
SCHELLING DEVELOPMENT, L.L.C.
PROFESSIONAL VILLAGE PROPERTIES, L.L.C.

SCHELLING REAL ESTATE, L.L.C.
EXCLUSIVE AGENTS FOR:
AVIARA OAKS SITE CONDOMINIUM SUBDIVISION
ARBOR HILLS MANOR SUBDIVISION
FAIRFIELD SITE CONDOMINIUM SUBDIVISION

November 18, 2013

Mr. John Butterfield
Jack V. Butterfield Investment Company
100 S. Jackson Street
Jackson, MI 49201

Dear John:

As you are aware, we listed the property at 750 W. Michigan Avenue in February 2009. It was first listed at \$350,000 and reduced over the past four years with the current listing price of \$300,000. Since we first listed the property in 2009 through November 1, 2013 it has been shown to persons having interest in purchasing or leasing the property over fifty (50) times without an offer.

The property was first listed with McConkey Real Estate for \$750,000 in 2005 when The Craft Agency, who owned the building, elected to build a new office for their agency on Spring Arbor Road. Mr. McConkey told me that during the years they had the listing it had been shown over 40 times without an offer.

After the McConkey listing expired, Mr. James M. Craft, who purchased the building from the Agency attempted to personally sell or lease the premises prior to his death in 2008.

750 W. Michigan Avenue has a great location with the "building" being the main reason for no offers from \$750,000 to \$300,000 over the past eight plus years.

I believe for the following reasons:

1. The building is in extremely poor condition, inside and out.
2. The property lies within the Historic District of Jackson which means all exterior renovations would have to first be approved by them.



3. The cost to renovate the building inside and out would, in my opinion, cost between \$500,000 and \$600,000 to bring the building to today's standards for professional office use.
4. Additionally, the driveway and the parking area are in need of replacement which together with appropriate exterior lighting would likely cost an additional \$55,000 to \$70,000.
5. Demotion of the building has been a question repeatedly asked of us and Mr. McConkey but history has shown that it is highly unlikely that the Jackson Historic Society would agree to demolition and for the most part the Jackson City Council over the years has side with them. Most investors simply are not interested in a prolonged effort to get demolition approved.
6. The property is zoned R-4, Multi Family Residential and Office which, of course, also limits the amount an investor could pay for the property and expect a reasonable return on investment.

In conclusion, I believe that unless the owner or investor could obtain a demolition permit for the existing structure it will continue to severely impede the ability to find an investor to assume the risk of owning a building which has long since outlived its useful economic viability and life.

Sincerely,



Karl O. Schelling

KOS/dkw

cc: Mrs. Mari Craft

750 W MICHIGAN AVE JACKSON, MI 49201 (Property Address)

Parcel ID: 2-011200000



Item 2 of 3 2 Images / 1 Sketch

Property Owner: CRAFT JAMES M TRUST

Summary Information

- > Commercial/Industrial Building Summary
 - Yr Built: 1926
 - Total Sq.Ft.: 5,148
- # of Buildings: 2
- > Assessed Value: \$133,100 | Taxable Value: \$133,100
- > Building Department Information found
- > 1 Invoice Found, Amount Due: 0.00
- > Property Tax Information found
- > 4 Utility Billing Accounts found

Owner and Taxpayer Information

Owner	CRAFT JAMES M TRUST 100 S JACKSON ST #100 JACKSON, MI 49201	Taxpayer	SEE OWNER INFORMATION
--------------	--	-----------------	-----------------------

General Information for Tax Year 2013

Property Class	COMMERCIAL	Unit	50 UNIT '50' JACKSON
School District	JACKSON PUBLIC	Assessed Value	\$133,100
Map #	Not Available	Taxable Value	\$133,100
USER NUM IDX	Not Available	State Equalized Value	\$133,100
USER ALPHA 1	Not Available	Date of Last Name Change	Not Available
USER ALPHA 2	Not Available	Homestead Date	Not Available
USER ALPHA 3	Not Available	Notes	Not Available
Historical District	Not Available	Census Block Group	Not Available

Principal Residence Exemption Information

Principal Residence Exemption	June 1st	Final
2014	0.0000 %	-
2013	0.0000 %	0.0000 %

Previous Year Information

Year	MBOR Assessed	Final SEV	Final Taxable
2012	\$143,850	\$143,850	\$143,850

2011

\$155,200

\$155,200

\$155,200

Land Information

Zoning Code	R-4	Total Acres	1.539
Land Value	\$74,200	Land Improvements	\$9,682
Renaissance Zone	No	Renaissance Zone	Not Available
ECF Neighborhood	Not Available	Expiration Date	
Lot	Not Available	Mortgage Code	Not Available
Dimensions/Comments		Neighborhood	Not Available
		Enterprise Zone	

Lot(s)	Frontage	Depth
Lot 1	114.00 ft	578.00 ft
Total Frontage: 114.00 ft		Average Depth: 578.00 ft

Legal Description

LOT 38 BLK 2 ASSESSOR'S WILDWOOD PLAT

Sale History

Sale Date	Sale Price	Instrument	Grantor	Grantee	Liber/Page
09/24/2010	\$100.00	PR	CRAFT JAMES M ESTATE	CRAFT JAMES M TRUST	1949-1222
05/25/2006	\$1.00	WD	CRAFT, ROBERT D TRUST	CRAFT, JAMES M	1848-646
05/25/2006	\$225,000.00	QD	CRAFT AGENCY INC, THE	CRAFT, ROBERT D TRUST ETAL	1848-645

Building Information - 3660.00 sq ft Office Building (Commercial)

Floor Area	3,660 sq ft	Estimated TCV	\$117,512
Occupancy	Office Building	Class	D
Stories Above Ground	2	Average Story Height	8 ft
Basement Wall Height	Not Available	Year Remodeled	Not Available
Year Built	1926	Heat	Package Heating & Cooling
Percent Complete	100%	Functional Percent Good	85%
Physical Percent Good	47%	Effective Age	37 yrs
Economic Percent Good	100%		

Building Information - 1488.00 sq ft Office Building (Commercial)

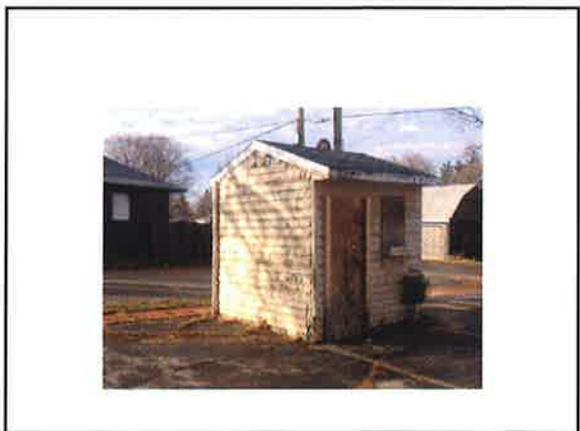
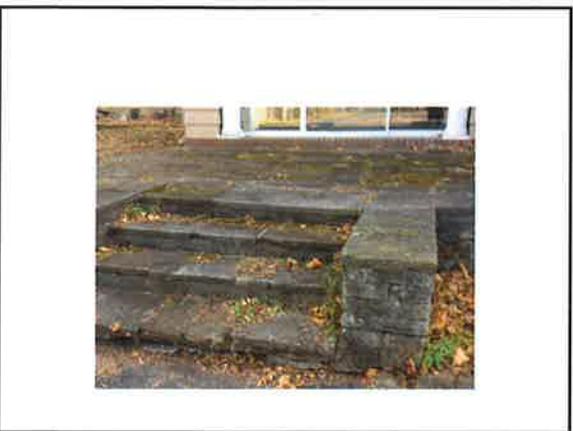
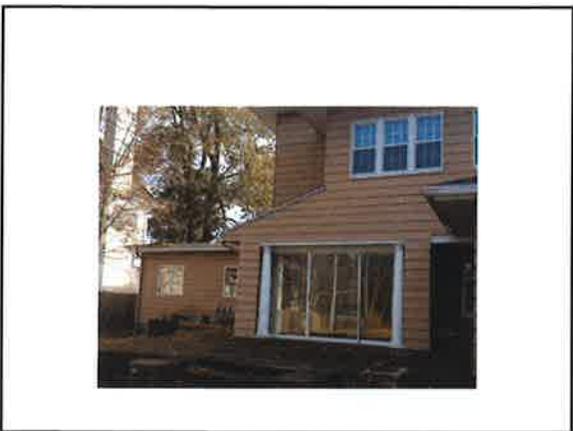
Floor Area	1,488 sq ft	Estimated TCV	\$66,321
Occupancy	Office Building	Class	D
Stories Above Ground	1	Average Story Height	10 ft
Basement Wall Height	<i>Not Available</i>		
Year Built	<i>Not Available</i>	Year Remodeled	<i>Not Available</i>
Percent Complete	100%	Heat	Package Heating & Cooling
Physical Percent Good	44%	Functional Percent Good	100%
Economic Percent Good	100%	Effective Age	41 yrs

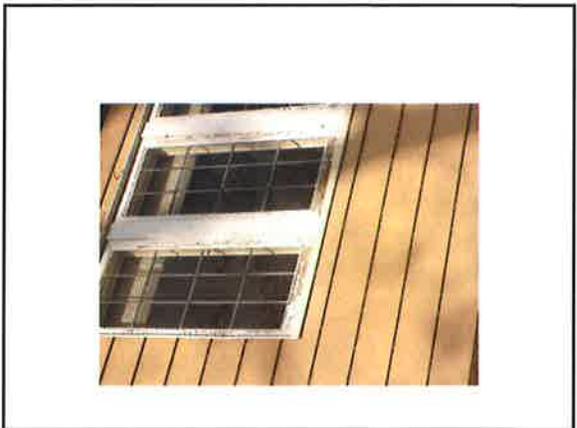
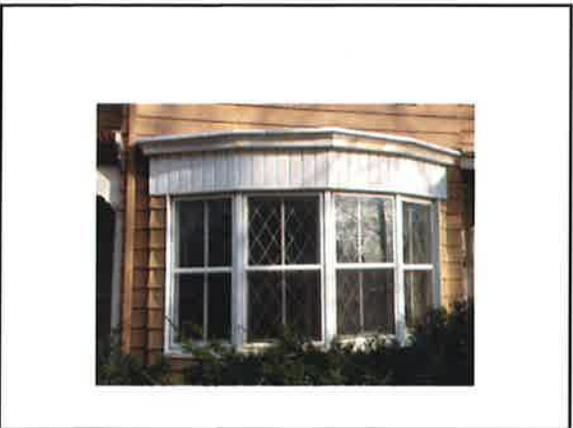
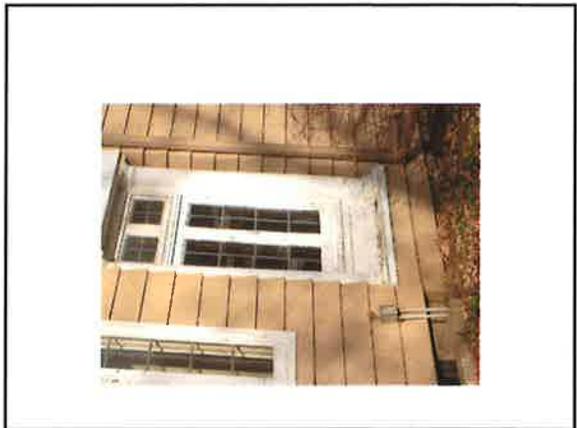
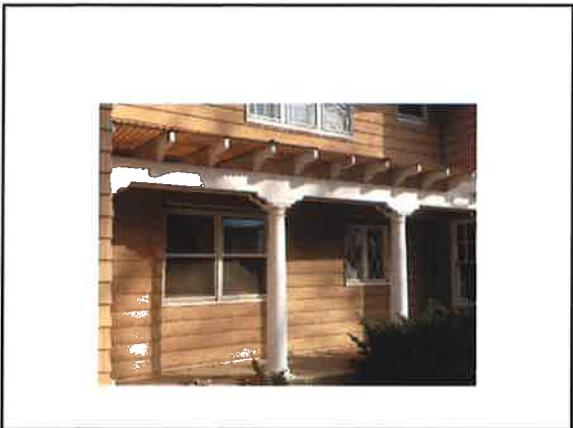
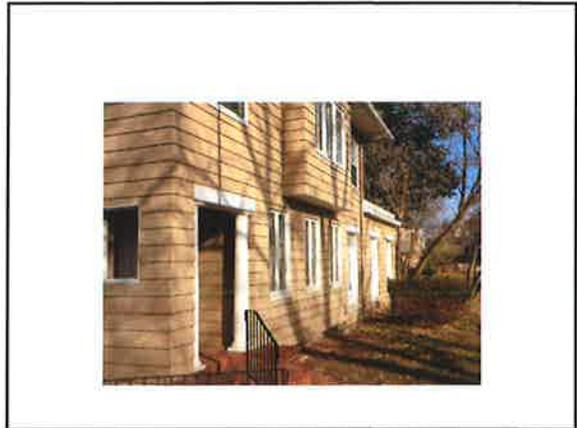
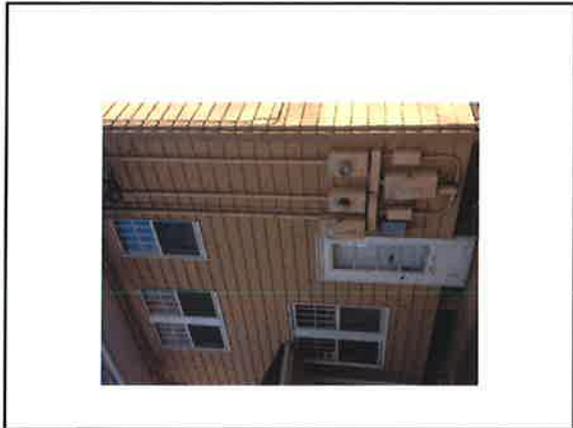
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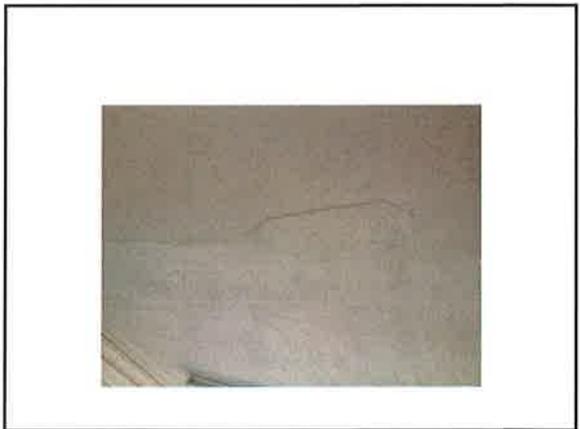
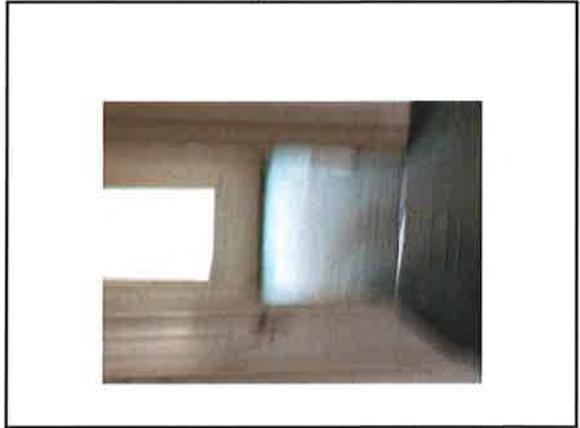
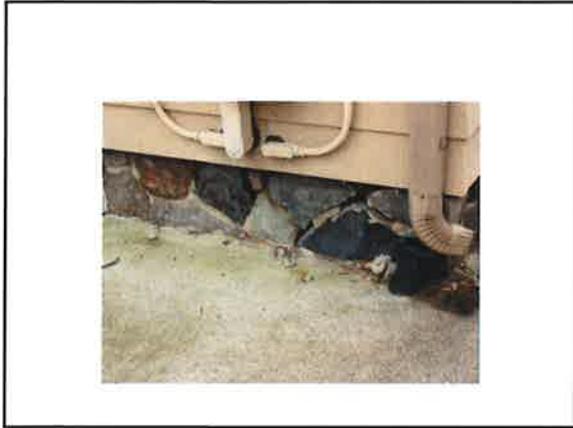
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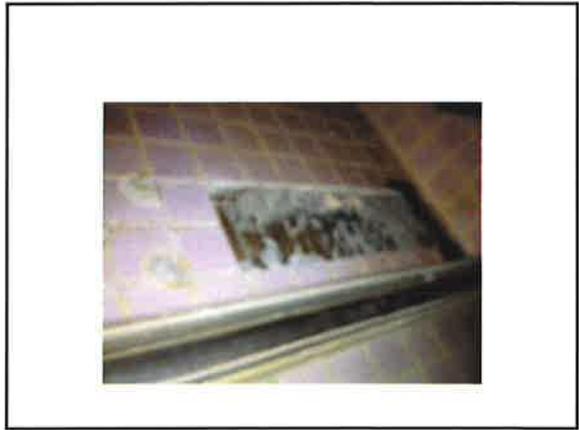
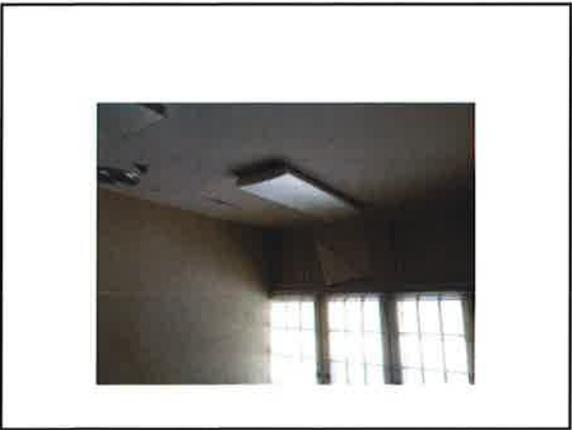
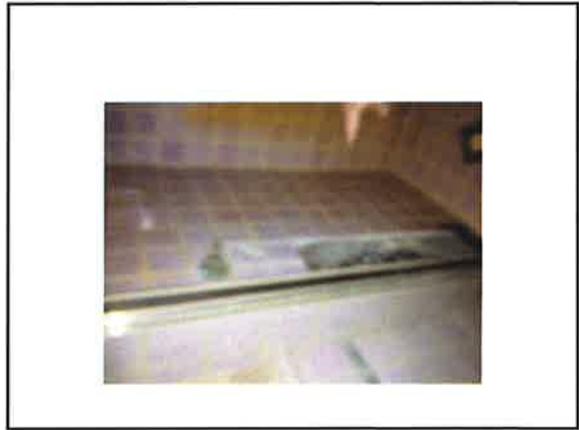
Expenses for 750 West Michigan

Description	Est 2005-2008	2009	2010	2011	2012	2013	Totals
Insurance		\$3,141.00	\$3,400.00	\$3,423.00	\$3,661.00	\$3,828.00	\$17,453.00
Water		\$182.24	\$190.21	\$580.63	\$910.11	\$483.98	\$2,347.17
Gas/Electric		\$4,423.02	\$2,181.84	\$2,856.98	\$2,084.76	\$2,094.57	\$13,641.17
General Maintenance		\$0.00	\$2,422.32	\$4,396.29	\$1,533.54	\$2,047.49	\$10,399.64
Appraisals		\$2,100.00					\$2,100.00
Other		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Taxes-Summer		\$8,906.11	\$8,833.64	\$8,191.86	\$7,969.45	\$7,437.05	\$41,338.11
Taxes-Winter		\$1,244.44	\$1,230.61	\$1,174.30	\$1,186.35		\$4,835.70
Estimated Expenses	\$73,691.83						\$73,691.83
Total Expenses	\$73,691.83	\$19,996.81	\$18,258.62	\$20,623.06	\$17,345.21	\$15,891.09	\$165,806.62













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(517) 768-6433

November 21, 2013

John Butterfield
James M. Craft Trust
PO Box 4057
Jackson, MI 49204

Sent via email to john.butterfield@jvbcco.com

RE: CERTIFICATE OF APPROPRIATENESS
750 W. MICHIGAN AVENUE

Dear Mr. Butterfield,

Your application for permission to demolish 750 W. Michigan Avenue was considered by the City of Jackson Historic District Commission on November 18, 2013, and the following motion was made:

*Commissioner Woodard moved, with support from Commissioner Schaub, to **DISAPPROVE** the application for permission, based upon Standard #2 of the Secretary of Interior's Standards for Rehabilitation. Yeas- 4 (Ahronheim, Bauman Schaub, and Woodard); Nays- 0; Abstain- 0; Absent- 3 (Guidinger, Weir, and Wineman)*

The motion passed on a roll-call vote.

Standard #2 of the Secretary of Interior's Standards for Rehabilitation states:

The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

The HDC is willing to hold a special meeting if you would like the Commission to reconsider the request.

Section 13-9(b). An aggrieved applicant who wishes to appeal a decision of the historic district commission to the Jackson City Council must file a written claim of appeal with the Jackson City Clerk within seven (7) business days after the applicant receives the decision from the historic district commission. The Jackson City Council will attempt to hear the appeal within thirty (30) days after the claim of appeal has been filed with the city clerk.

Please feel free to contact me with any concerns at (517) 768-6711.

Respectfully Submitted,

Grant E. Bauman, AICP
interim HDC Staff

Cc: Frank Donovan, Assistant Director
Serinda Foster, Property Code Technician



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CITY COUNCIL MEETING

****INFORMATIONAL ITEM ONLY – NO ACTION REQUIRED****

November 26, 2013

TO: Honorable Mayor Griffin and City Councilmembers

FROM: Patrick Burtch, City Manager

SUBJECT: Confirm the Demolition of Four (4) Dangerous Structures Located in the “Under the Oaks” Historic District

City Council will be considering the approval of letting four (4) contracts to demolish over 100 condemned structures within the City of Jackson. Among those properties are four located within the “Under the Oaks” Historic District. Frank Donovan presented the matter at the Historic District Commission’s (HDC) November 18, 2013 meeting, to which the HDC disapproved.

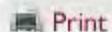
According to Chapter 13, Section 13-20 of the City of Jackson Code of Ordinances,

Notwithstanding any other provision contained herein, in the event any historic resource is deemed a “dangerous structure” pursuant to the city’s dangerous structure ordinance, Chapter 17 of this Code, said structure may be made safe by utilizing the procedures established in said dangerous structure ordinance. **The city’s building inspection division may provide notice to the chairperson of the historic district commission of all proceedings before the city’s building code board of appeals [BCBA] which involve the alleged dangerous structure.**

Chapter 17, Section 17-27 sets forth the abatement procedures when a property is determined to be a dangerous building, which allow for repair, rehabilitation or demolition. Due to the length of this code section, a copy is attached with this memorandum and pertinent sections highlighted. The properties in question are presented on the following pages.

The Department of Neighborhood and Economic Operations is providing this information to the Jackson City Council for informational purposes only.

cc: Frank Donovan
Sheila Prater



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

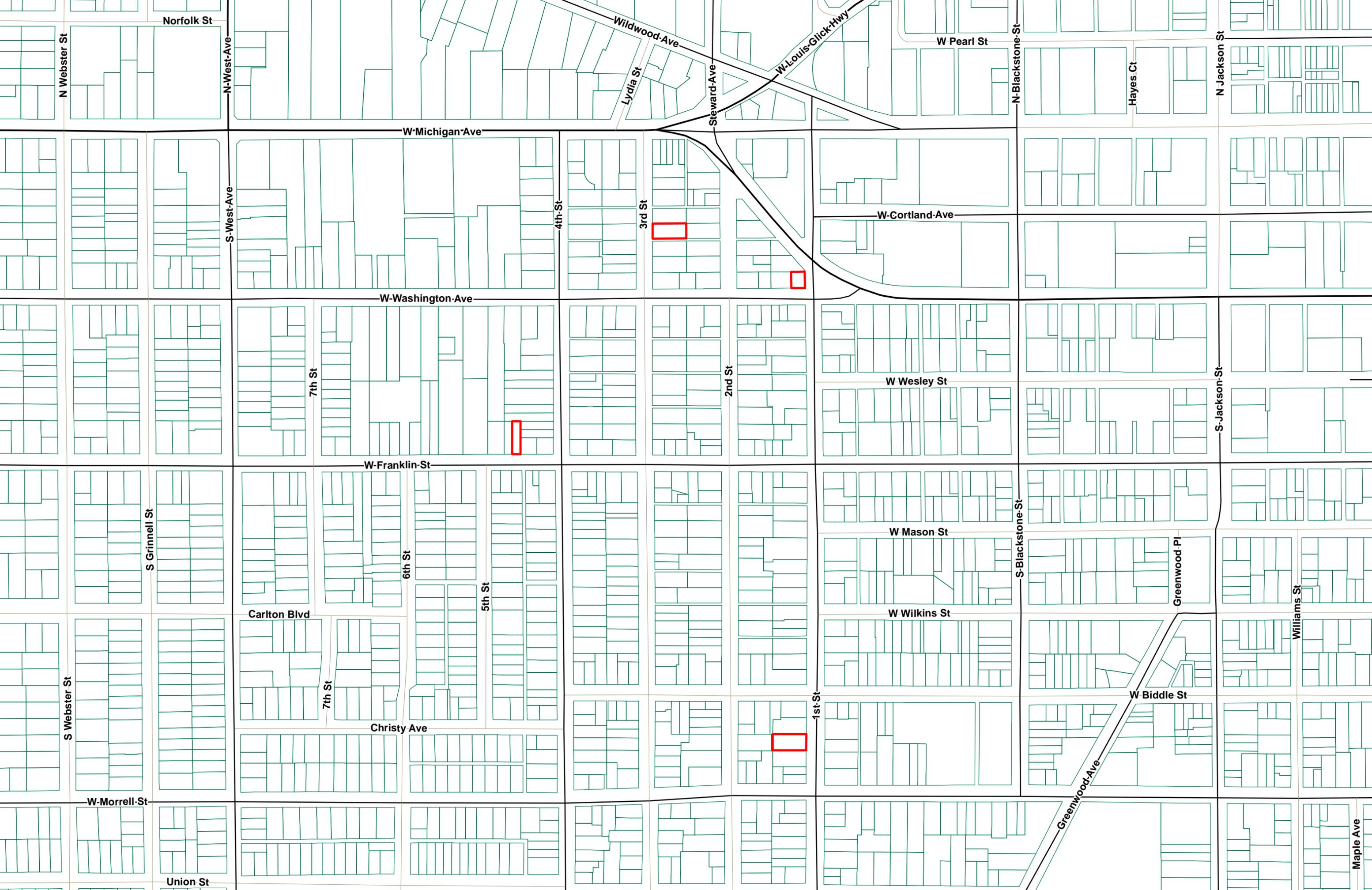
- (a) ***Dangerous buildings as public nuisances.*** All dangerous buildings are hereby determined to be public nuisances and shall be abated by repair, rehabilitation, or demolition in accordance with the procedures specified in this article.
- (b) *Departmental examination.* The building inspection division of the department of neighborhood and economic operations shall examine or cause to be examined any building or structure it believes to be abandoned, unsafe, or damaged, and if same is found to be a dangerous building, the division shall commence proceedings to cause its repair, rehabilitation or demolition. Whenever a building or structure designed or zoned for use as a residence has remained vacant and boarded up for a period in excess of six (6) continuous months, it shall be subject to periodic inspection by the building inspection division of the department of neighborhood and economic operations under the provisions of [chapter 14](#) of this Code.
- (c) *Commencement of proceedings; notice and order.*
- (1) The building inspection division of the department of neighborhood and economic operations shall commence proceedings under this section by issuing a notice and order directed to the owner or owners of record of a building or structure alleged to be dangerous. This notice and order shall require the owner of the building or structure alleged to be dangerous to commence, within the period of time established by the inspection division, the required repairs, rehabilitation or demolition of the building or structure. All required work shall be completed within the period of time set forth in the notice and order by the inspection division. If a building is occupied, the notice and order shall require the affected building, structure, or portion thereof to be vacated and not reoccupied until all required work has been completed and approved by the inspection division.
 - (2) Service of the notice and order shall be made upon the owner or owners of record by:
 - a. Personally delivering a copy to the owner; or
 - b. Mailing a copy by certified mail, postage prepaid, return receipt requested, to the owner as indicated by the records of the city assessor and posting a copy thereof upon a conspicuous part of the building or structure; or
 - c. When service cannot be made by either of the above methods, by publishing a copy in a newspaper of general circulation within the county at least once each week for three (3) consecutive weeks and posting on or before the date of the last publication, a copy upon a conspicuous part of the building or structure.
- (d) *Posting of signs on buildings deemed to be dangerous; recording documents.*
- (1) The building inspection division shall cause to be posted in a conspicuous place on any dangerous building or structure a notice to read:
 "Do Not Enter—Unsafe to Occupy"
 Such notice shall remain posted until the required repairs, rehabilitation or demolition is completed. Such notice shall not be removed without written permission of the building inspection division, and no person shall enter this building except for the purposes of repairing, rehabilitating, or demolishing same.
 - (2) The building inspection division shall record with the county register of deeds all dangerous structure condemnation notices and orders and building code board of examiners and appeals decisions upholding notices and orders within ten (10) business days of such notice, decision or order.
- (e) ***Abatement procedures.*** If at the expiration of the time limit in the notice and order the owner has not complied with the requirements thereof, the building inspection division may institute proceedings hereunder to abate the nuisance.
- (f) *Hearing; testimony; order; findings; noncompliance; costs.*
- (1) Upon the request of the building inspection division in cases where a respondent has not complied with a notice and order issued under this article, the building code board of examiners and appeals shall conduct a hearing in order to determine whether the notice and order of the inspection division should be upheld.

- (2) At least seven (7) days prior to the hearing referred to above, the building inspection division shall notify by first class mail the owner as shown by the city assessor's records. This notice shall consist of a copy of a complaint alleging noncompliance with the notice and order and a notice of hearing specifying the time and place of the hearing.
- (3) The building code board of examiners and appeals shall take testimony and consider evidence presented by the building inspection division. In addition, the owner of the property and any interested party may present testimony and evidence if they so desire. Any board member may inspect any structure involved in the hearing prior to its commencement. The building code board of examiners and appeals shall render written findings of fact and a decision at the conclusion of the hearing either upholding the notice and order; upholding the notice and order with modifications; or dismissing the notice and order.
- a. If the building code board of examiners and appeals determines, based upon the evidence presented at the hearing, that the structure referred to in the inspection division's notice and order is a dangerous building or structure, it shall uphold such order; or
- b. If the building code board of examiners and appeals determines, based upon the evidence presented at the hearing, that the structure referred to in the inspection division's notice and order is a dangerous building or structure, but that the notice and order requires more than is reasonably necessary to abate the nuisance, it shall uphold such order with modifications thereto consistent with any action it deems necessary to abate such nuisance; or
- c. If the building code board of examiners and appeals determines, based upon the evidence presented at the hearing, that the structure referred to in the inspection division's notice and order is not a dangerous building, the notice and order shall be dismissed.
- (4) If the owner fails to comply with the decision of the board, the building inspection division shall take any and all action needed to bring the building or structure into compliance. The owner in whose name the property appears upon the last local assessment records shall be billed, if possible, for all costs of such action at the address shown on such records. If such owner fails to pay the same within thirty (30) days after mailing of the bill, the city council may cause such costs to be levied and assessed as a special assessment upon the property and against the owner, and the city may bring suit against the owner of record to recover such costs.
- (g) *Judicial review.* An owner aggrieved by any final decision or order of the building code board of examiners and appeals may appeal the decision or order to the circuit court by filing a petition for an order of superintending control within twenty (20) days from the date of the decision or order.
- (h) *Consent provision.* The owner of any building or structure may at any time admit in writing that such building is a dangerous building within the meaning of this section and consent that such building may be demolished.
- (i) *Emergency order of the city manager.* Where it reasonably appears that there is immediate danger to the life or safety of any person unless a dangerous building is immediately altered, repaired or demolished, and notwithstanding the procedures set forth in this article, the city manager may cause the immediate repair, alteration, or demolition of such structure, and the cost thereof to be charged against the premises and the owner as provided in this section.
- (j) *Owner defined.* For purposes of this section, the term "owner" means the person shown as owner by the records of the city assessor.
- (k) *Building inspector not considered as ex officio member of board of appeals.* The building inspector shall not serve as an ex officio member of the building code board of examiners and appeals in any proceeding instituted under this section.
- (l) *Transfer of ownership.* It shall be unlawful for the owner of any building or structure alleged to be dangerous who has received a notice and order, or upon whom a notice and order has been served pursuant to subsection (c)(2) of this section, to sell, transfer, or otherwise dispose of to another until the provisions of the notice and order have been complied with, or until such owner shall first furnish the grantee or transferee a true copy of said notice and order issued by the building official, and shall furnish to the building official a signed and notarized statement from the grantee or transferee acknowledging the receipt of such notice and order, and fully accepting the responsibility, without condition, for making the required repairs, rehabilitation, or demolition to the alleged dangerous building or structure as required by such notice and order.

- (m) *Penalties.* Any person who willfully refuses to vacate a building ordered vacated under this section, who reoccupies or causes or allows such a building to be reoccupied without satisfying all requirements of a notice and order issued under subsection (c)(1) of this section, who, without permission, removes a notice posted on a building pursuant to subsection (d) of this section, or who transfers property in violation of subsection (l), shall be guilty of a misdemeanor and punished upon conviction thereof as provided in [section 1-18](#) of this Code.
- (n) *Fees.* The city council shall establish by resolution, fees for charges in relation to costs or expenses incurred by the city in initiating or commencing proceedings before the building code board of examiners and appeals (board). Such fees shall include, but not necessarily be limited to, costs or expenses incurred for inspections conducted by city staff prior to board hearings, for actual proceedings before the board, and other costs or expenses relating to prosecution of a case before the board. All fees established pursuant to this subsection shall include the costs associated with reasonable overhead and administrative costs.

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

(Code 1977, § 9.3; Ord. No. 91-16, §§ 1, 2, 5-7-91; Ord. No. 96-8, §§ 1, 2, 6-4-96; Ord. No. 2012.28, § 1, 9-25-12)



Norfolk St

N Webster St

N-West-Ave

Wildwood-Ave

Lydia St

Steward-Ave

W-Louis-Glick-Hwy

W Pearl St

N-Blackstone-St

Hayes Ct

N Jackson St

W-Michigan-Ave

4th St

3rd St

W-Cortland-Ave

W-Washington-Ave

7th St

2nd St

W Wesley St

S-Jackson-St

W-Franklin-St

S Grinnell St

6th St

5th St

W Mason St

S-Blackstone-St

Greenwood Pl

Williams St

Carlton Blvd

7th St

Christy Ave

W Wilkins St

W Biddle St

S Webster St

1st St

Greenwood-Ave

W-Morrell-St

Union St

Maple Ave



**205 Third Street (House)
PIN 3-009400000**

Condemned June 18, 2013 for the following reasons:

West interior first/second/basement areas saturated with excessive amounts of feces/urine and trash/debris. Odor from structure permeating to neighboring properties. Flea/cockroach/mouse infestation throughout unit and noted on exterior spreading to neighboring properties. Protective suits and respirators required to be worn by inspectors to access property for inspection. Damage to interior floors and walls due to urine saturation and unhygienic interior conditions. Structural failure noted at front porch with settlement noted at floor-roof-columns and pulling from home with 3" minimum separation visible. North entry porch floor and roof systems deteriorated-rotted with damage to structural elements. Roof system in deteriorated condition. Masonry chimney crumbling at top. Rotted exterior wall framing at North wall. South foundation crumbling, siding, soffit, and fascia in disrepair with open holes and North and South walls. Center basement beam sections removed through center of basement. Damaged water meter due to tying of dogs to meter in basement. Broken doors and window at West and South walls. Lack of utilities to West unit. Property in blighted condition and Health Hazard to surrounding homes.

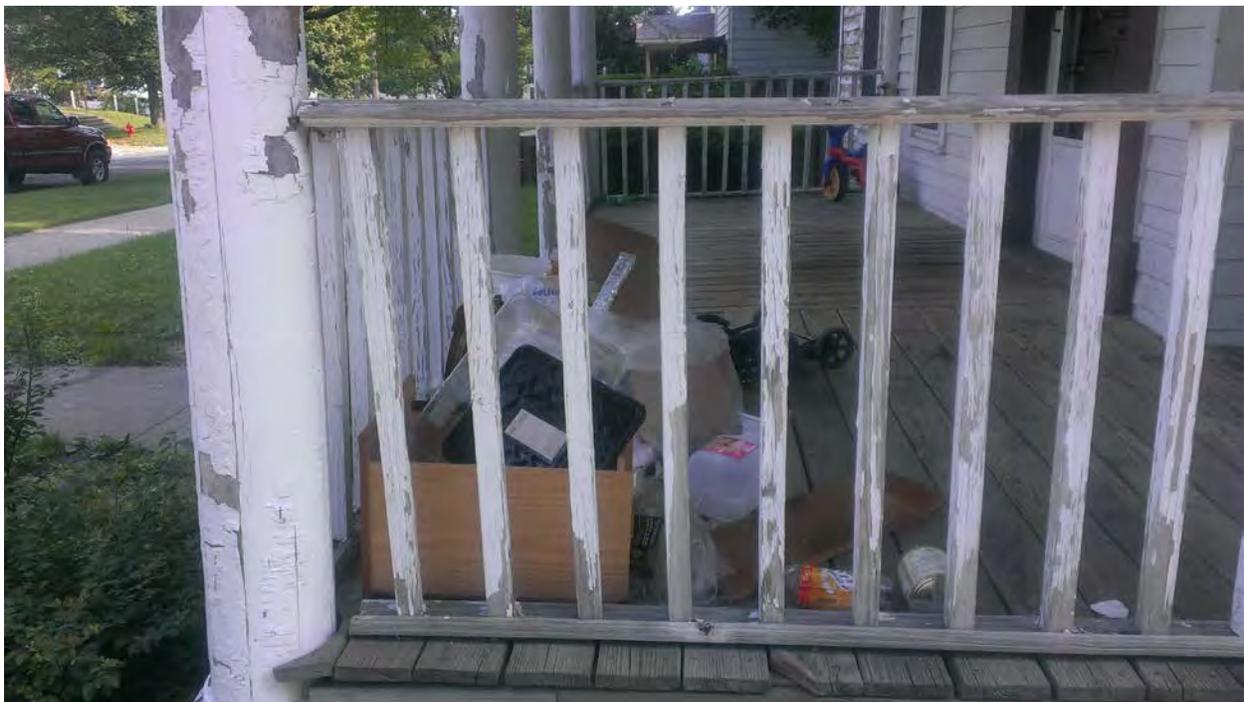
Notice and Order Upheld by BCBA 7/25/13

Estimated Cost to Demolish: \$19,316

Owned by same person as 2-unit rental since December 1982





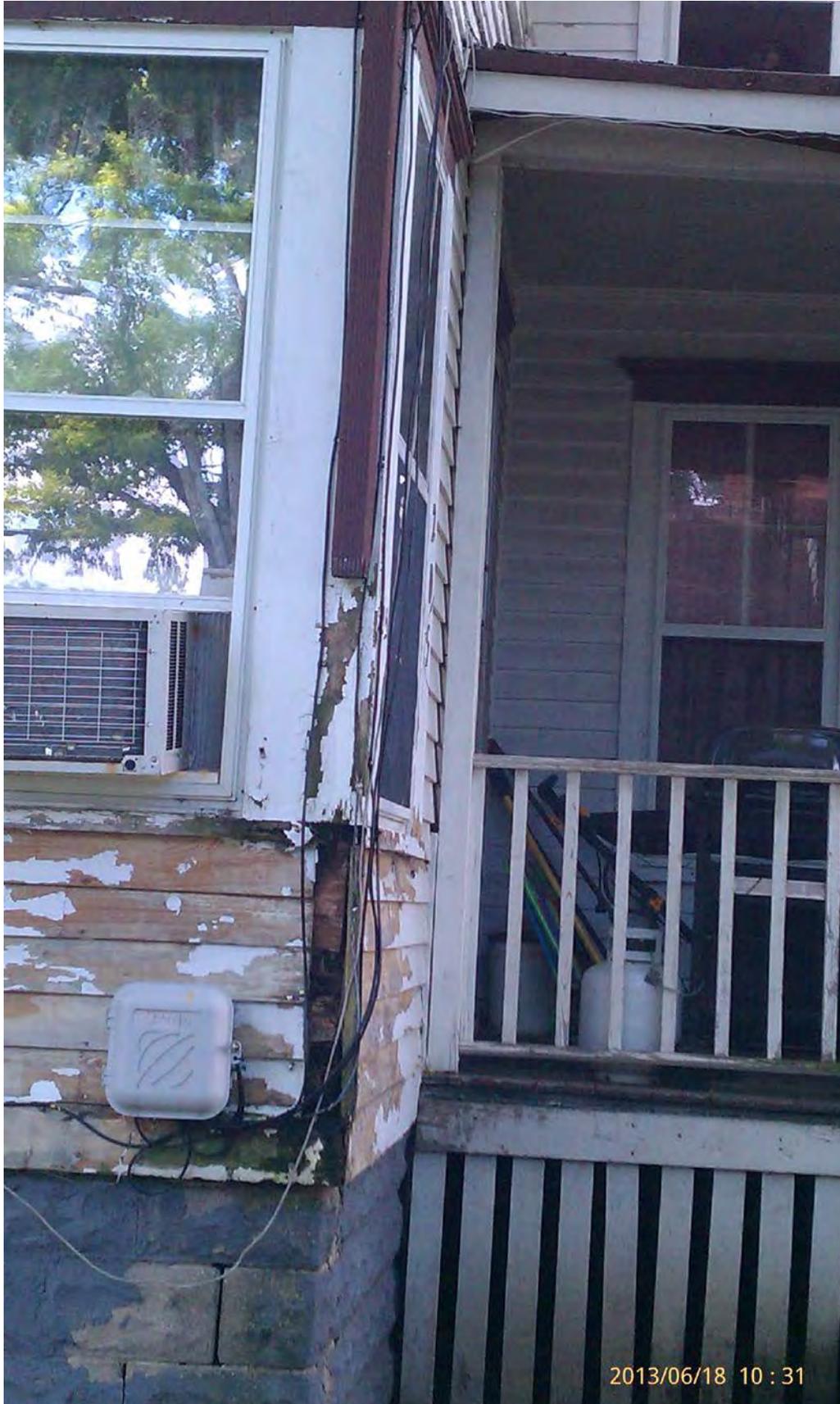










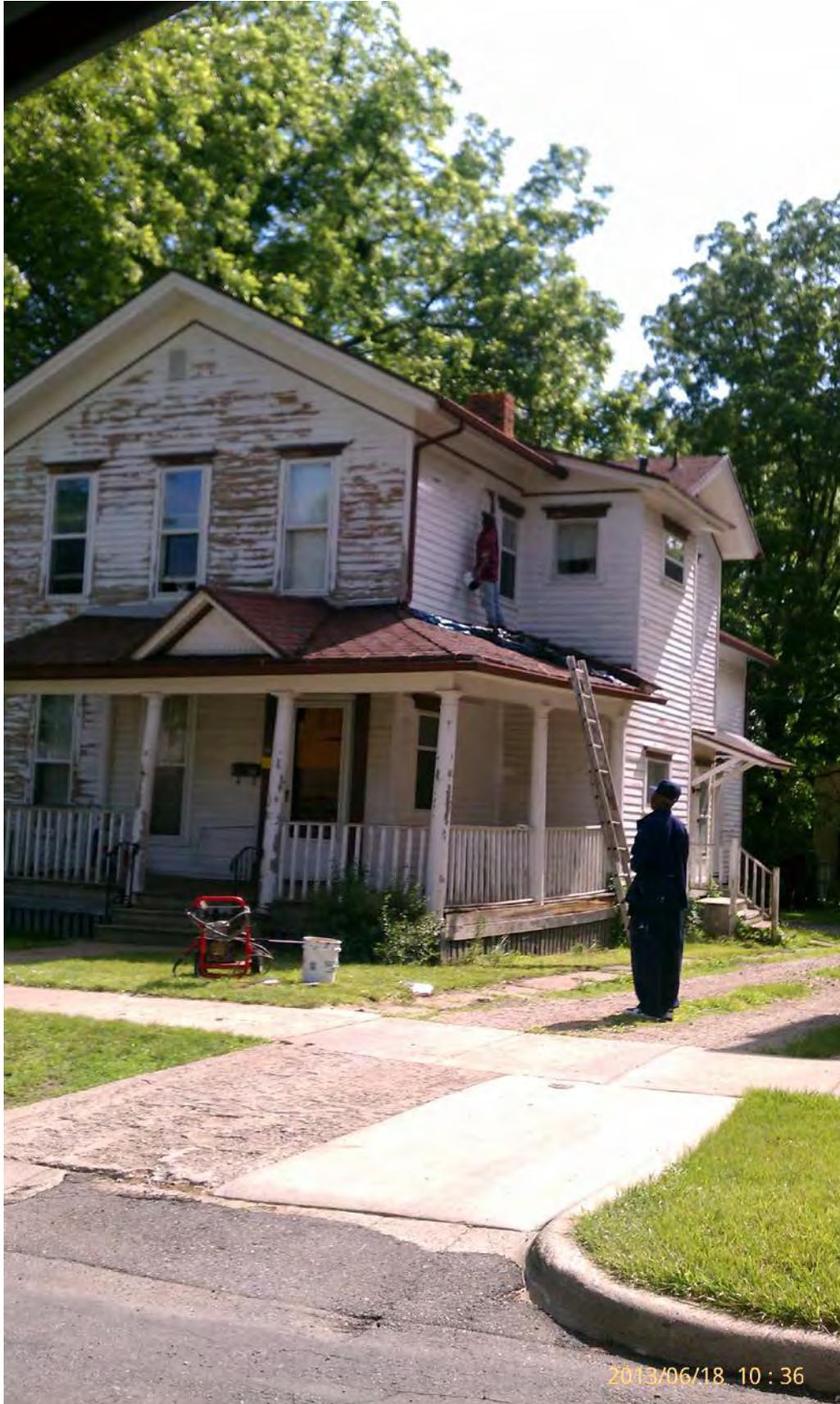














**216 First Street (House)
PIN 3-007800000**

Condemned November 15, 2012 for the following reasons:

Rear southwest porch roof collapsed. Rear northwest porch rotted and in danger of collapse. Open and accessible at upper door and south windows (first floor) and lower rear first floor door. Foundation failure to southwest rear porch and southeast corner of house, northeast front porch (2 story) deteriorated and rotting out. Interior of property partially gutted out. No water or electricity to structure. Broken windows, property blight to neighborhood.

Notice and Order Upheld by BCBA 3/28/13

Estimated Cost to Rehabilitate: \$109,540

Estimated Cost to Demolish: \$18,056

Purchased for \$144,000 in May 2005; subject to one foreclosure/reconveyance. No utilities; water off at street since July 2012.

216-18 FIRST ST (HOUSE)



216-18 FIRST ST (HOUSE)



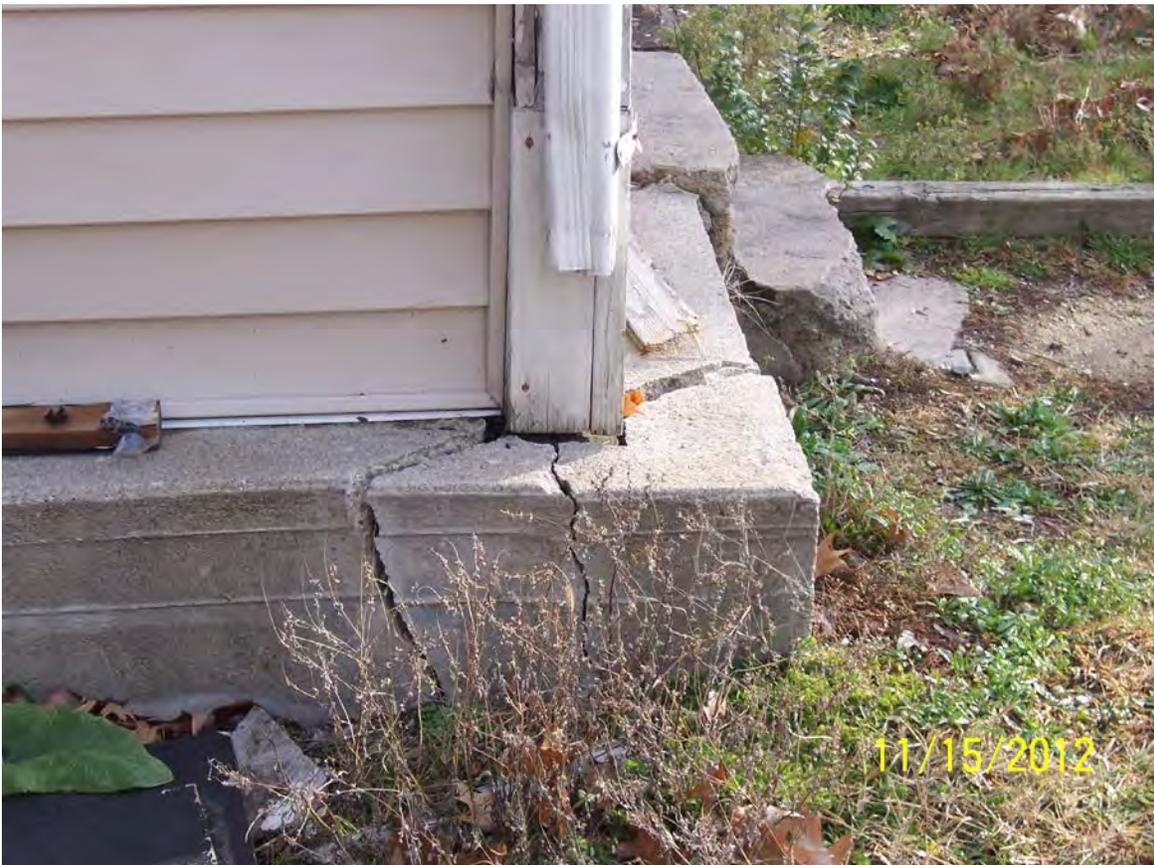
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216-18 FIRST ST (HOUSE)



216-18 FIRST ST (HOUSE)





**710 W Franklin St. (House/Garage)
PIN 3-030700000**

Condemned May 11, 2012 for the following reasons:

House structural members rotted, broken windows, foundation loose and settled. Property boarded more than 6 months. Interior walls and ceilings damaged. Open wall from enclosed porch. Garage; foundation settled, roof needs structural repair and new roofing. Side walls rotted and leaning. Doors and windows broken. Property is a blight to the neighborhood.

Notice and Order Upheld by BCBA 8/15/12

Estimated Cost to Rehabilitate: \$114,647

Estimate Cost to Demolish: \$10,340

2012 tax foreclosed property; purchased at auction for \$600 by LLC in Colorado; quit claimed for \$0 in November 2012.

710 W FRANKLIN ST (HOUSE/GARAGE)



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710 W FRANKLIN ST (HOUSE/GARAGE)



710 W FRANKLIN ST (HOUSE/GARAGE)





**808 First Street
PIN 3-20460000**

Condemned May 25, 2012 for the following reasons:

Unsafe porch steps. Front porch floor needs repair. Property is vacant. Interior unfit for habitation. Foundation in disrepair. Holes in siding. Property blight to neighborhood. Roof deteriorated with deflection.

Notice and Order Upheld by BCBA 11/9/12

Estimated Cost to Rehabilitate: \$382,630

Estimate Cost to Demolish: \$23,768

2013 tax foreclosed property; purchased at auction for \$350 by persons in Boonville, Indiana.

808 FIRST ST (HOUSE)



808 FIRST ST (HOUSE)



808 FIRST ST (HOUSE)



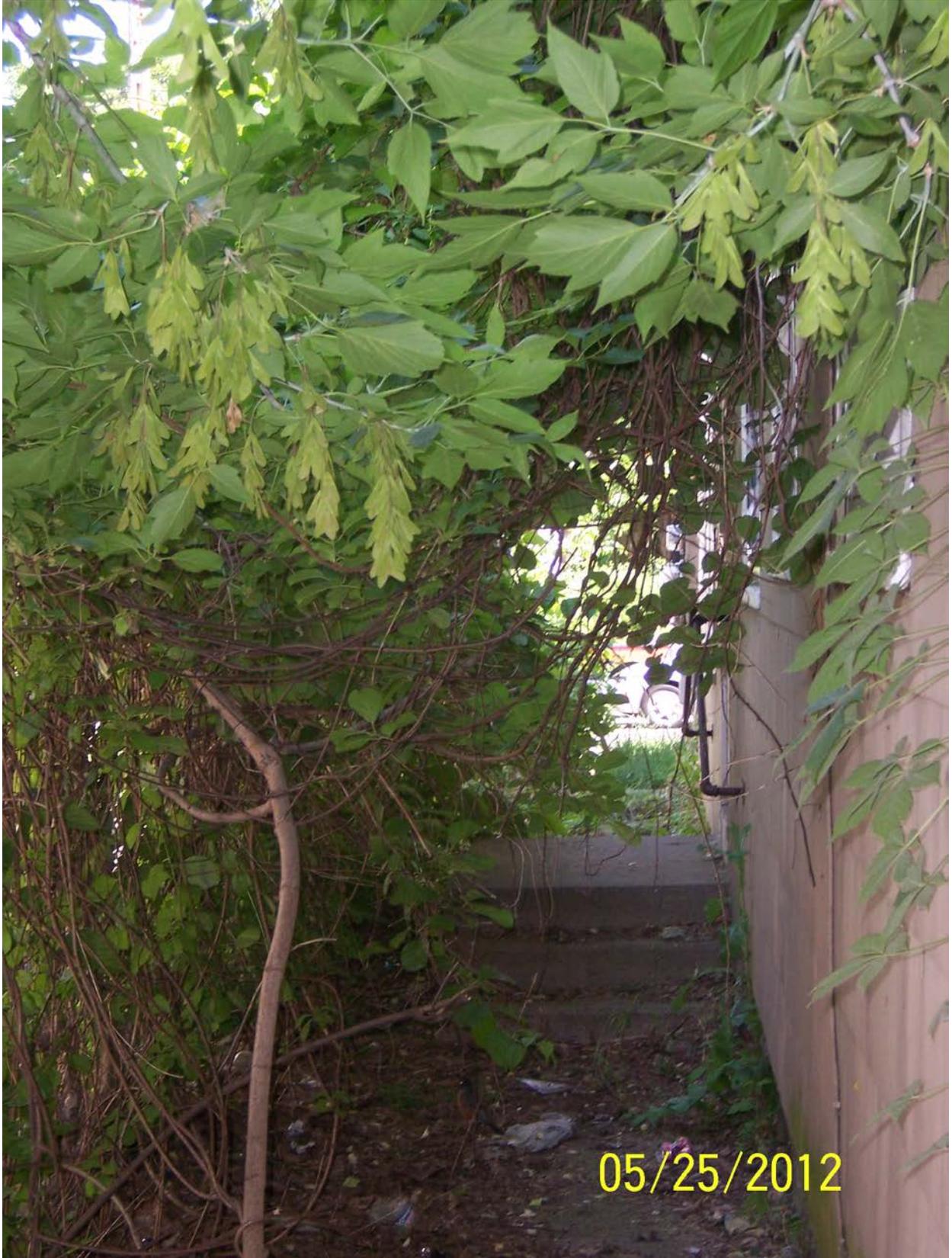
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