



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

AGENDA - CITY COUNCIL MEETING

December 11, 2012

7:00 p.m.

1. **CALL TO ORDER.**
2. **PLEDGE OF ALLEGIANCE** - Invocation by Invocation by Andrew R. Frounfelker, 5th Ward City Councilmember.
3. **ROLL CALL.**
4. **ADOPTION OF AGENDA.**
5. **CITIZEN COMMENTS. (3-Minute Limit)**
6. **PRESENTATIONS/PROCLAMATIONS.**
 - A. **Presentation Regarding On Street Parking and Snow Plowing:**

Presentation by City Engineer Jon Dowling regarding on street parking and snow plowing.

 1. Approval of the request from the City Manager and City Engineer to implement No Parking on the north side and west side of streets within a test area bounded by Brown Street on the west, Wildwood on the north, First Street on the east, and High Street on the south for this winter (Option 3).
7. **CONSENT CALENDAR.**
 - A. **Minutes of Regular Meeting on November 27, 2012:**

Approve the minutes of the regular City Council meeting of November 27, 2012.
 - B. **Minutes of Special Meeting on November 28, 2012:**

Approve the minutes of the special City Council meeting on November 28, 2012.
 - C. **Eve on the Ave:**

Approve the request from the Jackson Downtown Development Authority to conduct their annual Eve on the Ave celebration throughout downtown on Monday, December 31, 2012, from 9:00 p.m. to 12:30 a.m., January 1,

2013 (Recommended approval has been received from the Police, Fire, Engineering, Public Works, and Recreation Departments, and the Downtown Development Authority. Contingent upon receipt of proper insurance coverage).

D. Eve on the Ave 5K Run/Walk:

Approve the request from St. John's United Church of Christ to conduct their Eve on the Ave 5K Run/Walk throughout the downtown streets on Monday, December 31, 2012, from 9:00 p.m. to 11:00 p.m. (Recommended approval has been received from the Police, Fire, Engineering, Public Works, and Recreation Departments, and the Downtown Development Authority. Contingent upon receipt of proper insurance coverage).

E. Administrative Hearings Bureau Officer Appointment:

Approve the Mayor's recommendation to appoint William Thompson as an administrative hearings bureau officer for the City of Jackson's Administrative Hearings Bureau for a two-year term, beginning January 1, 2013, and ending December 31, 2014.

F. Human Relations Commissioner Reappointments:

Approve the Mayor's recommendation to reappoint M. Teresa Gibson and Jon Hart to the Human Relations Commission for a three-year term each, beginning January 1, 2013, and ending December 31, 2015.

G. Jackson Housing Commission Appointment:

Approve the Mayor's recommendation to appoint Councilmember Derek Dobies to the Jackson Housing Commission replacing Thomas Trent Harris, beginning immediately, and ending October 30, 2015.

H. Durand Street Reconstruction & Water Main Replacement Balancing Change Order No. 1:

Approve Balancing Change Order No. 1 to the contract with Bailey Excavating, Inc., in the *decreased* amount of \$27,483.57 to balance quantities for contract pay items and to add pay items not included in the original contract for the Durand Street Reconstruction and Water Main Replacement project, and authorization for the City Manager and City Engineer to execute the appropriate document(s).

I. Bridge Consulting Services Change Order No. 1:

Approve Change Order No. 1 to the contract with Great Lakes Engineering Group, Inc., Lansing, in the increased amount of \$3,600.00, to increase the number of estimated work hours for load rating calculations as required by Federal law, and authorization for the City Manager and City Engineer to execute the appropriate document(s).

J. Forest & Homewild CDBG Street Reconstruction Change Order No. 1:

Approve Balancing Change Order No. 1 to the contract with Bailey Excavating, Inc., in the decreased amount of \$40,548.73, to balance

quantities for contract pay items, and to add pay items not included in the original contract for the Forest and Homewild CDBG Street Reconstruction project, and authorization for the City Manager and City Engineer to execute the appropriate document(s).

- K. Transfer of County-owned Property - 106 W. Biddle, and 201 W. Biddle:**
Accept the proposed Quit Claim Deeds from Jackson County for conveyance of 106 W. Biddle and 201 W. Biddle to the City, and authorization for the City Attorney to file the deeds and take any other action necessary to transfer the properties.
- L. Receive the CDBG & HOME Financial Summaries:**
Receive the CDBG and HOME Financial Summaries through November 30, 2012.
- M. Resolutions Establishing Public Hearings for Special Assessment Rolls:**
Resolution establish January 22, 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. 4218 - Delinquent Miscellaneous General Fund Accounts Receivable.
 2. Special Assessment Roll No. 4219 - Delinquent Miscellaneous Building Department Fund Accounts Receivable.
 3. Special Assessment Roll No. 4220 - Delinquent Miscellaneous Housing Code Enforcement Fund Accounts Receivable.
 4. Special Assessment Roll No. 4221 - Delinquent Miscellaneous Building Demolition Fund Accounts Receivable.
 5. Special Assessment Roll No. 4222 - Delinquent Miscellaneous Sewer Fund Accounts Receivable.
 6. Special Assessment Roll No. 4223 - Delinquent Miscellaneous Public Works Fund Accounts Receivable.
- N. Establishment of a Public Hearing for a Special Assessment:**
Establishment of January 22, 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. 3374 for Street Repaving on High Street from Cooper to Losey.

- O. Establishment of a Public Hearing for CDBG/HOME:**
Approve the 2013-2014 CDBG/HOME Timetable and establishment of public hearings on January 22, 2013, and September 24, 2013.
- *P. Ella W. Sharp Park Board Reappointment:**
Approve the Mayor's recommendation to reappoint Michelle Woods to the Ella W. Sharp Park Board for a three year term beginning February 1, 2013, and ending January 31, 2016.

8. PUBLIC HEARINGS.

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

- A. Special Assessment Roll No. 3371:**
Public hearing on Special Assessment Roll No. 3371 for street repaving on Hibbard Street from Wildwood to the railroad tracks.
 - 1. Resolution confirming Roll No. 3371.
- B. Special Assessment Roll No. 3372:**
Public hearing on Special Assessment Roll No. 3372 for street repaving on Homewild from Ellery to Edgewood Street.
 - 1. Resolution confirming Special Assessment Roll No. 3372.
- C. Special Assessment Roll No. 3373:**
Public hearing on Special Assessment Roll No. 3373 for street repaving on Forest Street from Bend in the road to Edgewood Street.
 - 1. Resolution confirming Special Assessment Roll No. 3373.

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

9. OTHER BUSINESS.

- A. Extension of Medical Marihuana Moratorium Ordinance (Final Adoption):**
Final adoption of Ordinance No. 2012.40, declaring an additional temporary moratorium on the establishment of operations, and the issuance of permits or licenses for operations that relate to either the cultivation, dispensing, or use of medical marihuana in the City of Jackson.

B. Final Renewal of Janitorial/Cleaning Contract:

Approve the final renewal of the contract with A. Williams Cleaning Services in the total amount of \$40,452.00, for citywide janitorial cleaning with the City Water Department, Wastewater Treatment Plant, Department of Public Works, and City Hall.

10. NEW BUSINESS.

A. Transfer of Personal Property of Ella W. Sharp:

Approve authorization for the Mayor to sign a bill of sale, thereby transferring title of personal property of Ella W. Sharp to the Ella Sharp Museum of Art and History, and for the City Attorney to make minor modifications to the documents.

B. Ella Sharp Park Golf Course Club House Remodeling Project:

Award a contract to JC Beal Construction, Inc., Ann Arbor, for the remodeling of the Ella Sharp Park Golf Course Club House, in the amount of \$425,200.00, and authorization for the City Manager to sign the appropriate document(s).

C. Cherry Creek Holdings, LLC, Development Agreement:

Approve the Development Agreement between the City and Cherry Creek Holdings, LLC for use/lease of a portion of Municipal Parking Lot No. 5, authorization for the Mayor and City Clerk to sign same, and for the City Attorney to make minor modifications to the documents and take all other action necessary for execution of the Development Agreement.

D. Defined Contribution Plan for MAPE Employees:

Adopt a Defined Contribution Plan through the Municipal Employees' Retirement System of Michigan (MERS) for all employees hired on or after July 1, 2012, into the Michigan Association of Public Employees (MAPE).

E. Amendment to the Personnel Policy:

Approve an amendment to various sections of the Personnel Policy related to non-union employee and non-union retiree matters as recommended by City Administration.

F. Pay Adjustments for the Certain Non-Union Classifications:

1. Approve the Class Grade assignment for the Building Inspector classification from Class Grade 10 to Class Grade 12 and adjust the wage to Class Grade 12, Step 7 in accordance with the Personnel Policy, effective December 11, 2012.

2. Approve the Class Grade assignment for the Plumbing/Mechanical Inspector classification from Class Grade 10 to Class Grade 12 and adjust the wage to Class Grade 12, Step 8 in accordance with the Personnel Policy, effective December 11, 2012.

G. Amendment to Personnel Policy (Contract Personnel/City Manager Authority):

Approve an amendment to Article III, Section III-3 of the Personnel Policy (City Manager's Authority to Execute Employment Contracts).

H. Resolution Reallocating HOME Funds:

Resolution reallocating a total of \$17,400.00 HOME funds from Community Housing Development Organization (CHDO) Operating Expenses to CHDO Reserve Activity of Acquisition/Rehabilitation/Resale.

I. Resolution of Support for 2012 Blight Elimination Grant:

Resolution of support for the 2012 Blight Elimination Program grant application through the State of Michigan.

J. City Hall Bond Refunding Resolution:

Resolution authorizing issuance of 2013 Unlimited Tax General Obligation Refunding Bonds.

K. Fund Balance Policy Resolution:

Resolution approving a Fund Balance Policy for the General Fund.

L. Refusal of Certain Tax Reverted Properties:

Resolution approving the City of Jackson notification of release of first right of refusal under Public Act 123 of 1999 for Jackson County for those properties listed in Exhibit A attached.

11. CITY COUNCILMEMBERS' COMMENTS.

12. MANAGER'S COMMENTS.

13. ADJOURNMENT.



Neighborhood & Economic Operations

Building a Stronger Jackson

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

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Code Enforcement
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Engineering
(517) 788-4160

Planning & Economic Development
(517) 768-6433

CITY COUNCIL MEETING December 11, 2012

TO: Honorable Mayor and City Councilmembers

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

SUBJECT: On Street Parking and Snow Plowing

RECOMMENDATION: To Implement No Parking on the North Side or West Side of Streets Within a Test Area Bounded by Brown Street on the West, Wildwood on the North, First Street on the East and High Street on the South for this Winter (Option 3).

At the request of the City Manager, Engineering started looking at on street parking in the City, the impacts it has on snow plowing and the options to having parking on one side of the street only. Figure 1 shows the existing parking restrictions in the City. On the vast majority of the local streets in the City, cars can park on both sides, requiring snow plow drivers to be careful not to hit any cars. This report looks at the following four options:

- 1) Do nothing
- 2) Sign each street to remove parking from one side
- 3) Sign City Limits – No Parking on North or West Side
- 4) Sign City Limits – No Parking Odd/Even

1) Do nothing

This is the cheapest and easiest option from the traffic control point of view. However, any efficiencies that may be gained in snow plowing are lost.

2) Sign each street to remove parking from one side

This gives the most flexibility to expanding on the existing parking restrictions but is the most costly to implement. To analyze this, a test area bounded by Brown Street on the west, Wildwood on the north, First Street on the east and High Street on the south, as shown in Figure 2, was created. The test area is a little bigger than one square mile and represents about 1/9 of city streets. Within the test area on the west side, an estimated 490 No Parking signs would need to be installed at an estimated cost of \$50/sign for a total cost of \$24,500. These signs would be required to remove parking from one side of each of the streets that currently have no parking restrictions as shown in Figure 3. To remove parking city-wide in this manner would cost over \$220,000.00. This option is easiest for motorists to understand and for police to enforce.

3) Sign City Limits – No Parking on North or West Side

This is the most rigid way to expand the existing parking restrictions to allow parking on only one side. The advantage over option 2 is that instead of having thousands of additional signs on city streets we would need 25 signs at the city limits. The change city-wide is shown in Figure 4. The estimated cost for the signs at the city limits is \$3,625.00. Going back to the test area as shown in Figure 2, portions of First Street and Fourth Street have parking on the west side that would have to move to the east side, and pavement markings for double yellow lane lines would need to be ground off with new lane line painted to the west side. The estimated cost to change the lane lines in the test area is \$16,825.00. The cost to implement this city-wide is estimated to exceed \$150,000.00. This option is difficult for motorists to remember and for police to enforce.

4) Sign City Limits – No Parking Odd/Even

This option would cost the same as option #3 for the city limit signs estimated at \$3,625.00. This option would not require any other changes to signage or lane lines but would require educating the public that on odd number days of the month, you can only park on the odd addressed number side of the street (south and east) and on even number days of the month you can only park on the even addressed number side of the street (north and west). This requires moving your car most days from one side of the street to the other. Also, if you live on a street that currently restricts parking on one side, you cannot park your car on the street that day. In other words, using the test area again, you can park on Fourth Street on the west side on even number days of the month and you cannot park on Fourth Street at all on the odd number days. The biggest confusion to this option is at what time of day does it take effect. Ideally from an enforcement point of view at midnight when the date changes. However, people would have to go out at midnight to move their car each night. Even at 6:00 or 8:00 p.m. it would require those who got home earlier to go back out to move their car. It would also add confusion that on the first, you are to park on the odd side, except in the evening when you are to park on the even side. This option is much cheaper to implement city-wide than option #3, but restricts the public from parking on certain streets half of the months, and the public must be aware of the date of the month and what side they can park on or risk receiving a parking ticket. This option is most difficult for motorists to remember and for police to enforce.

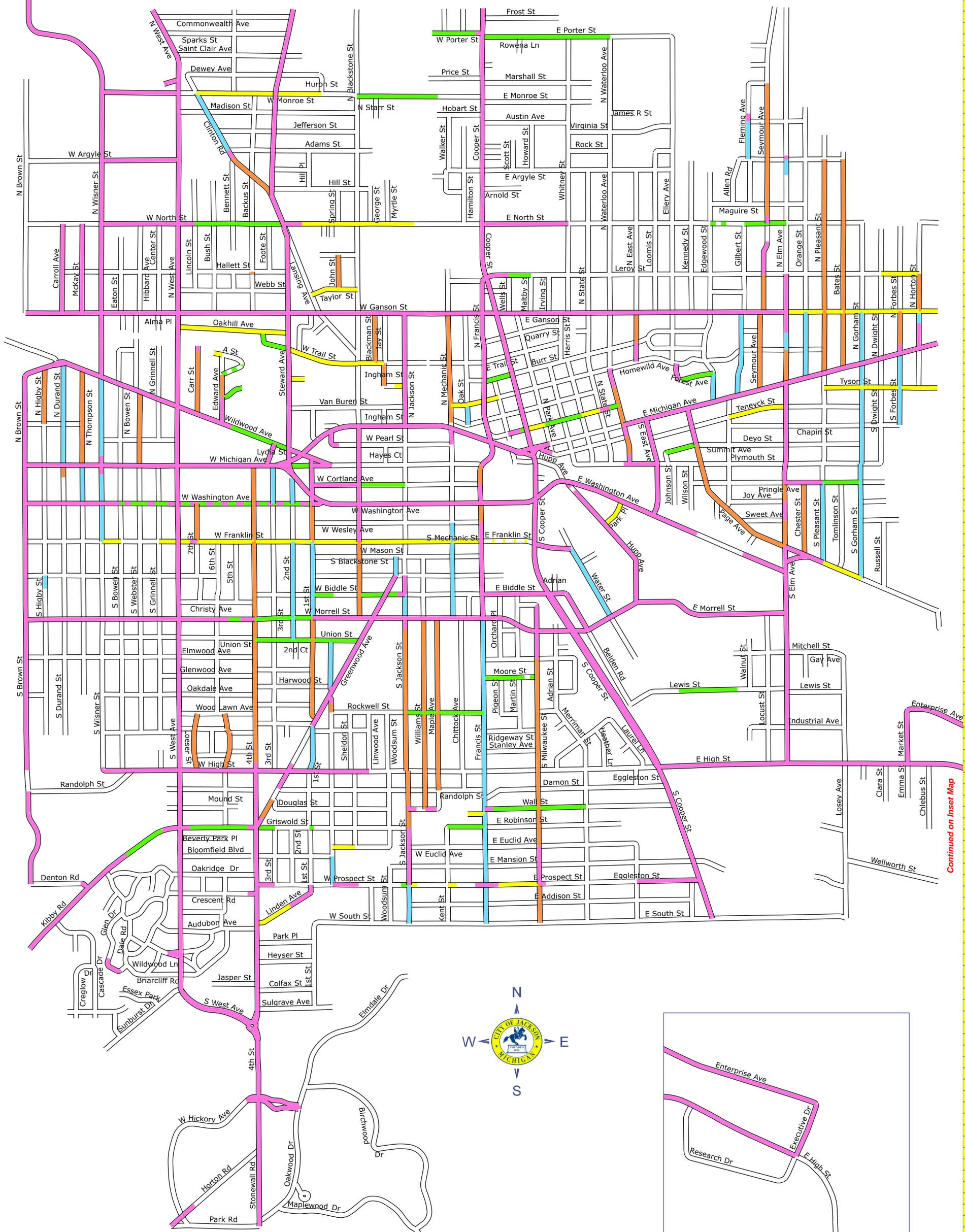
The recommendation is to go with Option 3 and to implement on a trial basis this winter to see if it is feasible to put the No Parking option in place city-wide.

If you have any questions please feel free to contact me.

JHD/sms

Cc: Bob Dietz, Parking Manager/Engineering Assistant
Matt Heins, Director of Police and Fire Services

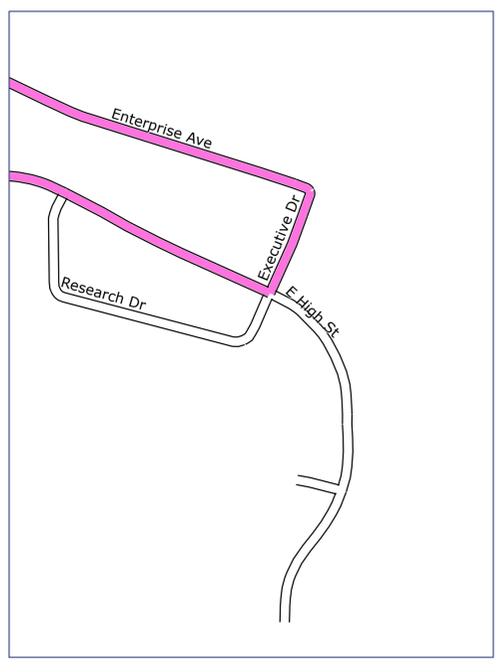
Existing No Parking Areas



Map Symbols

- No Parking Areas
- Both Sides of Street
- North Side of Street
- West Side of Street
- East Side of Street
- South Side of Street
- South Side - During Hours Posted
- Both Sides - Except on Sunday
- North Side - During Hours Posted
- Both Sides - Except North Side, During Hours Posted

Printed: 12/5/2012



Continued on Inset Map

Figure 1

Proposed No Parking Areas

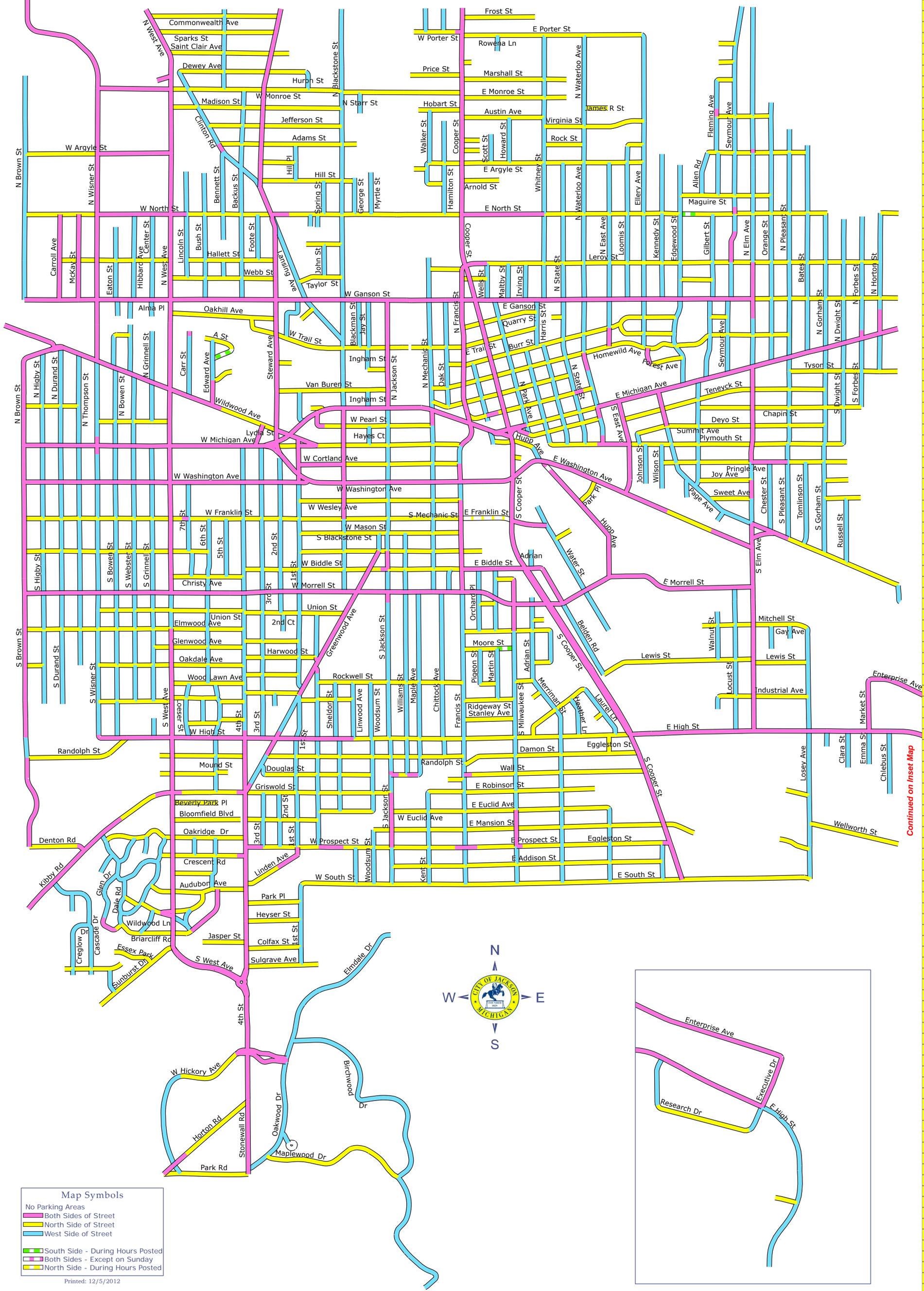


Figure 4

JACKSON CITY COUNCIL MEETING

MINUTES

NOVEMBER 27, 2012

CALL TO ORDER.

The Jackson City Council met in regular session in City Hall and was called to order at 7:00 p.m. by Mayor Martin J. Griffin.

PLEDGE OF ALLEGIANCE.

The Council joined in the pledge of allegiance. The invocation was given by Councilmember Greer who reflected on Councilmember Carl L. Breeding's many accomplishments and asked that a moment of silence be observed in honor of his passing.

ROLL CALL.

Present: Mayor Martin J. Griffin and Councilmembers Kimberly Jaquish, Daniel P. Greer, Laura Dwyer Schlecte, Andrew R. Frounfelker and Derek J. Dobies—6. Absent: 0. Vacant: 1st Ward --1.

Also present: City Manager Patrick Burtch, City Attorney Julius A. Giglio, City Clerk Lynn Fessel, Deputy Police Chief John Holda, City Assessor David Taylor and City Engineer Jon Dowling.

AGENDA.

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to add a resolution regarding personal property tax to the agenda – Item 10.H. The motion was adopted by unanimous voice vote.

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to adopt the agenda, as amended above, and to have the presentation on the Jackson County Cradle to Career Program before the Blackboard Connect presentation. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Greer, Schlecte, Frounfelker and Dobies—6. Nays: 0. Absent: 0. Vacant: 1st Ward—1.

CITIZEN COMMENTS.

Councilmember Breeding's grandson Michael A. Smith II shared memories of his Grandfather, stating that he enjoyed every moment he spent serving the people in his Ward and across the Jackson community, as well as educating the children of Jackson.

Roger Maufort remarked that he appreciated Councilmember Breeding's handling of Committee meetings, which he did with honesty and fairness. He then proposed that the City Council follow Kalamazoo's lead and decriminalize marihuana for possession of small amounts.

Harry Gish stated that Councilmember Breeding did much for the City of Jackson. He discussed the County's recent property tax sale stating it would have been nice to know if certain properties were going to be demolished, but he is grateful to the City for allowing purchasers to deed back purchased properties to the City so they don't have to pay the demolition fees.

Steven Sharpe discussed the medical marihuana moratorium, stating that the Council is trying to prevent something that has no ill effects, but has scientific value.

Mark Baker thanked the City Engineering Department, specifically Blair Bearing, for the excellent communication and service he and his neighbors received during the Hibbard Street reconstruction.

PRESENTATIONS/PROCLAMATIONS.

**A. JACKSON COUNTY CRADLE TO CAREER (C2C):
MONICA MOSER, CHIEF EXECUTIVE OFFICER FOR THE JACKSON
COMMUNITY FOUNDATION, WILL GIVE A PRESENTATION REGARDING THE
JACKSON COUNTY CRADLE TO CAREER PROGRAM.**

Ms. Moser asked the Council to support the Cradle to Career program, explaining that the program's ultimate goal is to ensure that by 2025, 60% of Jackson County residents will have a post-secondary degree or valuable credential.

**B. BLACKBOARD CONNECT CTY PRESENTATION:
A PRESENTATION WILL BE GIVEN BY STEVE LINEHAN, BLACKBOARD –
CONNECT CTY, REGARDING THE CITY'S OPPORTUNITY TO PURCHASE
BLACKBOARD CONNECT.**

Mr. Linehan discussed and gave a demonstration of the Blackboard Connect System, which allows government leaders to provide emergency notifications and community outreach 24 hours a day to citizens.

**1. CONSIDERATION OF THE REQUEST TO PURCHASE THE BLACKBOARD –
CONNECT CTY SYSTEM AT AN ANNUAL COST OF \$27,116.49, AND
AUTHORIZATION FOR THE CITY ATTORNEY TO MAKE MINOR
MODIFICATIONS TO THE CONTRACT DOCUMENT(S) FOR THE PARTIES,
AND FOR THE MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE
CONTRACT DOCUMENTS. (POSTPONED AT THE NOVEMBER 13, 2012, CITY
COUNCIL MEETING.)**

Motion was made by Councilmember Schlecte to postpone consideration of this matter until the next meeting. The motion died for lack of a second.

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

Griffin and Councilmembers Jaquish, Greer, Frounfelker and Dobies—5. Nays: Councilmember Schlecte—1. Absent: 0. Vacant: 1st Ward—1.

CONSENT CALENDAR.

Councilmember Dobies requested Item K be removed for separate consideration. Councilmember Schlecte requested Item L be removed for separate consideration. Motion was made by Councilmember Frounfelker and seconded by Councilmember Dobies to approve the following Consent Calendar, with Items K and L removed for separate consideration. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Greer, Schlecte, Frounfelker and Dobies—6. Nays: 0. Absent: 0. Vacant: 1st Ward—1.

Consent Calendar

- A. MINUTES OF REGULAR MEETING ON NOVEMBER 13, 2012:**
Approve the minutes of the regular City Council meeting of November 13, 2012.
- B. MINUTES OF SPECIAL MEETING ON NOVEMBER 1, 2012:**
Approve the minutes of the special City Council meeting of November 1, 2012.
- C. ADMINISTRATIVE HEARINGS BUREAU REAPPOINTMENT:**
Approve the Mayor's recommendation to reappoint Charles H. Aymond as an administrative hearings bureau officer for the City of Jackson's Administrative Hearings Bureau for a two-year term, beginning January 1, 2013, and ending December 31, 2014.
- D. BUILDING CODE BOARD OF APPEALS REAPPOINTMENT:**
Approve the Mayor's recommendation to reappoint Andrew Dotterweich to the Building Code Board of Appeals for a three-year term, beginning January 1, 2013, and ending December 31, 2015.
- E. CITY PLANNING COMMISSION REAPPOINTMENT:**
Approve the Mayor's recommendation to reappoint Sheila Troxel to the City Planning Commission for a three-year term, beginning January 1, 2013, and ending December 31, 2015.
- F. DOWNTOWN DEVELOPMENT AUTHORITY:**
Approve the Mayor's recommendation to reappoint Andrea Ramp to the Downtown Development Authority for a four-year term, beginning January 1, 2013, and ending December 31, 2016.
- G. HISTORIC DISTRICT COMMISSION APPOINTMENT:**
Approve the Mayor's recommendation to appoint Grant Bauman to the Historic District Commission for a three-year term, beginning January 1, 2013, and ending December 31, 2015.
- H. HISTORIC DISTRICT COMMISSION REAPPOINTMENTS:**
Approve the Mayor's recommendation to reappoint John Schaub and Rachel Wineman to the Historic District Commission for a three-year term each, beginning January 1, 2013, and ending December 31, 2015.
- I. REGION 2 PLANNING COMMISSION REAPPOINTMENTS:**
Approve the Mayor's recommendation to reappoint Andrew Dotterweich and Jeanne Kubish to the Region 2 Planning Commission for a three-year term each, beginning January 1, 2013, and ending December 31, 2015.
- J. ZONING BOARD OF APPEALS REAPPOINTMENTS:**
Approve the Mayor's recommendation to reappoint Andrew Dotterweich, Jeanne Kubish and Gerald Montgomery (Alternate) to the Zoning Board of Appeals for a three-year term each, beginning January 1, 2013, and ending December 31, 2015.
- K. *Removed for separate consideration.***

- L. *Removed for separate consideration.***
- M. COMPLAINT FOR INTERPLEADER FILED BY OMNISOURCE CORPORATION:**
Receive a complaint filed in the 12th District Court regarding Omnisource Corporation requesting an interpleader for monies left from the cleanup of Joseph Kurpinski, and referral to the City Attorney.
- N. COMPLAINT FILED BY THOMAS DARROW – 911 S. JACKSON STREET:**
Receive a complaint filed in Jackson County Circuit Court by Thomas Darrow against the City relating to the demolition of 911 S. Jackson Street, and referral to the City Attorney.
- O. COMPLAINT FILED BY THOMAS DARROW – 919 S. JACKSON STREET:**
Receive a complaint filed in Jackson County Circuit Court by Thomas Darrow against the City relating to the demolition of 919 S. Jackson Street, and referral to the City Attorney.
- P. CITY FINANCIAL STATEMENTS ENDING OCTOBER 31, 2012:**
Receipt of the City of Jackson’s summary of revenue and expenditures for four (4) months ended October 31, 2012.
- Q. ESTABLISH PUBLIC HEARINGS FOR SPECIAL ASSESSMENT ROLLS:**
Establishment of December 11, 2012, at the City Council meeting as the time and place to hold public hearings on the following Special Assessment Rolls for street construction:
1. Roll No. 3371 for street repaving on Hibbard Street from Wildwood to the railroad tracks.
 2. Roll No. 3372 for street repaving on Homewild from Ellery to Edgewood Street.
 3. Roll No. 3373 for street repaving on Forest Street from Bend in the road to Edgewood Street.
- R. LIQUOR LICENSE:**
Approve a resolution to the Liquor Control Commission regarding the application from Veritas Vineyard, LLC, for small distiller and outdoor service licenses to be located at 117 W. Louis Glick Highway and the Farmers’ Market parking lot.

CONSENT CALENDAR ITEM K.

JACKSON COUNTY CRADLE TO CAREER (C2C) PARTNERSHIP AGREEMENT:
Approve a Partnership Agreement.

Motion was made by Councilmember Dobies and seconded by Councilmember Schlecte to approve the Agreement, with the following changes shown in italics. The Mayor/*City Manager* of the City of Jackson pledges and designates *City Ombudsman* of the City of Jackson to: and *City Ombudsman* is the person identified as the designee to represent the Jackson Community Foundation. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Greer, Schlecte, Frounfelker and Dobies—6. Nays: 0. Absent: 0. Vacant: 1st Ward—1.

CONSENT CALENDAR ITEM L.

TRANSFER OF PROPERTY AGREEMENT – 1015 ADRIAN AVENUE:
Approve the Agreement Regarding Transfer of Property between the City and property owner, Lona Kaye Elliott, for property located at 1015 Adrian Avenue, accept the Quit Claim Deed, and authorization for the City Attorney to make minor modifications to the documents and take all other actions necessary to effectuate the closing.

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

Councilmembers Jaquish, Greer, Schlecte, Frounfelker and Dobies—6. Nays: 0. Absent: 0. Vacant: 1st Ward—1.

PUBLIC HEARINGS.

RECESS AS A CITY COUNCIL AND CONVENE AS A BOARD OF REVIEW.

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

**A. SPECIAL ASSESSMENT ROLL NO. 4217 – METERLESS PARKING 2012-2013:
PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4217 FOR METERLESS
PARKING 2012-2013.**

Mayor Griffin opened the public hearing. No one spoke. The City Clerk reported on a telephone call received from Patrick Colligan, owner of The Rocket at 216 Francis Street. He requested an adjustment to his assessment because the building is for sale, he is working out of state and business conditions have changed. The Mayor closed the public hearing.

1. RESOLUTION CONFIRMING ROLL NO. 4217.

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 Jaquish, Greer, Schlecte and Dobies—5. Nays: Councilmember Frounfelker--1. Absent: 0. Vacant: 1st Ward—1.

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

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

OTHER BUSINESS.

**A. EXTENSION OF MEDICAL MARIHUANA MORATORIUM ORDINANCE (FIRST
READING):
CONSIDERATION OF AN ORDINANCE DECLARING AN ADDITIONAL
TEMPORARY MORATORIUM ON THE ESTABLISHMENT OF OPERATIONS, AND
THE ISSUANCE OF PERMITS OR LICENSES FOR OPERATIONS THAT RELATE TO
EITHER THE CULTIVATION, DISPENSING, OR USE OF MEDICAL MARIHUANA IN
THE CITY OF JACKSON.**

Motion was made by Councilmember Greer and seconded by Councilmember Schlecte to approve the ordinance and place it on the next regular Council meeting agenda for adoption. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Greer, Schlecte, Frounfelker and Dobies—6. Nays: 0. Absent: 0. Vacant: 1st Ward—1.

NEW BUSINESS.

**A. CITY CLERK'S NOTICE OF RETIREMENT AND TERMINATION OF
EMPLOYMENT AGREEMENT:**

RECEIVE THE CITY CLERK LYNN FESSEL'S NOTICE OF RETIREMENT AND TERMINATION OF EMPLOYMENT AGREEMENT.

Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to receive the notice with regret. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Greer, Schlecte, Frounfelker and Dobies—6. Nays: 0. Absent: 0. Vacant: 1st Ward—1.

**B. SIDEWALK REPLACEMENT RESOLUTION:
RESOLUTION ORDERING SIDEWALK REPLACEMENT AT THREE LOCATIONS,
120 GIBSON PLACE, 911 WILLIAMS, AND 1201 WOODBRIDGE.**

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

**C. HSGP-STATE HOMELAND SECURITY PROGRAM GRANT:
RESOLUTION AMENDING THE 2012-2013 BUDGET TO REFLECT RECEIPT OF A
STATE HOMELAND SECURITY PROGRAM GRANT, IN THE AMOUNT OF
\$207,950.00, FOR THE PURCHASE OF RADIO EQUIPMENT.**

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

**D. 2012/13 JNET GRANT:
RESOLUTION AMENDING THE 2012-2013 BUDGET TO REFLECT RECEIPT OF
THE 2012-2013 JNET CONSPIRACY CONTINUATION PROJECT GRANT IN THE
AMOUNT OF \$20,433.00, AND TO AMEND THE DRUG LAW ENFORCEMENT FUND
BUDGET TO REFLECT THE MATCH OF \$20,434.00 FOR A PROJECT TOTAL OF
\$40,867.00.**

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

**E. PURCHASE OF WELL PARTS:
APPROVE THE PURCHASE OF WELL PARTS IN THE LOW BID AMOUNT OF
\$41,597.00, FROM NORTHERN PUMP AND WELL, LANSING, TO BE UTILITZED IN
THE WATER TREATMENT PLANT.**

Motion was made by Councilmember Jaquish and seconded by Councilmember Frounfelker to approve the purchase of well parts. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Greer, Schlecte, Frounfelker and Dobies—6. Nays: 0. Absent: 0. Vacant: 1st Ward—1.

**F. 2013 CITY COUNCIL MEETING DATES:
RESOLUTION ESTABLISHING CITY COUNCIL MEETING DATES FOR 2013.**

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

G. DEMOLITION CONTRACT BID AWARDS:

AWARD FOUR (4) CONTRACTS IN THE TOTAL AMOUNT OF \$304,130.90 OF VACANT AND ABANDONED STRUCTURES BASED ON INDIVIDUAL UNIT PRICING TO:

| | |
|--|---------------------|
| DUNIGAN BROTHERS (JACKSON) | \$125,131.90 |
| LESTER BROTHERS (JACKSON) | \$ 92,030.00 |
| MICHIGAN DEMOLITION (OKEMOS) | \$ 25,819.00 |
| SMALLEY CONSTRUCTION (SCOTTVILLE) | \$ 61,150.00 |

AND AUTHORIZATION FOR THE CITY MANAGER TO APPROVE ALL CHANGE ORDERS REQUIRED TO COMPLETE THE DEMOLITIONS.

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

H. RESOLUTION IN SUPPORT OF FULLY REPLACING, NOT JUST ERASING, MICHIGAN’S PERSONAL PROPERTY TAX.

Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to adopt the resolution and forward copies to our Governor, State Representative and State Senator. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Greer, Schlecte, Frounfelker and Dobies—6. Nays: 0. Absent: 0. Vacant: 1st Ward—1.

CITY COUNCILMEMBERS’ COMMENTS.

Councilmember Jaquish offered her condolences to Councilmember Breeding’s family and stated she will miss him, as well as his wit and wisdom.

Councilmember Greer stated he and Councilmember Breeding share the honor of being the longest serving Councilmembers in the City. He provided some interesting facts about Councilmember Breeding’s service and concluded by saying he will be greatly missed.

Councilmember Schlecte asked that the “rolling” parking problem downtown be addressed. She inquired when a work group will be scheduled for the medical marijuana issue, volunteering to serve with that group. She inquired about centralizing meeting times and places. She closed by offering her condolences to Councilmember Breeding’s family.

Councilmember Frounfelker stated he enjoyed working with Councilmember Breeding and he will miss his mentoring and insightful conversations.

Councilmember Dobies echoed everyone's sentiments and offered his condolences to Councilmember Breeding's family as well. He remarked on his passion for the City and his commitment to detail.

Mayor Griffin offered his condolences, stating he was the Mayor when Councilmember Breeding came in and when he went out. He remarked that he went out on his own terms and he will be missed. The Mayor thanked Shelly Allard, Ed Yoakam and Floyd Davis for their work in putting together the City Hall "swap meet" (cleaning out obsolete office supplies and equipment) and St. Vincent DePaul for picking up the unclaimed/untraded items. He discussed the implementation of the BlackBoard Connect System, parking changes and "doing more with what we have." Another group of employees from the Water Department have been moved to the 11th floor, in an effort to fill every space within City Hall.

MANAGER'S COMMENTS.

City Manager Burtch offered his condolences to Councilmember Breeding's family. He respected the fact that he was direct, concise in his manner and stuck to his guns. He discussed the relationship with the Jackson Area Landlords Association and communication with them on rehabilitation and non-owner occupied registration and inspection. He thanked the Council for their continuing support on the vacant/abandoned home demolitions and reported briefly on parking issues and enforcement.

ADJOURNMENT.

No further business being presented, the Mayor adjourned the meeting at 8:17 p.m.

Lynn Fessel
City Clerk

**JACKSON CITY COUNCIL
SPECIAL MEETING MINUTES
NOVEMBER 28, 2012**

CALL TO ORDER.

The Jackson City Council met in special session in the 10th Floor Conference Room in City Hall and was called to order by Mayor Martin J. Griffin at 6:24 p.m.

MEMBERS PRESENT.

Present: Mayor Martin J. Griffin and Councilmembers Kimberly Jaquish, Daniel P. Greer, Laura Dwyer Schlecte, Andrew R. Frounfelker and Derek J. Dobies—6. Absent: 0. Vacant: 1st Ward--1.

GOALS.

The Council continued their goal setting process by refining their work from the October 17, 2012, special meeting and working with the following Visions/Values: Promote Health, Safety & Welfare, Enhanced Quality of Life for Residents, Sustainable City Finances, Strong Local Economy and High Quality Infrastructure.

ADJOURNMENT.

No further business being presented, the Mayor adjourned the meeting at 7:40 p.m.

Lynn Fessel, City Clerk



Jackson Downtown Development Authority

December 5, 2012

MEMO TO: Honorable Mayor and City Council Members

FROM: Jonathan Greene, Executive Director

SUBJECT: Special Event Application: **Eve on the Ave**

RECOMMENDATION: Approval of the request from the Jackson DDA to conduct their annual Eve on the Ave celebration throughout downtown on Monday, December 31st, 2012 from 9pm to 12:30a.m. Insurance is pending approval by the City Attorney.

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 | | \$1,100.00 |
| Fire | x | | \$0 |
| Engineering | x | | \$0 |
| Public Works | x | | \$878.00 |
| Recreation | x | | \$0 |
| DDA | x | | \$0 |
| | | | <hr/> |
| | | | \$1,978.00 |

Conditions and Considerations:

Insurance Status: Pending

att: Special Event Application: **Eve on the Ave**
Street Closure Map
Fireworks Permit

JG/RR

**CITY OF JACKSON
SPECIAL EVENT APPLICATION**

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

Date Received By DDA Office: _____ Time: _____ By: _____

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

Sponsoring Organization's Legal Name: Jackson Downtown Development Authority

Organization Address: 161 W. Michigan Ave. Jackson, MI 49201

Organization Agent Jonathan Greene Title: Executive Director

Phone: (work) (517) 768-6408 Phone: (home) _____ Phone: (during the event) (517) 768-6408

Agent's Address 161 W. Michigan Ave. Jackson, MI 49201

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

Event Name Eve on the Ave

Please give a brief description of the proposed special event: Eve on the Ave is a free, family oriented New Year's Eve street party. Event includes DJ music, giveaways and a countdown to the New Year complete with a New York - style ball drop and a spectacular firework display.

Event Day(s) & Date(s) Monday, December 31st, 2012 - Tuesday, January 1st, 2013

Event Time(s) 10:00 p.m. - 12:30 a.m.

Set-Up Date & Time 9:00 p.m. Tear-Down Date & Time 12:30 a.m.

Event Location Throughout Downtown - see enclosed map

ANNUAL EVENT: Is this event expected to occur next year? (circle one) YES NO
How many years has this event occurred? 12

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 Monday, December 31st at 9 pm through Date/Time: Tuesday, January 1st 12:30am

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? 2,000

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

REST ROOMS: Are you planning to provide portable rest rooms at the event? **YES** **NO**
If yes, how many? 2
As an event organizer, you must consider the availability of rest room facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)
See attachment for street closures. Use of City's bandstand.

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.

11/29/12
Date

[Signature]
Signature of Sponsoring Organization's Agent

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

2012 Eve on the Ave



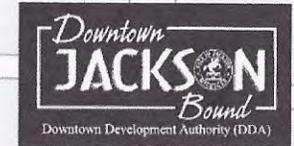
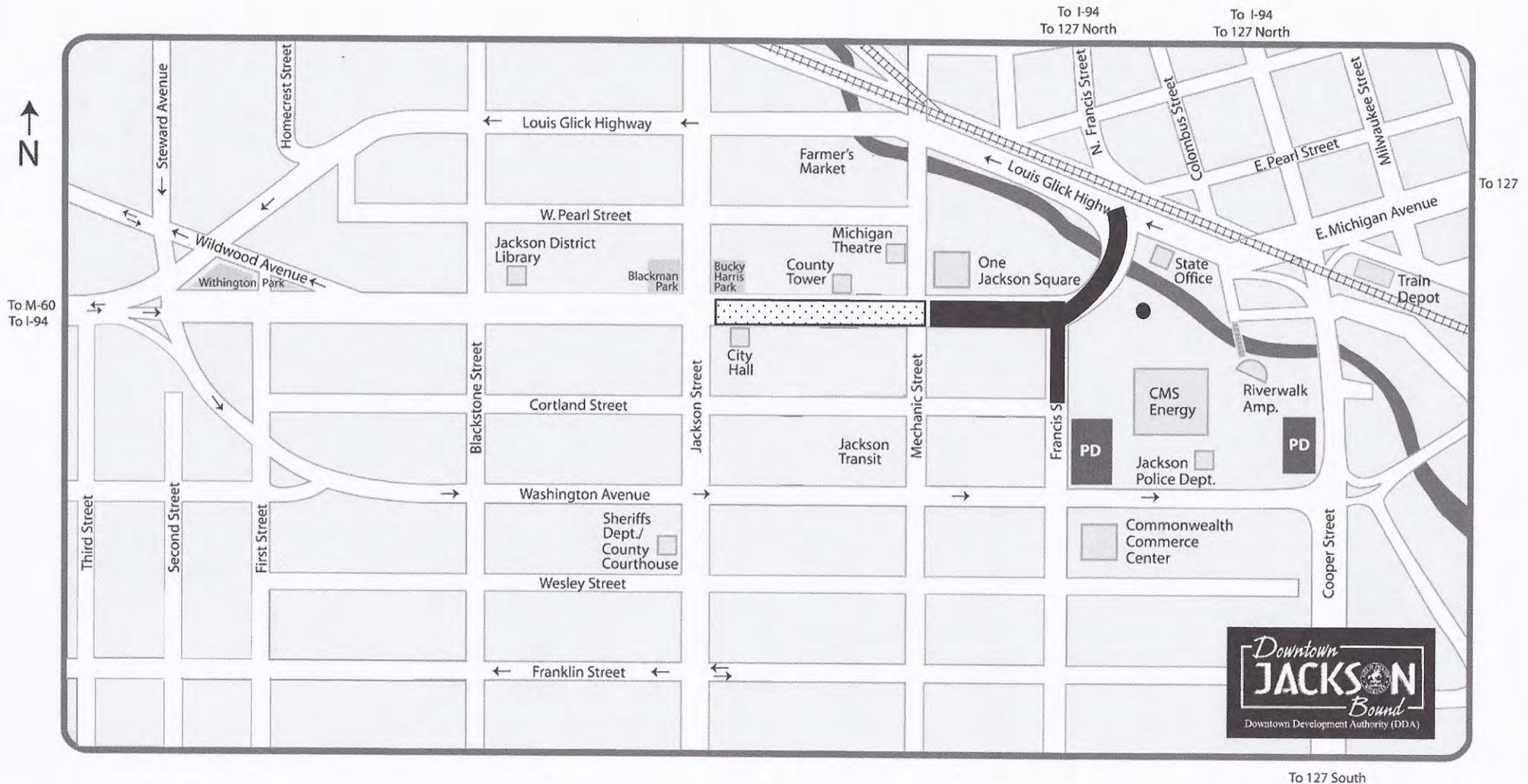
Eve on the Ave Event

Monday, December 31st 9:00 pm to Tuesday, January 1st 12:30 am Michigan Ave (Jackson St. to Mechanic St.)



Fireworks Safety Containment Area

Monday, December 31st 11:00 pm to Tuesday, January 1st 12:30 am Michigan Ave (Mechanic St. to Francis St.) & Francis St (Louis Glick Hwy to Cortland St.)



2012

Permit for Fireworks Other Than Consumer or Low Impact
Michigan Department of Licensing & Regulatory Affairs
Bureau of Fire Services
P.O. Box 30642
Lansing MI 48909
(517) 241-8847

| | |
|------------------------------------|---|
| Authority: 2011 PA 256 | The Department of Licensing & Regulatory Affairs will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency. |
| Compliance: Voluntary | |
| Penalty: Permit will not be issued | |

This permit is not transferable. Possession of this permit authorizes the herein named person to possess, transport and display fireworks in the amounts, for the purpose of and at the place listed below only.

| Display Fireworks | | |
|---|--|-------------------------|
| ISSUED TO | Wolverine Fireworks Inc. // Lauren Ginnage | AGE (18 or over) 50+ |
| ADDRESS | 205 W. Seedlers Rd. Kawkawlin, MI 48631 | |
| NAME OF ORGANIZATION, GROUP, FIRM OR CORPORATION | City of Jackson DDA | |
| ADDRESS | 161 W. Michigan Ave Jackson, MI 49207 | |
| NUMBER AND TYPES OF FIREWORKS | See attached | |
| EXACT LOCATION OF DISPLAY OR USE | Francis St. at Michigan Ave | |
| CITY, VILLAGE, TOWNSHIP | Jackson, MI | DATE Dec. 31 |
| BOND OR INSURANCE FILED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | | TIME Midnight |
| | | AMOUNT 5,000,000 |
| Issued by action of the Legislative Body of a | | |
| <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township of _____ on the _____ day of _____ | | |
| (Signature and Title of Legislative Body Representative) | | |

THIS FORM IS VALID FOR THE YEAR SHOWN ONLY



Wolverine Fireworks Display Inc.

(989) 662-0121 205 W. Seidlers Road, Kawkawlin, MI 48631 Fax (989) 662-0122

www.wolverinefireworks.com

Eve on the Ave

\$2,500 Proposal

Includes Labor and Insurance

OPENING

- | | | |
|----|------|---|
| 36 | 2.5" | Titanium Salute Finale Chains 12/1 |
| 36 | 3" | Brocade Color and Report Finales (Chained 12/1) |

MAIN SHOW

- | | | |
|----|------|--|
| 48 | 2.5" | Assorted Flower Basket Shells |
| 36 | 3" | Assorted Lidu Shells W/Tails |
| 36 | 3" | Assorted Color Shells Shot in flights of 3 |

MID SHOW

- | | | |
|----|------|-------------------|
| 24 | 2.5" | Color Ball Shells |
|----|------|-------------------|

MAIN SHOW Continued...

- | | | |
|----|------|--|
| 48 | 2.5" | Assorted Flower Basket Shells |
| 36 | 3" | Assorted Lidu Shells W/Tails |
| 36 | 3" | Assorted Color Shells Shot in flights of 3 |

FINALE

- | | | |
|----|------|--|
| 72 | 2.5" | Titanium Salute Finales (Chained 12/1) |
| 72 | 3" | Golden Willow Finales (Chained 12/1) |



Jackson Downtown Development Authority

December 5, 2012

MEMO TO: Honorable Mayor and City Council Members

FROM: Jonathan Greene, Executive Director

SUBJECT: Special Event Application: **Eve on the Ave 5K Walk/Run**

RECOMMENDATION: Approval of the request from St. John's United Church of Christ to conduct their Eve on the Ave 5K Run/Walk throughout the downtown streets on Monday, December 31, 2012 from 9:00pm to 11:00pm. Insurance is pending approval by the City Attorney.

DEPARTMENTAL APPROVAL SUMMARY

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

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

Conditions and Considerations:

Insurance Status: Pending

att: Special Event Application: **Eve on the Ave 5K Walk/Run**
Run Route Map

JG/RR

CITY OF JACKSON
SPECIAL EVENT APPLICATION

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

Date Received By DDA Office: 12/3/12 Time: 1:45 p.m. By: R. Rae

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: St. Johns United Church of Christ

Organization Address: 801 S. Mechanic St, Jackson MI 49203

Organization Agent Michael Young Title: Volunteer

Phone: (work) 784 750 Phone: (home) 748 7157 Phone: (during the event) best 962 8733

Agent's Address 2220 Ridgeway Jackson 49203

Agent's E-Mail Address youngcarex@yahoo.com

Event Name Jacksons Downtown - Eve on the Ave 5K Fun-Walk

Please give a brief description of the proposed special event: 5K run/walk from St. Johns United church, through downtown and Michigan ave, with finish at St. Johns

Event Day(s) & Date(s) 12-31-12

Event Time(s) 10-11 P.M.

Set-Up Date & Time Dec. 31 9:00 + 10:00 PM Tear-Down Date & Time Dec 31, 11:00 P.M.

Event Location St. Johns United church of Christ 801 S. Mechanic

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

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

STREET CLOSURES: Start Date/Time _____ 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

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

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

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

OTHER REQUESTS: (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)
We request police assistance at the start and with
traffic control at the corner of S. Mechanic and
Washington St. from 10:00 P.M. to 11:00 P.M.

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.

12-3-12
Date

Michael Youndy
Signature of Sponsoring Organization's Agent

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

CITY OF JACKSON

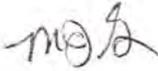


161 W. Michigan Ave.
Jackson, MI 49201
Phone: (517) 788-4028
Facsimile (517) 768-5820

Office of Mayor
Martin J. Griffin

MICHIGAN

CITY COUNCIL MEETING December 11, 2012

MEMO TO: City Councilmembers
FROM: Martin J. Griffin, Mayor 
DATE: November 30, 2012
SUBJECT: Administrative Hearings Bureau

RECOMMENDATION:

Approve the Mayor's recommendation to appoint William Thompson as an administrative hearings bureau officer for the City of Jackson's Administrative Hearings Bureau for a two-year term, beginning January 1, 2013, and ending December 31, 2014.

In accordance with City Code, Chapter 2.5, the Administrative Hearings Bureau officer appointed by the Mayor with the consent of the City Council must be an attorney admitted to the practice of law in the State of Michigan for at least five (5) years. The administrative hearings bureau officer will serve a term of two (2) years and is removable only upon just cause.

It is my desire, therefore, to appoint William Thompson as an administrative hearings bureau officer for the City of Jackson's Administrative Hearings Bureau for a two-year term, beginning January 1, 2013 and ending December 31, 2014.

MJG:skh

cc: Bethany Smith



City of Jackson Board/Commission Application

Name: William A. Thompson

Address: 1262 Levant Street, Jackson Zip: 49203

Home Phone: (517) 789-8881 Other Phone: (517) 782-3355

e-mail address: thompson740@sbglobal.net Occupation: Attorney

Community Involvement/Activity

See attached letter

Are you a registered voter? yes Ward? Summit Township

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

1. Hearing Officer for
2. Administrative Hearing Bureau
3.

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

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

APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR

William A. Thompson
Signature of Applicant

November 16, 2012
Date

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

WILLIAM A. THOMPSON, P.C.

ATTORNEY AT LAW
740 WEST MICHIGAN AVENUE
JACKSON, MICHIGAN 49201-1909

—
TELEPHONE: (517) 782-3355
FACSIMILE: (517) 782-3101

November 16, 2012

Honorable Martin Griffin
Mayor, City of Jackson
161 West Michigan Avenue
Jackson, Michigan 49201

Dear Mayor Griffin:

This letter is being submitted with my application for appointment as a hearing officer for the Administrative Hearing Bureau of the City of Jackson. It is my understanding that there will soon be a vacancy to be filled. The purpose of this letter is to supplement the information which is set forth in the application to which this letter is attached in order that you might be better able to evaluate my qualifications for this appointment.

I have been continuously engaged in the practice of law since I was admitted to the Bar in 1968. I have spent my entire professional career in Jackson, Michigan, beginning in 1970, after my discharge from the United States Army.

I served as the first full-time Assistant City Attorney for the City of Jackson from 1971 to 1975. I have been engaged in the private practice of law since leaving the City Attorney's office. My professional areas of concentration include municipal law, real estate, probate, wills and trusts, and business. I have represented various municipal clients over the years and am currently the township attorney for the Townships of Summit and Napoleon and Village Attorney for the Village of Grass Lake in Jackson County.

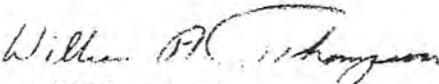
I have been actively involved in many community activities over the years having served, for example, in the following positions:

1. Member, Board of Directors, Jackson Public Transportation Company.
2. Member, and past Chair, Board of Directors, Downtown Development Authority.
3. Member, and past Chair, Jackson Community College Foundation.
4. Member, and past Chair, Summit Township Zoning Board of Appeals.
5. I have also served as a mediator/case evaluator on numerous occasions over a period in excess of 30 years.

Honorable Martin Griffin
November 16, 2012
Page 2

I believe I am qualified to serve as a hearing officer for the City's Administrative Hearing Bureau and would be honored to accept appointment to that position if the same were to be offered.

Respectfully submitted,


William A. Thompson

lk

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 December 11, 2012

MEMO TO: City Councilmembers
FROM: Martin J. Griffin, Mayor *mjg*
DATE: December 5, 2012
SUBJECT: Human Relations Commission

RECOMMENDED ACTION:

Approval of the Mayor's recommendation to reappoint M. Teresa Gibson and Jon Hart to the Human Relations Commission for a three-year term each beginning January 1, 2013, and ending December 31, 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 reappoint M. Teresa Gibson and Jon Hart to the Human Relations Commission for a three-year term each, beginning January 1, 2013, and ending December 31, 2015.

MJG:skh



RECEIVED
NOV 29 2012
BY:

City of Jackson Board/Commission Application

Name: M. E. Eisa, bscw

Address: 319 Woodman Dr. N.E. Zip: 49202

Home Phone: _____ Other Phone: 517 315 7281

e-mail address: M. E. Eisa@jacksonmi.gov Occupation: Office Manager

Community Involvement/Activity

Personal Needs Ministries Partner for Senior Citizens
Bookkeeping HS Basketball Team
(Girls)

Are you a registered voter? Yes Ward? 3rd

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

- 1. REC - 1 Appointment
- 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

M. E. Eisa
Signature of Applicant

Nov 30 2012
Date

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



City of Jackson Board/Commission Application

Name: Jon Hart

Address: 410 Garfield Zip: 49203

Home Phone: 517 968 0415 Other Phone: 517 392-2942

e-mail address: jon-hart@shcglobal.net Occupation: Workforce Development Director
Goodwill Industries

Community Involvement/Activity
Cascades School PTO
Energizing Education Committee
Anti-Violence groups
Ella Sharp Art & Wine Festival
Frmp member Arts & Cultural Alliance

Are you a registered voter? Yes Ward? 6

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

- 1. Human Relations Commission
- 2. _____
- 3. _____

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

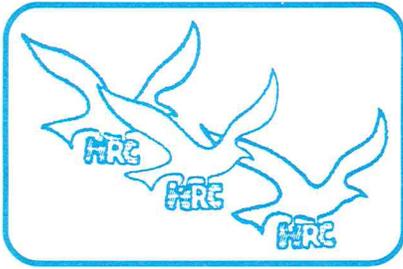
Feel free to attach any information. (Resume, press clippings)

APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR

2012 winner of disAbility Connectors Life Award

Jon Hart
Signature of Applicant

11/29/12
Date



CITY OF JACKSON

HUMAN RELATIONS COMMISSION

161 W. MICHIGAN AVENUE

JACKSON, MICHIGAN 49201

PHONE: (517)788-4167

FAX: (517) 768-5820

MEMO TO: Honorable Mayor Martin J. Griffin

FROM: Jon Hart, Vice Chairman

DATE: November 29, 2012

SUBJECT: Recommendation for Reappointments to the Human Relations Commission

In accordance with the City Code, Chapter 15, there are nine members to be appointed by the Mayor, with the approval of the City Council. The Human Relations Commission will submit one nominee to the Mayor for each vacancy as it occurs. At least 5 of the 9 must be City residents. Commissioners serve 3-year terms.

At its November 28, 2012, special meeting the HRC voted to recommend the reappointment of the following candidates to the HRC for a three-year term each. Their applications are attached. The candidates are as follows:

Jon Hart
M. Teressa Gibson
Edward Peterson

Your consideration of this recommendation is appreciated.

JH:skh

Attachment

cc: HRC Members

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 December 11, 2012

MEMO TO: City Councilmembers
FROM: Martin J. Griffin, Mayor *mg/g*
DATE: December 6, 2012
SUBJECT: Jackson Housing Commission

RECOMMENDATION:

Approval of the Mayor's recommendation to appoint City Councilmember Derek Dobies to the Jackson Housing Commission replacing Thomas Trent Harris, beginning immediately, and ending October 30, 2015.

In accordance with Ordinance No. 2000.1 and resolution adopted on December 21, 1999, the Mayor is the appointing authority for all appointments, subject to City Council confirmation as required by the Charter. Terms are for 5 years with no residency requirement.

It is my desire, therefore, to replace the position of Thomas Trent Harris with Councilmember Derek Dobies to the Jackson Housing Commission beginning immediately, and ending October 30, 2015.

MJG:skh



Neighborhood & Economic Operations

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(517) 768-6433

CITY COUNCIL MEETING December 11, 2012

TO: Honorable Mayor and City Councilmembers

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

SUBJECT: Balancing Change Order 1 – Durand Street Reconstruction and Water Main Replacement

RECOMMENDATION: To approve Balancing Change Order 1 to the contract with Bailey Excavating, Inc. in the decreased amount of \$27,483.57 to balance quantities for contract pay items and to add pay items not included in the original contract for the Durand Street Reconstruction and Water Main Replacement project, and authorization for the City Manager and City Engineer to execute the appropriate document.

The Balancing Change Order 1 to the contract with Bailey Excavating, Inc. for the Durand Street Reconstruction and Water Main Replacement is attached.

This change order balances quantities. It represents a decrease of \$27,483.57.

We request approval of Balancing Change Order 1 and authorization for the City Manager and the City Engineer to sign the document. This project is being paid from the Local Street Construction Fund, the Water Main Construction Fund and the Sanitary Sewer Construction Fund.

RTM:sms

C: Randall T. McMunn, P.E., Assistant City Engineer
Troy R. White, P.E., Civil Engineer III
Lynn Fessel, Purchasing Agent
Shelly Allard, Purchasing Coordinator
Lucinda Schultz, Accounting Manager

BALANCING CHANGE ORDER NO. 1
To Contract for
Durand Street Reconstruction and Water Main Replacement
City of Jackson, Michigan

Notice is hereby given that the following additional information and changes shall become a part of the contract documents, plans and specifications of the above-named contract.

| | |
|--|-----------------------|
| ORIGINAL CONTRACT AMOUNT | \$580,445.50 |
| Change Order No. 1 Details of changes are shown on the attached pages. | \$(-27,483.57) |
| NEW CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 1 | \$552,961.93 |

REASON FOR CHANGE:

1. To balance quantities for contract pay items and to add pay items not included in the original contract.

CONTRACT COMPLETION

The contract completion date remains unchanged.

Prepared by Randall T. McMunn, P.E.
Assistant City Engineer

ACCEPTED BY:

Bailey Excavating, Inc.

Date

ACCEPTED BY:

Jon H. Dowling, P.E.,
City Engineer

Date

Patrick H. Burtch, City Manager

Date

Durand Street Reconstruction and Water Main Replacement

Balancing Change order No. 1

ADDITIONS AND SUBTRACTIONS: Quantities for Contract pay items shall be increased or decreased as follows:

| Item No. | Item Description | Orig. Contract Quantity | Change | Revised Quantity | Units | Unit Price | Amount | |
|----------|--|-------------------------|--------|------------------|-------|------------|-----------|---------------|
| | | | | | | | ADD | DEDUCT |
| 1 | Mobilization, Max. \$19,000.00 | 1 | 0 | 1 | LS | 11900.00 | \$ - | \$ - |
| 2 | Tree, Rem, 19 inch to 36 inch | 9 | 0 | 9 | Ea | 300.00 | \$ - | \$ - |
| 3 | Tree, Rem, 6 inch to 18 inch | 1 | 1 | 2 | Ea | 200.00 | \$ 200.00 | \$ - |
| 4 | Stump, Rem, 19 inch to 36 inch | 1 | 0 | 1 | Ea | 90.00 | \$ - | \$ - |
| 5 | Dr Structure, Rem | 8 | 1 | 9 | Ea | 250.00 | \$ 250.00 | \$ - |
| 6 | Sewer, Rem, less than 24 inch | 260 | -5 | 255 | Ft | 10.00 | \$ - | \$ (50.00) |
| 7 | Curb & Gutter, Rem | 4106 | 34.5 | 4140.5 | Ft | 4.00 | \$ 138.00 | \$ - |
| 8 | Sidewalk, Rem | 870 | -226.7 | 643.3 | Syd | 4.50 | \$ - | \$ (1,020.15) |
| 9 | Driveway, Rem | 740 | 7 | 747 | Syd | 4.50 | \$ 31.50 | \$ - |
| 10 | Pavt Sawcut | 1360 | -717 | 643 | Ft | 1.75 | \$ - | \$ (1,254.75) |
| 11 | Vertical Exploratory Investigation | 30 | -30 | 0 | Ft | 45.00 | \$ - | \$ (1,350.00) |
| 12 | Tree Preservation | 1 | 0 | 1 | LS | 500.00 | \$ - | \$ - |
| 13 | Subgrade Undercutting, Type II | 1000 | -996.7 | 3.3 | Cyd | 5.00 | \$ - | \$ (4,983.50) |
| 14 | Roadway Grading, Special | 19.9 | 0.2 | 20.1 | Sta | 950.00 | \$ 190.00 | \$ - |
| 15 | Erosion Control, Gravel Access Approach | 2 | -1 | 1 | Ea | 500.00 | \$ - | \$ (500.00) |
| 16 | Erosion Control, Inlet Protection, Grate Filter, Rectangular | 25 | -3 | 22 | Ea | 50.00 | \$ - | \$ (150.00) |
| 17 | Project Cleanup | 1 | 0 | 1 | LS | 2500.00 | \$ - | \$ - |
| 18 | Subbase, CIP | 2400 | -66.5 | 2333.5 | Cyd | 8.50 | \$ - | \$ (565.25) |
| 19 | Aggregate Base, 8 inch | 6040 | -243 | 5797 | Syd | 5.00 | \$ - | \$ (1,215.00) |
| 20 | Sewer Bulkhead, 15 inch | 4 | -3 | 1 | Ea | 200.00 | \$ - | \$ (600.00) |
| 21 | Trench Undercut and Backfill | 150 | -150 | 0 | Cyd | 12.50 | \$ - | \$ (1,875.00) |
| 22 | Sewer, CI E, 12 inch | 314 | -3 | 311 | Ft | 28.75 | \$ - | \$ (86.25) |
| 23 | Sewer Backfill, Class II | 314 | -3 | 311 | Ft | 10.00 | \$ - | \$ (30.00) |
| 24 | Sewer Lateral Repair | 5 | -2 | 3 | Ea | 500.00 | \$ - | \$ (1,000.00) |
| 25 | Dr Structure, Temp Lowering, Modified | 13 | -2 | 11 | Ea | 100.00 | \$ - | \$ (200.00) |
| 26 | Dr Structure Cover, Adj, Case 1 | 14 | 3 | 17 | Ea | 250.00 | \$ 750.00 | \$ - |
| 27 | Dr Structure, Adj, Add Depth | 2 | 0 | 2 | Ft | 125.00 | \$ - | \$ - |
| 28 | Gate Box, Adj, Case 1 | 12 | -4 | 8 | Ea | 175.00 | \$ - | \$ (700.00) |
| 29 | Dr Structure, Tap, 12 inch | 1 | 2 | 3 | Ea | 350.00 | \$ 700.00 | \$ - |
| 30 | Catch Basin, 24 inch dia | 4 | 0 | 4 | Ea | 825.00 | \$ - | \$ - |
| 31 | Catch Basin, 48 inch dia | 8 | 0 | 8 | Ea | 1150.00 | \$ - | \$ - |
| 32 | Storm Manhole, 48 inch dia | 1 | 0 | 1 | Ea | 1050.00 | \$ - | \$ - |

Durand Street Reconstruction and Water Main Replacement

Balancing Change order No. 1

ADDITIONS AND SUBTRACTIONS: Quantities for Contract pay items shall be increased or decreased as follows:

| Item No. | Item Description | Orig. Contract | | Revised | | Unit Price | Amount | |
|----------|--|----------------|---------|----------|-------|------------|-------------|---------------|
| | | Quantity | Change | Quantity | Units | | ADD | DEDUCT |
| 33 | Catch Basin Cover, Curb | 12 | 0 | 12 | Ea | 425.00 | \$ - | \$ - |
| 34 | Mh Cover, Std | 14 | 2 | 16 | Ea | 275.00 | \$ 550.00 | \$ - |
| 35 | Underdrain, Subbase, 4 inch | 4150 | -251 | 3899 | Ft | 4.25 | \$ - | \$ (1,066.75) |
| 36 | Hand Patching | 75 | 29.83 | 104.83 | Ton | 104.00 | \$ 3,102.32 | \$ - |
| 37 | HMA, 13A | 1230 | -98.67 | 1131.33 | Ton | 60.00 | \$ - | \$ (5,920.20) |
| 38 | HMA Surface, Rem, Modified | 6540 | 82 | 6622 | Syd | 2.75 | \$ 225.50 | \$ - |
| 39 | Cement | 2 | -2 | 0 | Ton | 175.00 | \$ - | \$ (350.00) |
| 40 | Conc, Grade S2 | 24 | -24 | 0 | Cyd | 95.00 | \$ - | \$ (2,280.00) |
| 41 | Driveway, Nonreinf Conc, 6 inch | 730 | 168.4 | 898.4 | Syd | 22.50 | \$ 3,789.00 | \$ - |
| 42 | Driveway, Nonreinf Conc, 8 inch | 110 | 63.4 | 173.4 | Syd | 27.00 | \$ 1,711.80 | \$ - |
| 43 | Curb and Gutter, Conc, Detail F4 | 4086 | 5.4 | 4091.4 | Ft | 8.70 | \$ 46.98 | \$ - |
| 44 | Detectable Warning Surface | 70 | 5 | 75 | Ft | 34.00 | \$ 170.00 | \$ - |
| 45 | Sidewalk Ramp, Conc, 4 inch | 980 | 103.7 | 1083.7 | Sft | 3.50 | \$ 362.95 | \$ - |
| 46 | Sidewalk, Conc, 4 inch | 6380 | -1934.3 | 4445.7 | Sft | 1.85 | \$ - | \$ (3,578.46) |
| 47 | Sidewalk, Conc, 6 inch | 720 | 21.7 | 741.7 | Sft | 2.55 | \$ 55.34 | \$ - |
| 48 | Barricade, Type III, High Intensity, Double Sided, Lighted, Furn | 11 | 0 | 11 | Ea | 76.50 | \$ - | \$ - |
| 49 | Barricade, Type III, High Intensity, Double Sided, Lighted, Oper | 11 | 0 | 11 | Ea | 9.00 | \$ - | \$ - |
| 50 | Dust Pallative, Applied | 5 | -5 | 0 | Ton | 250.00 | \$ - | \$ (1,250.00) |
| 51 | Minor Traf Devices | 1 | 0 | 1 | LS | 1000.00 | \$ - | \$ - |
| 52 | Plastic Drum, High Intensity, Lighted, Furn | 100 | -50 | 50 | Ea | 16.20 | \$ - | \$ (810.00) |
| 53 | Plastic Drum, High Intensity, Lighted, Oper | 100 | -50 | 50 | Ea | 1.80 | \$ - | \$ (90.00) |
| 54 | Sign, Type B, Temp, Prismatic, Furn REVISED | 375.5 | 12.5 | 388 | Sft | 2.70 | \$ 33.75 | \$ - |
| 55 | Sign, Type B, Temp, Prismatic, Oper REVISED | 375.5 | 12.5 | 388 | Sft | 1.00 | \$ 12.50 | \$ - |
| 56 | Site Preparation, Max \$500 | 1 | 0 | 1 | LS | 500.00 | \$ - | \$ - |
| 57 | Watering and Cultivating, First Season, Min. \$2,000 | 1 | 0 | 1 | LS | 2000.00 | \$ - | \$ - |
| 58 | Acer campestre, tree form, 2 inch | 4 | 0 | 4 | Ea | 215.00 | \$ - | \$ - |
| 59 | Acer rubrum 'Red Sunset', 2 inch | 2 | 0 | 2 | Ea | 160.00 | \$ - | \$ - |
| 60 | Nyssa sylvatica, 2 inch | 3 | -3 | 0 | Ea | 235.00 | \$ - | \$ (705.00) |
| 61 | Quercus shumardii, 2 inch | 3 | -3 | 0 | Ea | 230.00 | \$ - | \$ (690.00) |
| 62 | Syringa reticulata 'Ivory Silk', 1 3/4 inch | 3 | -3 | 0 | Ea | 155.00 | \$ - | \$ (465.00) |
| 63 | Tilia cordata 'Glenleven', 2 inch | 2 | 0 | 2 | Ea | 165.00 | \$ - | \$ - |
| 64 | _Prunus sargentii 'Columnaris', 2 inch | 4 | 1 | 5 | Ea | 215.00 | \$ 215.00 | \$ - |
| 65 | Fertilizer, Chemical Nutrient, CI A | 263 | 87 | 350 | Lb | 2.00 | \$ 174.00 | \$ - |

Durand Street Reconstruction and Water Main Replacement

Balancing Change order No. 1

ADDITIONS AND SUBTRACTIONS: Quantities for Contract pay items shall be increased or decreased as follows:

| Item No. | Item Description | Orig. Contract | | Revised | | Unit Price | Amount | |
|----------|--|----------------|--------|----------|-------|------------|-------------|---------------|
| | | Quantity | Change | Quantity | Units | | ADD | DEDUCT |
| 66 | Seeding, Mixture THM | 509 | 91 | 600 | Lb | 5.30 | \$ 482.30 | \$ - |
| 67 | Hydromulch | 5600 | 836 | 6436 | Syd | 0.30 | \$ 250.80 | \$ - |
| 68 | Topsoil Surface, 4 inch | 5600 | 677 | 6277 | Syd | 1.75 | \$ 1,184.75 | \$ - |
| 69 | Water Main, 8 inch | 2735 | 17 | 2752 | Ft | 28.25 | \$ 480.25 | \$ - |
| 70 | Water Main, 12 inch | 54 | 11 | 65 | Ft | 45.00 | \$ 495.00 | \$ - |
| 71 | Water Main Backfill, Class II | 2789 | -470 | 2319 | Ft | 8.00 | \$ - | \$ (3,760.00) |
| 72 | Hydrant Extension | 4 | -2 | 2 | Ft | 450.00 | \$ - | \$ (900.00) |
| 73 | Gate Valve and Box, 8 inch, Modified | 9 | 0 | 9 | Ea | 1225.00 | \$ - | \$ - |
| 74 | Gate Valve and Box, 12 inch, Modified | 1 | 0 | 1 | Ea | 1650.00 | \$ - | \$ - |
| 75 | Hydrant, Rem, Modified | 7 | 0 | 7 | Ea | 350.00 | \$ - | \$ - |
| 76 | Hydrant Assembly | 8 | 0 | 8 | Ea | 2400.00 | \$ - | \$ - |
| 77 | Water Main, 6 inch, Cut & Plug, Modified | 3 | -1 | 2 | Ea | 350.00 | \$ - | \$ (350.00) |
| 78 | Water Main, Connect new 8 inch to existing 4 inch | 2 | -1 | 1 | Ea | 1300.00 | \$ - | \$ (1,300.00) |
| 79 | Water Main, Connect new 8 inch to existing 6 inch | 2 | 1 | 3 | Ea | 1350.00 | \$ 1,350.00 | \$ - |
| 80 | Water Main, Connect new 8 inch to existing 8 inch | 1 | 0 | 1 | Ea | 1400.00 | \$ - | \$ - |
| 81 | Water Main, Connect new 12 inch to existing 12 inch | 1 | 0 | 1 | Ea | 1600.00 | \$ - | \$ - |
| 82 | Water Serv, Long, 1 inch | 4 | -2 | 2 | Ea | 850.00 | \$ - | \$ (1,700.00) |
| 83 | Water Serv, Reconnect, 3/4 inch | 34 | -3 | 31 | Ea | 300.00 | \$ - | \$ (900.00) |
| 84 | Water Serv, Reconnect, 1 inch | 2 | -1 | 1 | Ea | 350.00 | \$ - | \$ (350.00) |
| 85 | Water Serv, Reconnect, 1-1/2 inch | 2 | 0 | 2 | Ea | 500.00 | \$ - | \$ - |
| 86 | Water Main Fittings, DI | 750 | -306 | 444 | Lb | 15.00 | \$ - | \$ (4,590.00) |
| 87 | Sanitary Sewer, SDR26 PVC, 10 inch | 48 | 12 | 60 | Ft | 75.00 | \$ 900.00 | \$ - |
| 88 | Sanitary Sewer Backfill, Class II | 48 | 12 | 60 | Ft | 20.00 | \$ 240.00 | \$ - |
| 89 | Sanitary Manhole, 48 inch dia | 2 | 0 | 2 | Ea | 1250.00 | \$ - | \$ - |
| 90 | Sanitary Sewer, Spot Repair, 10 inch | 1 | 0 | 1 | Ea | 1250.00 | \$ - | \$ - |
| 91 | Sanitary Sewer, Service Connection with 10 inch x 4 inch Wye | 3 | 0 | 3 | Ea | 500.00 | \$ - | \$ - |
| 92 | Sanitary Sewer, Service Connection beyond 10 feet | 16 | -16 | 0 | Ft | 35.00 | \$ - | \$ (560.00) |
| 93 | Nyssa sylvatica, 1 1/2 inch | 0 | 3 | 3 | Ea | 195.00 | \$ 585.00 | \$ - |
| 94 | Quercus shumardii, 1 3/4 inch | 0 | 3 | 3 | Ea | 210.00 | \$ 630.00 | \$ - |
| 95 | Syringa reticulata 'Ivory Silk', 1 1/2 inch | 0 | 3 | 3 | Ea | 135.00 | \$ 405.00 | \$ - |

Total: \$ 19,711.74 \$ (47,195.31)

Net Change: \$ (27,483.57)

Revised Contract Price: \$ 552,961.93



Neighborhood & Economic Operations

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CITY COUNCIL MEETING December 11, 2012

TO: Honorable Mayor and City Councilmembers

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

SUBJECT: Change Order 1 – Bridge Consulting Services

RECOMMENDATION: To approve Change Order 1 to the contract with Great Lakes Engineering Group, Inc. of Lansing, Michigan, in the increased amount of \$3,600.00, to increase the number of estimated work hours for load rating calculations as required by Federal law, and authorization for the City Manager and City Engineer to execute the appropriate document.

On August 14, 2012, City Council approved a 2-year extension of the Bridge Consulting Services contract with Great Lakes Engineering Group, Inc., of Lansing, Michigan, in the amount of \$11,920.00. This contract provides for bridge safety inspections and load rating of bridges under City of Jackson jurisdiction according to federal law, and for consulting on bridge maintenance issues on an as needed basis.

The attached Change Order Number 1 will increase the estimated work hours for load rating calculations from 20 to 40 hours so that 5 bridges can be evaluated. Federal law requires the following bridge load ratings be completed by December 31, 2013:

Denton Road
Ganson Street
North Street
Losey Avenue
Columbus Street

This change order represents an increase of \$3,600.00, bringing the total contract amount to \$15,520.00. The cost will be paid for with Major Street funds.

We request approval of Change Order 1 and authorization for the City Manager and the City Engineer to sign the document.

JHD/TRW:sms

C: Randall T. McMunn, P.E., Assistant City Engineer
Troy R. White, P.E., Civil Engineer III
Lynn Fessel, Purchasing Agent
Shelly Allard, Purchasing Coordinator
Lucinda Schultz, Accounting Manager

**CHANGE ORDER NO. 1
To Contract for
Bridge Consulting Services
City of Jackson, Michigan**

Notice is hereby given that the following additional information and changes shall become a part of the Contract Documents, Plans and Specifications of the above-named contract.

| | |
|---|--------------------|
| ORIGINAL CONTRACT AMOUNT | \$11,920.00 |
| CHANGE ORDER NO. 1 | \$3,600.00 |
| NEW CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 1 | \$15,520.00 |

REASON FOR CHANGE:

The contract is modified to increase estimated time from 20 hours to 40 hours for Load Rating Calculations without change to current contract unit prices. The additional quantities will be used to perform load rating calculations on the following bridges: Denton Road, Ganson Street, North Street, Losey Avenue and Columbus Street.

CONTRACT COMPLETION:

Load rating calculations shall be completed before December 31, 2013.

Prepared by Randall T. McMunn, P.E.
Assistant City Engineer

ACCEPTED BY:

Great Lakes Engineering Group, Inc.

Date:

ACCEPTED BY:

Jon H. Dowling, P.E., City Engineer

Date:

ACCEPTED BY:

Patrick H. Burtch, City Manager

Date:



Neighborhood & Economic Operations

Building a Stronger Jackson

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CITY COUNCIL MEETING December 11, 2012

TO: Honorable Mayor and City Councilmembers

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

SUBJECT: Balancing Change Order 1 – Forest and Homewild CDBG Street Reconstruction

RECOMMENDATION: To approve Balancing Change Order 1 to the contract with Bailey Excavating, Inc. in the decreased amount of \$40,548.73 to balance quantities for contract pay items and to add pay items not included in the original contract for the Forest and Homewild CDBG Street Reconstruction project, and authorization for the City Manager and City Engineer to execute the appropriate document.

The Balancing Change Order 1 to the contract with Bailey Excavating, Inc. for the Forest and Homewild CDBG Street Reconstruction project is attached.

This change order balances quantities. It represents a decrease of \$40,548.73.

We request approval of Balancing Change Order 1 and authorization for the City Manager and the City Engineer to sign the document. This project is being paid from Local Street (CDBG), Water and Sanitary Sewer funds.

TRW:sms

C: Randall T. McMunn, P.E., Assistant City Engineer
Troy R. White, P.E., Civil Engineer III
Lynn Fessel, Purchasing Agent
Michelle Pultz-Orthaus, Neighborhood & Economic Operations Project Manager
Shelly Allard, Purchasing Coordinator
Lucinda Schultz, Accounting Manager

**BALANCING CHANGE ORDER NO. 1
To Contract for
Forest and Homewild CDBG Street Reconstruction
City of Jackson, Michigan**

Notice is hereby given that the following additional information and changes shall become a part of the Contract Documents, Plans and Specifications of the above-named contract.

ORIGINAL CONTRACT AMOUNT **\$ 375,637.50**

CHANGE ORDER NO. 1 **(\$ 40,548.73)**
Details of changes shown on the attached sheets

NEW CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 1 **\$ 335,088.72**

REASON FOR CHANGE:

To change the authorized quantities for contract items to match final quantities placed and to add unattached items that were not included in the proposal but completed in the field during construction.

CONTRACT COMPLETION:

The contract completion time remains unchanged.

Prepared by Troy R. White, P.E.
Civil Engineer III

ACCEPTED BY:

Bailey Excavating, Inc.

Date:

ACCEPTED BY:

Jon H. Dowling, P.E., City Engineer

Date:

ACCEPTED BY:

Patrick H. Burtch, City Manager

Date:

FOREST AND HOMEWILD CDBG STREET RECONSTRUCTION

BALANCING CHANGE ORDER NUMBER 1

ADDITIONS AND SUBTRACTIONS: Quantities for Contract pay items shall be increased or decreased as follows:

| Prop Line | Item Code | Item Description | Current Contract Quantity | Quantity Change | Final Quantity | Units | Unit Price | Amount | |
|-----------|-----------|---|---------------------------|-----------------|----------------|-------|-------------|-------------|---------------|
| | | | | | | | | ADD | DEDUCT |
| 0010 | 1500001 | Mobilization, Max. ____ \$ 11,000.00 | 1.00 | 0.00 | 1.00 | LS | \$ 5,000.00 | \$ - | \$ - |
| 0020 | 2020002 | Tree, Rem, 19 inch to 36 inch | 3.00 | -1.00 | 2.00 | Ea | \$ 300.00 | \$ - | \$ (300.00) |
| 0030 | 2020006 | Stump, Rem, 19 inch to 36 inch | 1.00 | -1.00 | 0.00 | Ea | \$ 200.00 | \$ - | \$ (200.00) |
| 0040 | 2030011 | Dr Structure, Rem | 7.00 | -3.00 | 4.00 | Ea | \$ 200.00 | \$ - | \$ (600.00) |
| 0050 | 2030015 | Sewer, Rem, Less than 24 inch | 161.00 | -113.00 | 48.00 | Ft | \$ 15.00 | \$ - | \$ (1,695.00) |
| 0060 | 2040020 | Curb and Gutter, Rem | 2,343.00 | -357.00 | 1,986.00 | Ft | \$ 3.50 | \$ - | \$ (1,249.50) |
| 0070 | 2040055 | Sidewalk, Rem | 895.00 | -402.00 | 493.00 | Syd | \$ 3.00 | \$ - | \$ (1,206.00) |
| 0080 | 2040080 | Vertical Exploratory Investigation | 40.00 | -40.00 | 0.00 | Ft | \$ 20.00 | \$ - | \$ (800.00) |
| 0090 | 2047001 | _ Earth Sawcut | 475.00 | -475.00 | 0.00 | Ft | \$ 2.00 | \$ - | \$ (950.00) |
| 0100 | 2047001 | _ Pavt Sawcut | 1,297.00 | -226.00 | 1,071.00 | Ft | \$ 1.50 | \$ - | \$ (339.00) |
| 0110 | 2047011 | _ Driveway, Rem | 275.00 | -85.00 | 190.00 | Syd | \$ 3.00 | \$ - | \$ (255.00) |
| 0120 | 2047011 | _ Pavt, Rem, Modified | 2,113.00 | -624.00 | 1,489.00 | Syd | \$ 3.50 | \$ - | \$ (2,184.00) |
| 0130 | 2047051 | _ Tree Preservation | 1.00 | 0.00 | 1.00 | LS | \$ 100.00 | \$ - | \$ - |
| 0140 | 2050041 | Subgrade Undercutting, Type II | 60.00 | -60.00 | 0.00 | Cyd | \$ 12.50 | \$ - | \$ (750.00) |
| 0150 | 2057002 | _ Roadway Grading, Special | 12.00 | -0.50 | 11.50 | Sta | \$ 650.00 | \$ - | \$ (325.00) |
| 0160 | 2057021 | _ Flowable Fill, Non-Structural | 9.00 | -9.00 | 0.00 | Cyd | \$ 95.00 | \$ - | \$ (855.00) |
| 0170 | 2080016 | Erosion Control, Gravel Access Approach | 2.00 | -2.00 | 0.00 | Ea | \$ 350.00 | \$ - | \$ (700.00) |
| 0180 | 2087050 | _ Erosion Control, Inlet Protection, Grate Filter, Rectangular | 22.00 | -11.00 | 11.00 | Ea | \$ 50.00 | \$ - | \$ (550.00) |
| 0190 | 2087050 | _ Erosion Control, Inlet Protection, Sediment Trap, Rectangular | 2.00 | -2.00 | 0.00 | Ea | \$ 200.00 | \$ - | \$ (400.00) |
| 0200 | 2087050 | _ Erosion Control, Inlet Protection, Sediment Trap, Round | 4.00 | -4.00 | 0.00 | Ea | \$ 200.00 | \$ - | \$ (800.00) |
| 0210 | 2090001 | Project Cleanup | 1.00 | 0.00 | 1.00 | LS | \$ 2,500.00 | \$ - | \$ - |
| 0220 | 3020016 | Aggregate Base, 6 inch | 84.00 | -84.00 | 0.00 | Syd | \$ 4.00 | \$ - | \$ (336.00) |
| 0230 | 3020020 | Aggregate Base, 8 inch | 618.00 | -203.00 | 415.00 | Syd | \$ 4.25 | \$ - | \$ (862.75) |
| 0240 | 3027011 | _ Aggregate Base, 8 inch, Special | 2,890.00 | -127.00 | 2,763.00 | Syd | \$ 5.50 | \$ - | \$ (698.50) |
| 0250 | 4021231 | Sewer Bulkhead, 15 inch | 3.00 | -3.00 | 0.00 | Ea | \$ 200.00 | \$ - | \$ (600.00) |
| 0260 | 4021260 | Trench Undercut and Backfill | 30.00 | -4.00 | 26.00 | Cyd | \$ 15.00 | \$ - | \$ (60.00) |
| 0270 | 4027001 | _ Sewer Backfill, Class II | 268.00 | -211.00 | 57.00 | Ft | \$ 10.00 | \$ - | \$ (2,110.00) |
| 0280 | 4027001 | _ Sewer, CI E, 12 inch | 268.00 | -211.00 | 57.00 | Ft | \$ 27.50 | \$ - | \$ (5,802.50) |
| 0290 | 4030005 | Dr Structure Cover, Adj, Case 1 | 11.00 | -7.00 | 4.00 | Ea | \$ 250.00 | \$ - | \$ (1,750.00) |
| 0300 | 4030280 | Dr Structure, Adj, Add Depth | 3.00 | -3.00 | 0.00 | Ft | \$ 50.00 | \$ - | \$ (150.00) |
| 0310 | 4030304 | Dr Structure, Tap, 4 inch | 4.00 | -4.00 | 0.00 | Ea | \$ 100.00 | \$ - | \$ (400.00) |
| 0320 | 4030312 | Dr Structure, Tap, 12 inch | 6.00 | -5.00 | 1.00 | Ea | \$ 250.00 | \$ - | \$ (1,250.00) |
| 0330 | 4037050 | _ Catch Basin Cover, Curb | 9.00 | -5.00 | 4.00 | Ea | \$ 400.00 | \$ - | \$ (2,000.00) |
| 0340 | 4037050 | _ Catch Basin, 24 inch dia | 2.00 | -1.00 | 1.00 | Ea | \$ 950.00 | \$ - | \$ (950.00) |
| 0350 | 4037050 | _ Catch Basin, 48 inch dia | 7.00 | -4.00 | 3.00 | Ea | \$ 1,150.00 | \$ - | \$ (4,600.00) |
| 0360 | 4037050 | _ Dr Structure, Temp Lowering, Modified | 6.00 | -6.00 | 0.00 | Ea | \$ 100.00 | \$ - | \$ (600.00) |
| 0370 | 4037050 | _ Mh Cover, Short | 4.00 | -4.00 | 0.00 | Ea | \$ 350.00 | \$ - | \$ (1,400.00) |
| 0380 | 4037050 | _ Mh Cover, Std | 7.00 | -3.00 | 4.00 | Ea | \$ 350.00 | \$ - | \$ (1,050.00) |
| 0390 | 4040061 | Underdrain, Subbase, 4 inch | 40.00 | -40.00 | 0.00 | Ft | \$ 10.00 | \$ - | \$ (400.00) |
| 0400 | 5010025 | Hand Patching | 55.00 | -46.00 | 9.00 | Ton | \$ 97.00 | \$ - | \$ (4,462.00) |
| 0410 | 5010033 | HMA, 13A | 624.00 | 117.32 | 741.32 | Ton | \$ 66.00 | \$ 7,743.12 | \$ - |
| 0420 | 5017011 | _ HMA Surface, Rem, Modified | 1,844.00 | -111.00 | 1,733.00 | Syd | \$ 2.50 | \$ - | \$ (277.50) |
| 0430 | 6020015 | Conc Base Cse, Nonreinf, 6 inch | 16.00 | 18.00 | 34.00 | Syd | \$ 28.50 | \$ 513.00 | \$ - |
| 0440 | 6030005 | Cement | 3.00 | -3.00 | 0.00 | Ton | \$ 177.00 | \$ - | \$ (531.00) |
| 0450 | 7060011 | Conc, Grade S2 | 18.00 | -18.00 | 0.00 | Cyd | \$ 100.00 | \$ - | \$ (1,800.00) |
| 0460 | 8010005 | Driveway, Nonreinf Conc, 6 inch | 213.00 | 171.00 | 384.00 | Syd | \$ 28.00 | \$ 4,788.00 | \$ - |
| 0470 | 8020004 | Curb, Conc, Det E4 | 210.00 | -145.00 | 65.00 | Ft | \$ 16.50 | \$ - | \$ (2,392.50) |
| 0480 | 8020038 | Curb and Gutter, Conc, Det F4 | 2,407.00 | -58.00 | 2,349.00 | Ft | \$ 11.75 | \$ - | \$ (681.50) |
| 0490 | 8030010 | Detectable Warning Surface | 65.00 | -35.00 | 30.00 | Ft | \$ 32.50 | \$ - | \$ (1,137.50) |
| 0500 | 8030034 | Sidewalk Ramp, Conc, 4 inch | 1,113.00 | -650.00 | 463.00 | Sft | \$ 4.25 | \$ - | \$ (2,762.50) |

FOREST AND HOMEWILD CDBG STREET RECONSTRUCTION

BALANCING CHANGE ORDER NUMBER 1

ADDITIONS AND SUBTRACTIONS: Quantities for Contract pay items shall be increased or decreased as follows:

| Prop Line | Item Code | Item Description | Current Contract Quantity | Quantity Change | Final Quantity | Units | Unit Price | Amount | |
|-----------|-----------|---|---------------------------|-----------------|----------------|-------|-------------|-------------|---------------|
| | | | | | | | | ADD | DEDUCT |
| 0510 | 8030044 | Sidewalk, Conc, 4 inch | 4,095.00 | 641.00 | 4,736.00 | Sft | \$ 2.50 | \$ 1,602.50 | \$ - |
| 0520 | 8030046 | Sidewalk, Conc, 6 inch | 257.00 | 349.00 | 606.00 | Sft | \$ 3.10 | \$ 1,081.90 | \$ - |
| 0530 | 8100371 | Post, Steel, 3 lb | 36.00 | -36.00 | 0.00 | Ft | \$ 5.50 | \$ - | \$ (198.00) |
| 0540 | 8100404 | Sign, Type IIIA | 12.00 | -12.00 | 0.00 | Sft | \$ 16.00 | \$ - | \$ (192.00) |
| 0550 | 8100405 | Sign, Type IIIB | 12.00 | -12.00 | 0.00 | Sft | \$ 16.00 | \$ - | \$ (192.00) |
| 0560 | 8120012 | Barr,TypeIII,HighInten,DbISided,Ltd,Furn | 7.00 | 2.00 | 9.00 | Ea | \$ 100.00 | \$ 200.00 | \$ - |
| 0570 | 8120013 | Barr,TypeIII,HighInten,DbISided,Ltd,Oper | 7.00 | 2.00 | 9.00 | Ea | \$ 10.00 | \$ 20.00 | \$ - |
| 0580 | 8120100 | Dust Palliative, Applied | 4.00 | -4.00 | 0.00 | Ton | \$ 250.00 | \$ - | \$ (1,000.00) |
| 0590 | 8120170 | Minor Traf Devices | 1.00 | 0.00 | 1.00 | LS | \$ 1,000.00 | \$ - | \$ - |
| 0600 | 8120260 | Plastic Drum,High Intensity,Lighted,Furn | 90.00 | 10.00 | 100.00 | Ea | \$ 15.00 | \$ 150.00 | \$ - |
| 0610 | 8120261 | Plastic Drum,High Intensity,Lighted,Oper | 90.00 | 10.00 | 100.00 | Ea | \$ 1.00 | \$ 10.00 | \$ - |
| 0620 | 8120350 | Sign, Type B, Temp, Prismatic, Furn | 264.00 | -42.00 | 222.00 | Sft | \$ 3.00 | \$ - | \$ (126.00) |
| 0630 | 8120351 | Sign, Type B, Temp, Prismatic, Oper | 264.00 | -42.00 | 222.00 | Sft | \$ 1.00 | \$ - | \$ (42.00) |
| 0640 | 8150001 | Site Preparation, Max. ____ \$ 600.00 | 1.00 | 0.00 | 1.00 | LS | \$ 600.00 | \$ - | \$ - |
| 0650 | 8150002 | Watering&Cultivating,1st Seasn,Min. ____ \$ 600.00 | 1.00 | 0.00 | 1.00 | LS | \$ 600.00 | \$ - | \$ - |
| 0655 | 8157050 | _ Malus 'Prariefire Flowering Crabtree', 2-1/2 inch | 1.00 | 0.00 | 1.00 | Ea | \$ 200.00 | \$ - | \$ - |
| 0660 | 8157050 | _ Quercus Robur 'English Oak', 2-1/2 inch | 1.00 | 0.00 | 1.00 | Ea | \$ 400.00 | \$ - | \$ - |
| 0670 | 8160020 | Fertilizer, Chemical Nutrient, CI A | 134.00 | 16.00 | 150.00 | Lb | \$ 1.50 | \$ 24.00 | \$ - |
| 0680 | 8160027 | Mulch Blanket | 241.00 | 921.00 | 1,162.00 | Syd | \$ 2.00 | \$ 1,842.00 | \$ - |
| 0690 | 8160039 | Seeding, Mixture THM | 247.00 | 249.00 | 496.00 | Lb | \$ 3.50 | \$ 871.50 | \$ - |
| 0700 | 8167011 | _ Hydromulch | 2,520.00 | 513.00 | 3,033.00 | Syd | \$ 1.00 | \$ 513.00 | \$ - |
| 0710 | 8167011 | _ Topsoil Surface, 4 inch | 2,631.00 | 564.00 | 3,195.00 | Syd | \$ 2.25 | \$ 1,269.00 | \$ - |
| 0720 | 8230391 | Gate Box, Adj, Temp, Case 1 | 2.00 | -2.00 | 0.00 | Ea | \$ 250.00 | \$ - | \$ (500.00) |
| 0730 | 8230431 | Gate Box, Adj, Case 1 | 5.00 | -1.00 | 4.00 | Ea | \$ 250.00 | \$ - | \$ (250.00) |
| 0740 | 8237001 | _ Hydrant Extension | 2.00 | -2.00 | 0.00 | Ft | \$ 500.00 | \$ - | \$ (1,000.00) |
| 0750 | 8237001 | _ Water Main Backfill, Class II | 1,470.00 | -282.00 | 1,188.00 | Ft | \$ 8.00 | \$ - | \$ (2,256.00) |
| 0760 | 8237001 | _ Water Main, 8 inch | 1,470.00 | -74.00 | 1,396.00 | Ft | \$ 28.00 | \$ - | \$ (2,072.00) |
| 0770 | 8237050 | _ Gate Valve and Box, 8 inch, Modified | 4.00 | 0.00 | 4.00 | Ea | \$ 1,150.00 | \$ - | \$ - |
| 0780 | 8237050 | _ Hydrant Assembly | 3.00 | 1.00 | 4.00 | Ea | \$ 2,500.00 | \$ 2,500.00 | \$ - |
| 0790 | 8237050 | _ Hydrant, Rem, Modified | 2.00 | -1.00 | 1.00 | Ea | \$ 250.00 | \$ - | \$ (250.00) |
| 0800 | 8237050 | _ Tapping Sleeve, 6 inch x 6 inch | 1.00 | 0.00 | 1.00 | Ea | \$ 950.00 | \$ - | \$ - |
| 0810 | 8237050 | _ Tapping Valve and Box, 6 inch | 1.00 | 0.00 | 1.00 | Ea | \$ 1,000.00 | \$ - | \$ - |
| 0820 | 8507001 | _ Water Main, 4 inch, Cut and Plug, Modified | 1.00 | 0.00 | 1.00 | Ft | \$ 150.00 | \$ - | \$ - |
| 0830 | 8237050 | _ Water Main, 6 inch, Cut and Plug, Modified | 1.00 | 0.00 | 1.00 | Ea | \$ 175.00 | \$ - | \$ - |
| 0840 | 8237050 | _ Water Main, 8 inch, Cut and Plug, Modified | 1.00 | 0.00 | 1.00 | Ea | \$ 200.00 | \$ - | \$ - |
| 0850 | 8237050 | _ Water Main, Connect New 8 inch to Existing 6 inch | 1.00 | 0.00 | 1.00 | Ea | \$ 1,750.00 | \$ - | \$ - |
| 0860 | 8237050 | _ Existing 8 inch | 1.00 | 0.00 | 1.00 | Ea | \$ 1,850.00 | \$ - | \$ - |
| 0870 | 8237050 | _ Water Serv, 1 inch | 13.00 | -2.00 | 11.00 | Ea | \$ 750.00 | \$ - | \$ (1,500.00) |
| 0880 | 8237050 | _ Water Serv, Long, 1 inch | 5.00 | 4.00 | 9.00 | Ea | \$ 850.00 | \$ 3,400.00 | \$ - |
| 0890 | 8237050 | _ Water Distribution Pipe, 1 inch | 40.00 | 5.00 | 45.00 | Ea | \$ 22.00 | \$ 110.00 | \$ - |
| 0900 | 8257001 | _ Water Distribution Pipe, 3/4 inch | 532.00 | -199.00 | 333.00 | Ft | \$ 20.00 | \$ - | \$ (3,980.00) |
| 0910 | 8257001 | _ Water Service Pipe, 1 inch | 636.00 | 51.00 | 687.00 | Ft | \$ 21.00 | \$ 1,071.00 | \$ - |
| 0920 | 8257050 | _ Plumbing Permit Acquisition and Compliance | 16.00 | 1.00 | 17.00 | Ea | \$ 150.00 | \$ 150.00 | \$ - |
| 0930 | 8257050 | _ Water Meter | 16.00 | 1.00 | 17.00 | Ea | \$ 300.00 | \$ 300.00 | \$ - |
| 0940 | 8257050 | _ Water Service Sleeve, 1-1/2 inch | 16.00 | 1.00 | 17.00 | Ea | \$ 100.00 | \$ 100.00 | \$ - |
| 0950 | 8257050 | _ Water Service, Abandon | 16.00 | 1.00 | 17.00 | Ea | \$ 50.00 | \$ 50.00 | \$ - |
| 0960 | 8507001 | _ Sanitary Sewer Backfill, Class II | 282.00 | 6.00 | 288.00 | Ft | \$ 10.00 | \$ 60.00 | \$ - |
| 0970 | 8507001 | _ Sanitary Sewer, SDR26 PVC, 15 inch | 282.00 | 26.00 | 308.00 | Ft | \$ 40.00 | \$ 1,040.00 | \$ - |
| 0980 | 8507001 | _ Sanitary Sewer, Service Connection beyond 10 feet | 12.00 | -12.00 | 0.00 | Ft | \$ 29.00 | \$ - | \$ (348.00) |
| 0990 | 8507030 | _ Water Main Fittings, DI | 1,000.00 | -825.00 | 175.00 | Lb | \$ 6.00 | \$ - | \$ (4,950.00) |

**FOREST AND HOMEWILD CDBG STREET RECONSTRUCTION
BALANCING CHANGE ORDER NUMBER 1**

ADDITIONS AND SUBTRACTIONS: Quantities for Contract pay items shall be increased or decreased as follows:

| Prop Line | Item Code | Item Description | Current Contract Quantity | Quantity Change | Final Quantity | Units | Unit Price | Amount | |
|-----------|-----------|--|---------------------------|-----------------|----------------|-------|------------|-------------|---------------|
| | | | | | | | | ADD | DEDUCT |
| 1000 | 8507050 | _ Sanitary Sewer, Service Connection with 15 inch x 6 inch Wye | 3.00 | -1.00 | 2.00 | Ea | \$ 950.00 | \$ - | \$ (950.00) |
| 1010 | 8507050 | _ Sewer Lateral Repair | 5.00 | -5.00 | 0.00 | Ea | \$ 300.00 | \$ - | \$ (1,500.00) |
| 1020 | 8157050 | _ Platanus x Acerifolia 'Bloodgood', 2-1/2 inch (London Planetree) | 0.00 | 1.00 | 1.00 | Ea | \$ 500.00 | \$ 500.00 | \$ - |
| 1025 | 8247060 | _ Electrical Contractor Services | 0.00 | 4,071.00 | 4,071.00 | Dlr | \$ 1.00 | \$ 4,071.00 | \$ - |

Total: \$ 33,980.02 \$ (74,528.75)

Net Change: \$ (40,548.73)

Current Contract Amount: \$ 375,637.45

Revised Contract Amount: \$ 335,088.72

Julius A. Giglio

City Attorney

Bethany M. Smith

Deputy City Attorney

Gilbert W. Carlson

Assistant City Attorney

OFFICE OF THE



CITY ATTORNEY

161 West Michigan Avenue

Jackson, MI 49201

(517) 788-4050

(517) 788-4023

Fax: (517) 788-4059

CITY COUNCIL MEETING

December 11, 2012

NEW BUSINESS

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Julius A. Giglio 

SUBJECT: Transfer of County-owned Property

DATE: December 5, 2012

REQUESTED ACTION: To Accept the proposed Quit Claim Deeds from Jackson County for the conveyance of 106 W. Biddle and 201 W. Biddle to the City, and to authorize the City Attorney to file the deeds and take any other action necessary to transfer the properties.

Attached please find two proposed Quit Claim Deeds for transfer of property by Jackson County to the City of Jackson. The properties' addresses are 106 W. Biddle and 201 W. Biddle, respectively. It is my understanding the City Manager wishes to take title to these properties. Accordingly, the requisite action is to accept the Quit Claim Deeds from the County of Jackson, authorize the City Attorney to file the deeds, and take any other action necessary for transfer of the properties.

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

JAG/dn

Enc.

cc w/enc: Patrick Burtch, City Manager

QUIT CLAIM DEED

Karen A. Coffman, acting in official capacity as the **JACKSON COUNTY LAND BANK AUTHORITY**, of 120 W Michigan Ave, Jackson, MI 49201

**QUIT CLAIMS to City of Jackson
 161 W. Michigan Ave.
 Jackson, Michigan 49201**

The following lands situated in the City of Jackson, County of Jackson, and State of Michigan, to wit:

201 W. Biddle
E 38 FT OF N 61 FT OF LOT 10 AN EXT OF VILLAGE OF JACKSONBURG KNOWN AS MOODY'S
EXT B8S R1W (E OF GREENWOOD AVE)

Further identified as permanent parcel ID number 4-0509.2000

TOGETHER with all and singular the tenements, hereditaments, and appurtenances thereunto belonging or in anywise appertaining, for the sum zero dollars and no other consideration.

This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act.

This instrument is exempt from Michigan Real Estate transfer taxes pursuant to MCL 207.505(h) and MCL 207.526(h)(i) for County and State tax respectively. This form is issued under the authority of MCL 211.78M.

Dated November 30, 2012

Karen A. Coffman, Jackson County Land Bank Chair

STATE OF MICHIGAN }
COUNTY OF JACKSON }

The foregoing instrument was acknowledged before me this November 30, 2012, by Karen A. Coffman, acting in official capacity as the **JACKSON COUNTY LAND BANK AUTHORITY**, known to me to be the person who executed the same of their own free will.

Diane L. Donaldson, Notary Public,
Jackson County, State of Michigan
My commission expires 9-20-2015

Drafted by:
Karen A. Coffman, Jackson County Land Bank Authority Chair
120 West Michigan Avenue
Jackson, MI 49201

QUIT CLAIM DEED

Karen A. Coffman, acting in official capacity as the **JACKSON COUNTY LAND BANK AUTHORITY**, of 120 W Michigan Ave, Jackson, MI 49201

**QUIT CLAIMS to City of Jackson
 161 W. Michigan Ave.
 Jackson, Michigan 49201**

The following lands situated in the City of Jackson, County of Jackson, and State of Michigan, to wit:

106 W. Biddle
W 5 FT OF S 1/2 OF LOT 1 & S 1/2 OF LOT 2 BLK 71 FORD'S WESTERN ADD SPLIT/COMBINED ON
02/03/2012 FROM 4-059600000, 4-059700000;

Further identified as permanent parcel ID number 4-0597.1000

TOGETHER with all and singular the tenements, hereditaments, and appurtenances thereunto belonging or in anywise appertaining, for the sum zero dollars and no other consideration.

This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act.

This instrument is exempt from Michigan Real Estate transfer taxes pursuant to MCL 207.505(h) and MCL 207.526(h)(i) for County and State tax respectively. This form is issued under the authority of MCL 211.78M.

Dated November 30, 2012

Karen A. Coffman, Jackson County Land Bank Chair

STATE OF MICHIGAN }
COUNTY OF JACKSON }

The foregoing instrument was acknowledged before me this November 30, 2012, by Karen A. Coffman, acting in official capacity as the **JACKSON COUNTY LAND BANK AUTHORITY**, known to me to be the person who executed the same of their own free will.

Diane L. Donaldson, Notary Public,
Jackson County, State of Michigan
My commission expires 9-20-2015

Drafted by:
Karen A. Coffman, Jackson County Land Bank Authority Chair
120 West Michigan Avenue
Jackson, MI 49201



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
December 11, 2012
NEW BUSINESS

TO: Honorable Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager

SUBJECT: CDBG and HOME Financial Summaries through November 30, 2012

RECOMMENDATION

To accept and place on file the CDBG and HOME Financial Summaries through November 30, 2012.

Attached please find the Financial Summaries for the CDBG and HOME funds for the five months ended November 30, 2012.

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

**City of Jackson
Community Development Block Grant
Monthly Financial Summary
For the Five Months Ended November 30, 2012**

| | <u>Budgeted</u> | <u>Expended Prior Year</u> | <u>Actual Month-to-Date</u> | <u>Actual Year-to-Date</u> | <u>Total Funds Expended- to-Date</u> | <u>Balance</u> | <u>Percent Spent</u> |
|--|-----------------|--------------------------------|---------------------------------|--------------------------------|--|----------------|--------------------------|
| <u>Public Services</u> | | | | | | | |
| 1 AWARE (FY 2011/2012) | 5,500 | 4,580 | - | 920 | 5,500 | - | 100.0% |
| 2 King Center Summer Program | 40,000 | - | - | - | - | 40,000 | 0.0% |
| 3 Salvation Army - Heating Assistance (FY 2011/2012) | 55,954 | 48,354 | - | 7,600 | 55,954 | - | 100.0% |
| <u>Administration</u> | | | | | | | |
| 4 Administration & Planning | | | | | | | |
| FY 2011/2012 | 205,000 | 106,871 | 14,230 | 42,982 | 149,853 | 55,147 | 73.1% |
| FY 2012/2013 | 215,000 | - | - | - | - | 215,000 | 0.0% |
| <u>Code Enforcement</u> | | | | | | | |
| 5 City Code Enforcement Division | | | | | | | |
| FY 2011/2012 | 485,000 | 370,196 | - | 114,804 | 485,000 | - | 100.0% |
| FY 2012/2013 | 535,000 | - | 63,128 | 83,358 | 83,358 | 451,642 | 15.6% |
| 6 City Attorney Office | | | | | | | |
| FY 2011/2012 | 29,000 | 22,663 | - | 6,337 | 29,000 | - | 100.0% |
| FY 2012/2013 | 52,000 | - | 2,396 | 4,195 | 4,195 | 47,805 | 8.1% |
| <u>Housing Rehabilitation Projects</u> | | | | | | | |
| 7 City Emergency Hazard Repair Program | | | | | | | |
| FY 2010/2011 | 125,000 | 112,395 | - | 12,605 | 125,000 | - | 100.0% |
| FY 2011/2012 | 54,900 | - | 3,685 | 54,900 | 54,900 | - | 100.0% |
| FY 2012/2013 | 104,000 | - | 8,587 | 8,587 | 8,587 | 95,413 | 8.3% |
| 8 World Changers | | | | | | | |
| FY 2010/2011 | 40,585 | 33,383 | - | - | 33,383 | 7,202 * | 82.3% |
| FY 2011/2012 | 17,201 | - | - | - | - | 17,201 * | 0.0% |
| FY 2012/2013 | 40,000 | - | - | - | - | 40,000 * | 0.0% |
| 9 City Rehab Administration (Denied Loans) | | | | | | | |
| FY 2009/2010 | 1,000 | 403 | 7 | (571) | (168) | 1,168 * | -16.8% |
| FY 2010/2011 | 1,000 | 348 | - | (304) | 44 | 956 * | 4.4% |
| FY 2012/2013 | 1,000 | - | - | - | - | 1,000 | 0.0% |
| 10 John George Home - building repairs | | | | | | | |
| FY 2010/2011 | 10,000 | 9,660 | - | 340 | 10,000 | - | 100.0% |

| | <u>Budgeted</u> | <u>Expended Prior Year</u> | <u>Actual Month-to-Date</u> | <u>Actual Year-to-Date</u> | <u>Total Funds Expended- to-Date</u> | <u>Balance</u> | <u>Percent Spent</u> |
|---|-----------------|--------------------------------|---------------------------------|--------------------------------|--|----------------|--------------------------|
| FY 2011/2012 | 12,500 | - | - | 12,500 | 12,500 | - | 100.0% |
| <u>Street Projects</u> | | | | | | | |
| 11 Mason - Jackson to Francis (FY 2009/2010) | 141,910 | 139,763 | - | 2,147 | 141,910 | - | 100.0% |
| 12 Special Assessments (FY 2009/2010) | 22,718 | 3,096 | - | - | 3,096 | 19,622 * | 13.6% |
| 13 Wilkins - Jackson to Williams (FY 2010/2011) | 103,000 | 93,599 | - | - | 93,599 | 9,401 * | 90.9% |
| 14 Wilkins - Williams to Mechanic (FY 2010/2011) | 106,000 | - | - | - | - | 106,000 * | 0.0% |
| 15 Special Assessments (FY 2010/2011) | 10,000 | - | - | - | - | 10,000 * | 0.0% |
| 16 Biddle - Jackson to Williams (FY 2011/2012) | 53,000 | 5,750 | - | - | 5,750 | 47,250 | 10.8% |
| 17 Forest - Bend to Edgewood (FY 2011/2012) | 106,000 | 6,307 | - | 13,474 | 19,781 | 86,219 | 18.7% |
| 18 Homewild - Ellery to Edgewood (FY 2011/2012) | 119,000 | 7,546 | - | 19,255 | 26,801 | 92,199 | 22.5% |
| 19 Special Assessments (FY 2011/2012) | 25,000 | - | - | - | - | 25,000 | 0.0% |
| <u>Other Projects</u> | | | | | | | |
| 20 Sidewalk Replacement | 5,000 | - | - | - | - | 5,000 | 0.0% |
| 21 Public Works - curb ramps | | | | | | | |
| FY 2011/2012 | 10,000 | 1,714 | - | - | 1,714 | 8,286 | 17.1% |
| FY 2012/2013 | 10,000 | - | - | - | - | 10,000 | 0.0% |
| <u>Economic Development</u> | | | | | | | |
| 22 Job Creation Loans (FY 2010/2011) | 50,000 | - | - | - | - | 50,000 | 0.0% |
| <u>Public Improvements</u> | | | | | | | |
| 23 Demolition Engineering - 212 W Mich (FY 2010/2011) | 38,000 | - | - | - | - | 38,000 * | 0.0% |
| 24 Demolition - Neighborhood Economic Stabilization | 494,924 | - | 89,295 | 256,153 | 256,153 | 238,771 | 51.8% |

NOTE: All funds are FY 2012/2013 allocations unless otherwise indicated

* Funds identified for future reallocation

**City of Jackson
HOME
Monthly Financial Summary
For the Five Months Ended November 30, 2012**

| | <u>Budgeted</u> | <u>Expended Prior Year</u> | <u>Actual Month-to-Date</u> | <u>Actual Year-to-Date</u> | <u>Total Funds Expended- to-Date</u> | <u>Balance</u> | <u>Percent Spent</u> |
|--|-----------------|--------------------------------|---------------------------------|--------------------------------|--|----------------|--------------------------|
| 1 Rehabilitation Assistance Program | | | | | | | |
| FY 2011/2012 | 144,017 | 94,865 | - | 49,152 | 144,017 | - | 100.0% |
| FY 2012/2013 | 184,391 | - | 595 | 28,444 | 28,444 | 155,947 | 15.4% |
| 2 HOME Administration | | | | | | | |
| FY 2011/2012 | 32,189 | - | - | 32,189 | 32,189 | - | 100.0% |
| FY 2012/2013 | 25,500 | - | - | - | - | 25,500 | 0.0% |
| 3 JAHC - Downpayment Assistance | | | | | | | |
| FY 2010/2011 | 40,000 | 20,365 | - | 3,000 | 23,365 | 16,635 | 58.4% |
| 4 JAHC - CHDO Operating Expenses | | | | | | | |
| FY 2009/2010 | 15,000 | 6,901 | - | 427 | 7,328 | 7,672 | 48.9% |
| FY 2010/2011 | 18,000 | - | - | - | - | 18,000 | 0.0% |
| 5 CAA - CHDO Operating Expenses | | | | | | | |
| FY 2011/2012 | 16,000 | - | - | - | - | 16,000 | 0.0% |
| FY 2012/2013 | 12,500 | - | - | - | - | 12,500 | 0.0% |
| 6 JAHC - CHDO Acquisition/Rehab/Resale | | | | | | | |
| FY 2010/2011 | 90,000 | 73,146 | 13,570 | 15,145 | 88,291 | 1,709 | 98.1% |
| 7 CAA - CHDO Acq/Rehab/Resale (FY 2011/2012) | | | | | | | |
| FY 2011/2012 | 53,250 | - | - | - | - | 53,250 | 0.0% |
| FY 2012/2013 | 40,000 | - | - | - | - | 40,000 | 0.0% |
| 8 JAHC - Administration (FY 2010/2011) | 6,000 | 5,652 | - | 348 | 6,000 | - | 100.0% |
| 9 Habitat for Humanity (FY 2011/2012) | 75,000 | 13,706 | 22,647 | 33,101 | 46,807 | 28,193 | 62.4% |
| 10 City - Acq/Rehab/Resale (FY 2011/2012) | 240,000 | 119,420 | 540 | 30,540 | 149,960 | 90,040 | 62.5% |



CITY CLERK'S OFFICE
Lynn Fessel, City Clerk

CITY COUNCIL MEETING
December 11, 2012

DATE: December 3, 2012
MEMO TO: Honorable Mayor and City Councilmembers
FROM: Lynn Fessel, City Clerk *Lynn Fessel*
SUBJECT: Special Assessment Roll Nos. 4218 through 4223

**MOTION: CONSIDERATION OF RESOLUTIONS ESTABLISHING
JANUARY 22, 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. 4218 – Delinquent Miscellaneous General Fund Accounts Receivable
2. Special Assessment Roll No. 4219 – Delinquent Miscellaneous Building Department Fund Accounts Receivable
3. Special Assessment Roll No. 4220 – Delinquent Miscellaneous Housing Code Enforcement Fund Accounts Receivable
4. Special Assessment Roll No. 4221 – Delinquent Miscellaneous Building Demolition Fund Accounts Receivable
5. Special Assessment Roll No. 4222 – Delinquent Miscellaneous WasteWater Fund Accounts Receivable
6. Special Assessment Roll No. 4223 – Delinquent Miscellaneous Public Works Fund Accounts Receivable

C: 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, \$10,477.69; 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. 4218 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 22nd day of January, 2013, at the hour of 7:00 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, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 11th day of December, 2012.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 12th day of December, 2012.

Lynn Fessel, 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 Department Fund accounts receivable totaling, \$3,474.05; 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. 4219 covering delinquent miscellaneous Building Department 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 22nd day of January, 2013, at the hour of 7:00 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, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 11th day of December, 2012.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 12th day of December, 2012.

Lynn Fessel, 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 \$5,747.53; 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. 4220 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 22nd day of January, 2013, at the hour of 7:00 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, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 11th day of December, 2012.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 12th day of December, 2012.

Lynn Fessel, 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, \$1,557.72; 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. 4221 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 22nd day of January, 2013, at the hour of 7:00 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, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 11th day of December, 2012.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 12th day of December, 2012.

Lynn Fessel, 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, \$431.82; 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. 4222 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 22nd day of January, 2013, at the hour of 7:00 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, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 11th day of December, 2012.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan on this 12th day of December, 2012.

Lynn Fessel, 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, \$14,756.28; 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. 4223 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 22nd day of January, 2013, at the hour of 7:00 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, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 11th day of December, 2012.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 12th day of December, 2012.

Lynn Fessel, City Clerk



CITY CLERK'S OFFICE
Lynn Fessel, City Clerk

CITY COUNCIL MEETING
December 3, 2012

DATE: December 3, 2012
MEMO TO: Honorable Mayor and City Council Members
FROM: Lynn Fessel, City Clerk *Lynn*
SUBJECT: Establishing January 22, 2013 public hearings on Special Assessment Roll No. 3374.

Establishment of January 22, 2013, at the City Council meeting as the time and place to hold the public hearing on the following Special Assessment Roll for street construction:

- 1. Roll No. 3374 for Street Repaving on High Street from Cooper to Losey.**

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

C: City Manager

| Sp. District Heading | Parcel # Owner | Principal Admin Fee | Interest Penalty | Addtl Penlty Cert Fee | Total Installment | Prin Bal Payoff Int | Total Payoff |
|---|--|------------------------|---------------------|--------------------------|----------------------|------------------------|-----------------|
| 3374 RPV HIGH, COOPER | 5-083600000 JACKSON IRON & METAL CO INC 7575 W JEFFERSON BLVD FORT WAYNE IN 46804 | 0.00 0.00 | 0.00 | | 0.00 | 16,504.96 0.00 | 16,504.96 |
| 337, 0838, 0839, 0840, 0841, 0842, 0843, 0844, 0845, 0846, 0847, 0848, 0849 LD OWNED & USED AS ONE ARCEL & DESC AS BEG AT INTERS OF N LN OF HIGH ST WITH E R/W LN OF PCRR SD PT BEING 87 FT N OF N LN F SEC 11 TH NLY ALG SD R/W LN TO A PT 250 FT SLY FROM SLY LN OF LEWIS ST TH ELY TO A PT ON C/L OF RAND RIVER SD PT BEING 250 FT SLY FROM SLY LN OF LEWIS ST TH SLY ALG C/L OF GRAND RIVER TO N LN OF IGH ST TH W TO POB S 1/2 SE 1/4 SEC 2 T3S R1W | | | | | | | |
| 3374 RPV HIGH, COOPER | 5-085200000 JACKSON IRON & METAL CO INC 7575 W JEFFERSON BLVD FORT WAYNE IN 46804 | 0.00 0.00 | 0.00 | | 0.00 | 9,191.37 0.00 | 9,191.37 |
| 452.1, 0853 THRU 0858 G AT A PT ON SLY LN OF LEWIS ST 10 FT WLY MEASURED AT R/A FROM C/L OF NYCRR CO JACKSON MAIN BRANCH ACK TH SLY PARA TO & AT AN EQUAL DISTANCE FROM SD TRACK 129 FT TO A PT TH SLY PARA TO & 10 FT WLY ASURED AT R/A FROM C/L OF CINCINNATI NORTHERN RAILROAD TRACK 173 FT TO A PT TH CONT SELY TO A PT ELY LN OF CNRR R/W AT A PT 87 FT N OF S LN OF SEC 2 (MEAS @ R/A) WHICH IS N LN OF HIGH ST TH W G N LN OF HIGH ST TO W LN OF BELDEN RD (NOW VACATED) TH NWLY ALG W LN OF BELDEN RD TO A PT 143 FT OF S LN OF SEC 2 (MEASURED AT R/A) TH W PARA WITH S LN OF SEC 2 TO E LN OF AIRLINE DR TH NELY ALG LN OF AIRLINE DR TO S LN OF SOUTHSIDE ADD TH E 54.66 FT TO W LN OF BELDEN RD (NOW VACATED) TH NWLY S LN OF LEWIS ST TH E ALG S LN OF LEWIS ST TO POB SW 1/4 SE 1/4 SEC 2 T3S R1W | | | | | | | |
| 3374 RPV HIGH, COOPER | 5-086000000 WEDGE INVESTMENTS INC P O BOX 1166 JACKSON MI 49204 | 0.00 0.00 | 0.00 | | 0.00 | 2,425.00 0.00 | 2,425.00 |
| PC OF LAND DESC AS BEG AT N 1/4 POST OF SEC 11 TH E ALG N SEC LN 594 FT TO E LN OF BELDEN RD TH S G E LN OF BELDEN RD 41.25 FT TO A POB OF THIS DESC TH E PARA WITH N SEC LN TO WLY R/W LN OF CNRR SELY ALG SD R/W LN TO A PT DISTANT 82.5 FT S OF N SEC LN TH W PARA WITH N SEC LN TO E LN OF LDEN RD TH N ALG E LN OF BELDEN RD 41.25 FT TO BEG, ALSO THE E 1/2 OF VACATED BELDEN RD ADJOINING PARCEL ON THE WEST NW 1/4 NE 1/4 SEC 11 T3S R1W | | | | | | | |
| 3374 RPV HIGH, COOPER | 5-2141.0100 WEDGE INVESTMENTS INC P O BOX 1166 JACKSON MI 49204 | 0.00 0.00 | 0.00 | | 0.00 | 2,850.29 0.00 | 2,850.29 |
| M AT INTERS OF S LN OF HIGH ST WITH E LN OF AIRLINE DR TH ELY ALG S LN OF HIGH ST TO C/L OF CATED BELDEN RD TH S ALG SD C/L TO ELY LN OF AIRLINE DR TH NWLY ALG ELY LN OF AIRLINE DR TO POB 1/4 NE 1/4 SEC 11 T3S R1W | | | | | | | |
| 3374 RPV HIGH, COOPER | 5-221400000 TRAVIS REALTY INC 3390 TRAVIS POINTE RD #B ANN ARBOR MI 48108 | 0.00 0.00 | 0.00 | | 0.00 | 15,114.30 0.00 | 15,114.30 |
| M AT N 1/4 POST OF SEC 11 T3S R1W TH ELY ALG N LN OF SEC 11 1380 FT TO A PT TH S AT R/A TO SD N LN SEC 11 33 FT TO S R/W LN OF HIGH ST & POB OF THIS DESC TH CONT S AT R/A TO SEC 11 120 FT TO A PT ELY ON A LN 153 FT S OF & PARA TO N LN OF SD SEC 11 TO C/L OF GRAND RIVER TH SLY ALG C/L OF SD AND RIVER TO A PT 40 RDS S OF N LN OF SD SEC 11 TH W ON A LN 40 RDS S OF & PARA TO N LN OF SD SEC TO E R/W LN OF JACKSON BRANCH OF LS & MS RR TH NWLY ALG SD R/W TO S LN OF HIGH ST TH E ALG S LN HIGH TO POB NE 1/4 SEC 11 T3S R1W | | | | | | | |

Special Assessment Roll for CITY OF JACKSON
Roll for Year 2012
Population: Special Assessment District (3374)

| Sp. District Heading | Parcel # Owner | Principal Admin Fee | Interest Penalty | Addtl Penlty Cert Fee | Total Installment | Prin Bal Payoff Int | Total Payoff |
|---|---|------------------------|---------------------|--------------------------|----------------------|------------------------|-----------------|
| 3374 RPV HIGH, COOPER | 6-0106.2000 JTS ASSOCIATES INC 1183 LEWIS ST JACKSON MI 49203 | 0.00 0.00 | 0.00 | | 0.00 | 2,167.75 ✓ 0.00 | 2,167.75 |
| 6.2A, 1664.1, 1664.2 M AT SE COR OF SEC 2 T3S R1W TH S 89 DEG 48' W ALG S LN OF SEC 2 638.5 FT TH N 5 DEG 51' W 33.15 TH N 51 DEG 11' 30" W 332.9 FT TH S 40 DEG 28' W 101.1 FT TH S 80 DEG 38' W 122.8 FT TO BEG OF IS DESC TH N 24 DEG 55' 30" W 292.65 FT TH N 30 DEG 12' W 257.1 FT TH N 24 DEG 01' 30" W 349.86 FT N PARA WITH E LN OF SEC 2 338.85 FT TO S LN OF LEWIS ST TH W ALG SD S LN 288.18 FT TH N 39 DEG ' E 43 FT TO A PT ON C/L OF LEWIS ST 1749.3 FT W OF E LN OF SEC 2 TH W ALG C/L OF LEWIS ST TO C/L GRAND RIVER CHANNEL AS NOW LOCATED TH SLY ALG C/L OF GRAND RIVER TO A PT 143 FT M/L N OF S LN OF C 2 & BEARING S 89 DEG 48' W 190 FT M/L FROM BEG TH N 89 DEG 48' E 40 FT M/L TO A PT S 89 DEG 48" 150 FT FROM BEG TH S 55 DEG E 100 FT M/L TO N LN OF HIGH ST TH N 89 DEG 48' E ALG SD N LN OF HIGH 90 FT TH N 24 DEG 55' 30" W 56 FT M/L TO BEG SE 1/4 SE 1/4 SEC 2 T3S R1W | | | | | | | |
| 3374 RPV HIGH, COOPER | 6-0106.2A10 KUTCHA REAL ESTATE HOLDINGS LLC 5255 BLAIRMOR JACKSON MI 49202 | 0.00 0.00 | 0.00 | | 0.00 | 750.00 ✓ 0.00 | 750.00 |
| M AT SE COR OF SEC 2 TH WLY ALG S LN OF SD SEC 638.5 FT TH N 5 DEG 51' W 33.15 FT TH N 51 DEG .5' W 85.8 FT TO A PT FOR POB OF THIS DESC TH N 51 DEG 11.5' W 247.1 FT TH S 40 DEG 28' W 101.1 FT S 80 DEG 38' W 122.8 FT TH S 24 DEG 55.5' E 65 FT M/L TO N LN OF HIGH ST TH N 89 DEG 48' E 352.4 ALG N LN OF HIGH ST TO BEG SE 1/4 SE 1/4 SEC 2 T3S R1W | | | | | | | |
| 3374 RPV HIGH, COOPER | 6-170100000 KUTCHA REAL ESTATE HOLDINGS LLC 5255 BLAIRMOR JACKSON MI 49202 | 0.00 0.00 | 0.00 | | 0.00 | 150.00 ✓ 0.00 | 150.00 |
| F 89 ASSESSORS'S LOCUST PLAT | | | | | | | |
| 3374 RPV HIGH, COOPER | 6-170200000 WISNIEWSKI MICHAEL G TRUST 1406 LOCUST ST JACKSON MI 49203 | 0.00 0.00 | 0.00 | | 0.00 | 1,305.48 ✓ 0.00 | 1,305.48 |
| FS 86 & 87 ASSESSOR'S LOCUST PLAT | | | | | | | |
| 3374 RPV HIGH, COOPER | 6-170400000 MALIPSEY FREDERICK J LE 1529 LOCUST ST JACKSON MI 49203 | 0.00 0.00 | 0.00 | | 0.00 | 1,713.85 ✓ 0.00 | 1,713.85 |
| F 80 EX S 54 FT ASSESSOR'S LOCUST PLAT | | | | | | | |
| 3374 RPV HIGH, COOPER | 6-1711.A000 ATLAS WELDING 1503 E HIGH ST JACKSON MI 49203 | 0.00 0.00 | 0.00 | | 0.00 | 3,441.72 ✓ 0.00 | 3,441.72 |

3 AT INTERS OF S LN OF HIGH ST & E LN OF LOCUST ST TH E 87 FT TH S PARA WITH LOCUST ST TO N BANK
GRAND RIVER TH WLY ALG SD N BANK OF GRAND RIVER TO INTERS OF E LN OF LOCUST ST TH N TO BEG NE 1/4
1/4 SEC 11 T3S R1W

Special Assessment Roll for CITY OF JACKSON
Roll for Year 2012
Population: Special Assessment District (3374)

| Sp. District Heading | Parcel # Owner | Principal Admin Fee | Interest Penalty | Addtl Penlty Cert Fee | Total Installment | Prin Bal Payoff Int | Total Payoff |
|--|--|------------------------|---------------------|--------------------------|----------------------|------------------------|-----------------|
| 3374 RPV HIGH, COOPER | 6-171100000 DAY JOHN A & SHARON L 1505 E HIGH ST JACKSON MI 49203 | 0.00 0.00 | 0.00 | | 0.00 | 8,307.60 0.00 | 8,307.60 ✓ |
| G AT A PT ON S LN OF HIGH ST 87 FT ELY FROM E LN OF LOCUST ST TH S PARA WITH LOCUST ST TO N BANK. GRAND RIVER TH ELY ALG SD N BANK OF GRAND RIVER TO INTERS OF E LN OF SEC 11 TH N ALG SD SEC LN TO LN OF HIGH ST TH W TO BEG NE 1/4 NE 1/4 SEC 11 T3S R1W | | | | | | | |
| 3374 RPV HIGH, COOPER | 6-171300000 D B L PROPERTIES LLC 4900 CLYDE PARK AVE SW GRAND RAPIDS MI 49509 | 0.00 0.00 | 0.00 | | 0.00 | 13,846.00 0.00 | 13,846.00 ✓ |
| COM AT INTERS OF W LN OF LOCUST ST W TH S LN OF HIGH ST TH S ON W LN OF LOCUST ST 267 FT TH W 350 TH N 267 FT TO S LN OF HIGH ST TH E 350 FT TO BEG NE 1/4 NE 1/4 SEC 11 T3S R1W | | | | | | | |
| 3374 RPV HIGH, COOPER | 6-181200000 KLEIN BROTHERS LLC 1215 LEWIS ST JACKSON MI 49203 | 0.00 0.00 | 0.00 | | 0.00 | 11,472.40 0.00 | 11,472.40 ✓ |
| TS 1 THRU 20 INCL & N 45 FT OF LOTS 21 & 22 BLK 10 CARR'S SOUTH ADD | | | | | | | |
| 3374 RPV HIGH, COOPER | 6-181300000 WLW PROPERTY MANAGEMENT LLC 1710 E HIGH ST JACKSON MI 49203 | 0.00 0.00 | 0.00 | | 0.00 | 13,054.80 0.00 | 13,054.80 ✓ |
| TS 1 THRU 20 INCL & N 45 FT OF LOTS 21 & 22 BLK 11 CARR'S SOUTH ADD | | | | | | | |
| 3374 RPV HIGH, COOPER | 6-181400000 LYKE INVESTMENT CO LLC 1810 E HIGH ST JACKSON MI 49203 | 0.00 0.00 | 0.00 | | 0.00 | 11,472.40 0.00 | 11,472.40 ✓ |
| TS 1 THRU 20 INCL & N 45 FT OF LOTS 21 & 22 BLK 12 CARR'S SOUTH ADD | | | | | | | |
| 3374 RPV HIGH, COOPER | 6-1818.1000 DAY JOHN A & SHARON L 1505 E HIGH ST JACKSON MI 49203 | 0.00 0.00 | 0.00 | | 0.00 | 4,975.00 0.00 | 4,975.00 ✓ |
| E W 100 FT OF BLK 14 & E 1/2 OF VACATED ELM AVE ADJOINING SD PROPERTY ON THE WEST CARR'S SOUTH ADD | | | | | | | |
| 3374 RPV HIGH, COOPER | 6-1819.0100 PLAN 824 LLC 3381 HATHAWAY LN JACKSON MI 49201 | 0.00 0.00 | 0.00 | | 0.00 | 5,934.00 0.00 | 5,934.00 ✓ |
| TS 2 3, 6, 7, 10, 11 & 14 & THE E 25 FT OF LOTS 1, 4, 5, 8, 9, 12 & 13 OF BLK 14 CARR'S SOUTH ADD | | | | | | | |

Special Assessment Roll for CITY OF JACKSON
Roll for Year 2012
Population: Special Assessment District (3374)

| Sp. District Heading | Parcel # Owner | Principal Admin Fee | Interest Penalty | Addtl Penlty Cert Fee | Total Installment | Prin Bal Payoff Int | Total Payoff |
|--|--|------------------------|---------------------|--------------------------|----------------------|------------------------|-----------------|
| 3374 | 6-181900000 RPV HIGH, COOPER MYGRANTS TERRY L & PAULINE M 3381 HATHAWAY LN JACKSON MI 49201 | 0.00 0.00 | 0.00 | | 0.00 | 13,054.80 0.00 | 13,054.80 |
| LL OF BLK 15, ALL OF VACATED BAGLEY ST LYING BETWEEN BLKS 14 & 15 & W 1/2 OF VACATED GAY ST DJJOINING BLK 15 ON THE EAST CARR'S SOUTH ADD | | | | | | | |
| 3374 | 6-182000000 RPV HIGH, COOPER HOME BUILDERS ASSOCIATION 1815 E HIGH ST JACKSON MI 49203 | 0.00 0.00 | 0.00 | | 0.00 | 11,472.40 0.00 | 11,472.40 |
| OTS 1 THRU 8 & LOT 10 BLK 16 CARR'S SOUTH ADD | | | | | | | |
| Total Parcels: 20 | | 0.00 0.00 | 0.00 | | 0.00 | 149,204.12 0.00 | 149,204.12 |



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 December 11, 2012

TO: Honorable Mayor Griffin and City Councilmembers

FROM: Patrick Burtch, City Manager

SUBJECT: Approve the 2013-2014 Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) Timetable and Establish Public Hearings

RECOMMENDATION

Approve the 2013-2014 CDBG/HOME Timetable and establish public hearing on January 22, 2013 and September 24, 2013.

The Department of Neighborhood & Economic Operation's Accounting Manager estimates the City of Jackson will receive \$1,165,554 in CDBG formula allocation and program income, and \$254,519 in HOME funds for fiscal year 2013-2014. As this is an additional reduction from 2012-2013 funding levels, it was recommended the City not hold its normal competitive application process for community service providers and allow only various City departments to apply for funding. Attached is a Timetable of dates and deadlines to be achieved during the next funding cycle and request City Council approve the Timetable and establish public hearings as follows:

January 22, 2013 (required) – to receive citizen comments addressing housing and community development needs, including priority non-housing community development needs.

September 24, 2013 (required) – to receive citizen comments regarding the Consolidated Annual Performance and Evaluation Report (CAPER) assessing the City's 2012-2013 program performance.

The preliminary allocation decision by City Council is scheduled for February 5, 2013 with final allocations to be made on April 23, 2013. A draft Action Plan will be presented to City Council by March 26, 2013, which will allow for the requisite 30-day comment period before submitting to HUD on May 16, 2013.

Timetable for

2013-2014 Community Development Block Grant (CDBG) and HOME Investment Partnership Program

| | |
|--|---------------------------------------|
| Proposal solicitation – City departments only | November 2012 |
| Proposal information distributed to City Council (CC) and other designated boards/commissions | By December 31, 2012 |
| CC Public Hearing to receive citizen comments | January 22, 2013 |
| City Administration recommendations | by January 31, 2013 |
| CC preliminary allocation decision alternate date | February 5, 2013 February 19, 2013 |
| Environmental Review Process begins | February 20, 2013 |
| Publish Notice of One-Year Action Plan (AP) and where available for review by public | March 24, 2013 |
| CC Receipt of One-Year AP draft report | March 26, 2013 |
| CP/AP 30-day public comment period | March 24, 2013 – April 23, 2013 |
| CC final allocations | April 23, 2013 |
| CC authorize submission of AP and adopt resolution of certifications | May 14, 2013 |
| Request Release of Funds, submit AP and certifications to HUD | May 16, 2013 |
| Fiscal Year 2013-2014 begins | July 1, 2013 |
| Publish Notice of Public Hearing for Consolidated Annual Performance and Evaluation Report (CAPER) | September 1, 2013 |
| CAPER 15-day public comment period | September 9, 2013 |
| CC CAPER public hearing; authorization to submit to HUD | September 24, 2013 |
| CAPER mailed to HUD | September 27, 2013 |

Timetable is subject to change at the discretion of City Council

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 December 11, 2012

MEMO TO: City Councilmembers
FROM: Martin J. Griffin, Mayor *mjg/s*
DATE: December 10, 2012
SUBJECT: Ella W. Sharp Park Board of Trustees

RECOMMENDED ACTION:

Approval of the Mayor's recommendation to reappoint Michelle Woods to the Ella W. Sharp Park Board of Trustees a for three-year term, beginning February 1, 2013, and ending January 31, 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 reappoint Michelle Woods to the Ella W. Sharp Park Board of Trustees for a three-year term, beginning February 1, 2013, and ending January 31, 2016.

MJG:skh

APP-CC



RECEIVED
DEC 10 2012
BY: _____

City of Jackson Board/Commission Application

Name: Michelle Woods

Address: 1108 Greenwood Ave Zip: 49203

Home Phone: 517-784-4124 Other Phone: ^{cell} 517-206-1974

e-mail address: fitdiva410@sbcc Occupation: Fitness professional
global.net Personal Trainer
Community Involvement/Activity

Ellis Sharp Park Bd. Parks + Rec Dept Bd.
State Board of Social Work

Are you a registered voter? yes Ward? 1

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

- Ellis Sharp Park Bd
- Parks + Rec Dept Bd
- _____

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

me
Signature
Please return to _____

M-
Michelle has another
commitment for Tues
nite with her grandson.
✓

sume, press clippings)

FILE FOR ONE YEAR

12-9-12
Date

an Avenue, Jackson, MI 49201



CITY CLERK'S OFFICE
Lynn Fessel, City Clerk

CITY COUNCIL MEETING
December 11, 2012

DATE: December 3, 2012
MEMO TO: Honorable Mayor and City Council Members
FROM: Lynn Fessel, City Clerk *Lynn Fessel*
SUBJECT: Confirmation of Special Assessment Roll Nos. 3371, 3372 and 3373.

RECESS AS CITY COUNCIL AND CONVENE AS A BOARD OF REVIEW:

- A. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 3371 FOR STREET REPAVING ON HIBBARD FROM WILDWOOD TO RAILROAD TRACKS**
- 1. RESOLUTION CONFIRMING ROLL NO. 3371**
- B. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 3372 FOR STREET REPAVING ON HOMEWILD FROM ELLERY TO EDGEWOOD**
- 1. RESOLUTION CONFIRMING ROLL NO. 3372**
- C. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 3373 FOR STREET REPAVING ON FOREST FROM BEND IN THE ROAD TO EDGEWOOD**
- 1. RESOLUTION CONFIRMING ROLL NO. 3373**

ADJOURN AS A BOARD OF REVIEW AND RECONVENE AS CITY COUNCIL

Public hearings were established at the City Council's November 27th meeting for December 11, 2012. The required notice was published in the Jackson Citizen Patriot and a notification letter was sent to each property owner included on the rolls.

C: City Manager

RESOLUTION
STREET CONSTRUCTION

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did prepare special assessments concerning street construction on Hibbard Street from Wildwood Street to the railroad tracks which assessments were by him placed on Assessment Roll No. 3371 in the amount of \$15,723.74 and reported to the City Council at its meeting held on the 27th day of November, 2012; and

WHEREAS, notice has been duly given that the City Council and Assessor would sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, the 11th day of December, 2012, at 7:00 p.m. to hear any and all objections and suggestions by interested parties to said special assessments as contained in said roll; and

WHEREAS, the matter of said review having come on to be heard and the City Council and Assessor sitting as a Board of Review having heard all suggestions and objections made thereto and having fully considered the same;

NOW, THEREFORE, BE IT RESOLVED, that each and all of the special assessments as contained in said roll are hereby confirmed and made valid liens against the property and valid claims against the owners thereof, and the City Clerk is hereby directed to make certificates of this determination and attach the same to said roll and to turn said roll over to the City Treasurer for collection; and

BE IT FURTHER RESOLVED that each and all of the special assessments contained in Roll No. 3371 shall be divided into ten (10) equal installments, the first of which shall be payable by May 31, 2013 without interest charge; and the remaining installments, plus a 2.04% annual interest charge on each installment, shall be due annually on May 31st of each subsequent year until each of the special assessments has been paid in full; provided, however, that in the event the City issues bonds in anticipation of special assessments, the unpaid balance of said special assessments shall, in accordance with Section 22-9 of the Jackson City Code of Ordinances, bear a rate of interest which shall be one percent (1%) above the average interest cost of said special assessment bonds.

BE IT FURTHER RESOLVED that the unpaid balance of any special assessment, including pro rata interest charges, may be paid in full at any time and that each and any special assessment may be paid without interest if payment in full is made prior to May 31, 2013.

* * * * *

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

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 11th day of December, 2012.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 12th day of December, 2012.

Lynn Fessel, City Clerk

RESOLUTION
STREET CONSTRUCTION

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did prepare special assessments concerning street construction on Homewild Avenue from Ellery Street to Edgewood Street which assessments were by him placed on Assessment Roll No. 3372 in the amount of \$32,579.97 and reported to the City Council at its meeting held on the 27th day of November, 2012; and

WHEREAS, notice has been duly given that the City Council and Assessor would sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, the 11th day of December, 2012, at 7:00 p.m. to hear any and all objections and suggestions by interested parties to said special assessments as contained in said roll; and

WHEREAS, the matter of said review having come on to be heard and the City Council and Assessor sitting as a Board of Review having heard all suggestions and objections made thereto and having fully considered the same;

NOW, THEREFORE, BE IT RESOLVED, that each and all of the special assessments as contained in said roll are hereby confirmed and made valid liens against the property and valid claims against the owners thereof, and the City Clerk is hereby directed to make certificates of this determination and attach the same to said roll and to turn said roll over to the City Treasurer for collection; and

BE IT FURTHER RESOLVED that each and all of the special assessments contained in Roll No. 3372 shall be divided into ten (10) equal installments, the first of which shall be payable by May 31, 2013 without interest charge; and the remaining installments, plus a 2.04% annual interest charge on each installment, shall be due annually on May 31st of each subsequent year until each of the special assessments has been paid in full; provided, however, that in the event the City issues bonds in anticipation of special assessments, the unpaid balance of said special assessments shall, in accordance with Section 22-9 of the Jackson City Code of Ordinances, bear a rate of interest which shall be one percent (1%) above the average interest cost of said special assessment bonds.

BE IT FURTHER RESOLVED that the unpaid balance of any special assessment, including pro rata interest charges, may be paid in full at any time and that each and any special assessment may be paid without interest if payment in full is made prior to May 31, 2013.

* * * * *

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

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 11th day of December, 2012.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 12th day of December, 2012.

Lynn Fessel, City Clerk

RESOLUTION
STREET CONSTRUCTION

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did prepare special assessments concerning street construction on Forest Avenue from the west bend to Edgewood Street which assessments were by him placed on Assessment Roll No. 3373 in the amount of \$32,887.31 and reported to the City Council at its meeting held on the 27th day of November, 2012; and

WHEREAS, notice has been duly given that the City Council and Assessor would sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, the 11th day of December, 2012, at 7:00 p.m. to hear any and all objections and suggestions by interested parties to said special assessments as contained in said roll; and

WHEREAS, the matter of said review having come on to be heard and the City Council and Assessor sitting as a Board of Review having heard all suggestions and objections made thereto and having fully considered the same;

NOW, THEREFORE, BE IT RESOLVED, that each and all of the special assessments as contained in said roll are hereby confirmed and made valid liens against the property and valid claims against the owners thereof, and the City Clerk is hereby directed to make certificates of this determination and attach the same to said roll and to turn said roll over to the City Treasurer for collection; and

BE IT FURTHER RESOLVED that each and all of the special assessments contained in Roll No. 3373 shall be divided into ten (10) equal installments, the first of which shall be payable by May 31, 2013 without interest charge; and the remaining installments, plus a 2.04% annual interest charge on each installment, shall be due annually on May 31st of each subsequent year until each of the special assessments has been paid in full; provided, however, that in the event the City issues bonds in anticipation of special assessments, the unpaid balance of said special assessments shall, in accordance with Section 22-9 of the Jackson City Code of Ordinances, bear a rate of interest which shall be one percent (1%) above the average interest cost of said special assessment bonds.

BE IT FURTHER RESOLVED that the unpaid balance of any special assessment, including pro rata interest charges, may be paid in full at any time and that each and any special assessment may be paid without interest if payment in full is made prior to May 31, 2013.

* * * * *

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

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 11th day of December, 2012.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 12th day of December, 2012.

Lynn Fessel, City Clerk



CITY CLERK'S OFFICE
Lynn Fessel, City Clerk

CITY COUNCIL MEETING
December 11, 2012

DATE: December 3, 2012
MEMO TO: Honorable Mayor and City Councilmembers
FROM: Lynn Fessel, City Clerk 
SUBJECT: Final Adoption of Ordinance No. 2012.40

RECOMMENDATION:

**FINAL ADOPTION OF ORDINANCE NO. 2012.40 DECLARING AN
ADDITIONAL TEMPORARY MORATORIUM ON THE ESTABLISHMENT OF
OPERATIONS, AND THE ISSUANCE OF PERMITS OR LICENSES FOR
OPERATIONS THAT RELATE TO EITHER THE CULTIVATION,
DISPENSING, OR USE OF MEDICAL MARIHUANA IN THE CITY OF
JACKSON.**

Attached please find Ordinance No. 2012.40 approved by the City Council on November 27, 2012. Requested action is adoption of this Ordinance.

C: City Manager
City Attorney

ORDINANCE 2012. 40

An Ordinance declaring an additional temporary moratorium on the establishment of operations, and the issuance of permits or licenses for operations that relate to either the cultivation, dispensing, or use of medical marihuana in the City of Jackson.

WHEREAS, On January 25, 2011, the Jackson City Council adopted Ordinance 2011.04, which established a moratorium on the establishment of operations and the issuance of permits or licenses for operations that relate to the cultivation, dispensing, or use of medical marihuana;

WHEREAS, The duration of Ordinance 2011.04 was six months following the effective date or until such time as an appropriate ordinance is enacted, whichever occurs first;

WHEREAS, On July 19, 2011, the Jackson City Council adopted Ordinance 2011.11, which extended the moratorium on the establishment of operations and the issuance of permits or licenses for operations that relate to the cultivation, dispensing, or use of medical marihuana;

WHEREAS, The duration of Ordinance 2011.11 was six months following the effective date or until such time as an appropriate ordinance is enacted, whichever occurs first;

WHEREAS, On January 10, 2012, the Jackson City Council adopted Ordinance 2012.1, which extended the moratorium on the establishment of operations and the issuance of permits or licenses for operations that relate to the cultivation, dispensing, or use of medical marihuana;

WHEREAS, The duration of Ordinance 2012.1 was six months following the effective date or until such time as an appropriate ordinance is enacted, whichever occurs first;

WHEREAS, On June 26, 2012, the Jackson City Council adopted Ordinance 2012.15, which extended the moratorium on the establishment of operations and the issuance of permits or licenses for operations that relate to the cultivation, dispensing, or use of medical marihuana;

WHEREAS, The duration of Ordinance 2012.15 was six months following the effective date or until such time as an appropriate ordinance is enacted, whichever occurs first;

WHEREAS, The former Jackson City Affairs/Rules and Personnel Committee has met numerous times to discuss a proposed Medical Marihuana Ordinance including changes to the Zoning Ordinance of the City of Jackson to regulate the use and cultivation of marihuana for specific medical conditions;

WHEREAS, Although the City Affairs/Rules and Personnel Committee had made a recommendation to City Council, the City Council has determined that additional time may be needed to consider, study, and enact regulations for medical marihuana as defined in the Michigan Medical Marihuana Act, M.C.L. 333.26421 et seq.; and

WHEREAS, the City Council desires that no operations be established and no permits or licenses be authorized or issued in the City of Jackson for operations related to either the cultivation, dispensing, or use of medical marihuana; now therefore,

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Continuation of Moratorium

No operations, or applications for permits or licenses for operations, that relate to either the cultivation, dispensing, or use of medical marihuana shall be accepted, no pending applications shall be processed, and no permits or licenses shall be issued from the effective date of this ordinance and while the moratorium enacted by this ordinance or any subsequently adopted ordinances which may extend this moratorium shall remain in effect.

This limited moratorium on the operations and the issuance of operation permits or licenses related to the operations for the cultivation, dispensing, or use of medical marihuana is intended to continue, without interruption, the moratorium and all other provisions established by Ordinance No. 2012.15 and shall be applied retroactively to the extent necessary to accomplish that intent.

The moratorium established by this Ordinance shall further continue in effect for six months from the effective date hereof, or until such time as an appropriate medical marihuana ordinance is enacted, whichever occurs first.

Section 2. Effective Date

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

ADOPTED:



CITY CLERK'S OFFICE
Lynn Fessel, City Clerk

CITY COUNCIL MEETING
December 11, 2012

DATE: December 3, 2012

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Lynn Fessel, City Clerk/Purchasing Agent 

SUBJECT: Final Renewal of Contract with A. Williams Cleaning Services

RECOMMENDATION:

APPROVE THE FINAL RENEWAL OF THE CONTRACT WITH A. WILLIAMS CLEANING SERVICES FOR CITY WIDE JANITORIAL CLEANING WITH THE CITY OF JACKSON WATER DEPARTMENT, WASTEWATER TREATMENT PLANT, DEPARTMENT OF PUBLIC WORKS AND CITY HALL.

On December 14, 2010, the City Council approved a contract with A. Williams Cleaning Services, LLC for janitorial services for City Hall, the Water Department, the Wastewater Treatment Plant and the Department of Public Works. The contract contained two one-year renewal options. On January 24, 2012, the City Council approved the first renewal of the contract, along with a change order for additional cleaning in City Hall.

Mr. Williams stated that he would like to renew the contract and representatives from each of the departments listed above have expressed their satisfaction with his services and recommend renewing this contract. The recent change of moving the Utility Billing/Public Works Fiscal Services from Water Street to City Hall have little effect on the overall scope of the cleaning services.

Therefore, it is my recommendation that City Council approve the final renewal to the contract in the total amount of \$40,452.00. The original contract is in the amount of \$39,900.00, with a change order for office vacuuming in the amount of \$552.00.

C: City Manager

Julius A. Giglio

City Attorney

Bethany M. Smith

Deputy City Attorney

Gilbert W. Carlson

Assistant City Attorney

OFFICE OF THE



161 West Michigan Avenue

Jackson, MI 49201

(517) 788-4050

(517) 788-4023

Fax: (517) 788-4059

CITY ATTORNEY

CITY COUNCIL MEETING

December 11, 2012

NEW BUSINESS

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Julius A. Giglio, City Attorney

SUBJECT: Personal Property of Ella W. Sharp

DATE: November 29, 2012

REQUESTED ACTION: To authorize the Mayor to sign the attached bill of sale, thereby transferring title of personal property of Ella W. Sharp to the Ella Sharp Museum of Art and History, and authorize the City Attorney to make minor modifications to the documents.

As Council is aware, the Ella Sharp Museum of Art and History ("Museum") has requested that the City transfer ownership to the personal property of Ella W. Sharp to the Museum. The request is contained in the August 31, 2012 letter from Charles Aymond, Executive Director of the Museum (Attachment 1). It is my understanding that Councilmembers were given the opportunity to tour the Museum and examine the personal property involved in the transfer.

In 1982, the City entered into a 99 year lease with the Museum (Attachment 2). Under the terms of the lease, a portion of the Ella W. Sharp real estate and personal property was leased to the Museum. Paragraph 10 of the lease provides, in part, that the City will allow the Museum to store the personal property, however, upon termination of the lease, the personal property is to be returned to the City.

The Museum believes it is in a better position to maintain and care for the property and, accordingly, has requested that we transfer ownership to the Museum. It is my understanding Mr. Aymond will be present at the December 11, 2012 council meeting to answer any questions Council may have in this regard.

I have discussed this matter with Mr. Aymond and we believe the best method to transfer the property is through a Bill of Sale (Attachment 3). Exhibit 1 to the Bill of Sale identifies the personal property to be transferred.

If Council wishes to proceed with the transfer of personal property, the requisite action is to authorize the Mayor to sign the attached Bill of Sale and authorize the City Attorney to make minor modifications to the document.

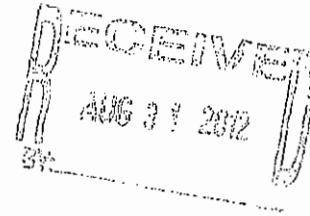
If Council has any questions, please feel free to contact me.

JAG/dn

Enc.

cc Patrick Burtch, City Manager

Charles Aymond, Executive Director, Ella Sharp Museum



August 31, 2012

The Honorable Martin Griffin and Members of the Jackson City Council
City of Jackson
161 W. Michigan Avenue
Jackson, MI 49201

Dear Mayor Griffin and Council Members,

As you know, Ella Merriman Sharp's will left portions of her real and personal property to the City of Jackson to be used as a public park and to form the basis for a museum.

Since the organization of the Museum in 1964, a specified portion of the real estate and the surviving personal property have been leased by the City to the Museum. I believe it is in the best interests of both the City and the Museum at this time to transfer ownership of the personal property from the City to the Museum. I am writing to you to request that the City initiate the appropriate action to accomplish that.

The Museum has just completed an arduous process seeking reaccreditation from the American Association of Museums. The most complicating issue in that process was one which had not been raised in earlier reaccreditation applications. The AAM wanted more information about how we are handling the personal property that belonged to Ella Sharp and is leased to the Museum. They wanted to know what the City's expectations were when the lease terminates and the Museum has to return the property, if there was a risk that the City might question what was returned and if all the material is present. The original lease between the City and the Museum provides in part:

The Lessee shall have the power to store the contents of the Home or to exhibit or dispose of the same on such terms and conditions as Lessee deems necessary in order to properly conduct the operation of the museum. Upon the termination of the lease such contents are to be returned to the Lessor, provided that if they have been disposed of, any remaining proceeds shall be paid over to the Jackson Foundation.

The lease with the City was revised in 1984 and the new lease dealt with the personal property as follows:

The City agrees that the Museum shall have the power to store this property or to exhibit same on such terms and conditions as the Museum deems necessary in order to properly conduct its operations. Upon the termination of this lease, such contents are to be returned to the City.

The records of the Museum shall be conclusive evidence regarding the ownership by the City of the ownership by the City of the items of personal property.

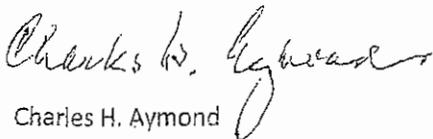
We were able to show the AAM that the language of the leases gives the Museum extraordinary control over the personal property and the risks to the Museum are minimal. Nevertheless, some risk to the Museum does remain and the public interest can probably be best served by the City giving the personal property (not the real estate) to the Museum. Such a gift would remove the property from the claims of the City's creditors but it would also stop some future Council from selling or otherwise disposing of some of the more valuable items. Questions about the condition of items returned to the City after 169 years (the period between Ella Sharp's death and the expiration of the current lease) would be eliminated.

The Museum takes very good care of Ella Sharp's personal property. If some future administration of the Museum ever wanted to sell any part of that property, the proceeds could only be used to acquire other assets within the Museum's Collection Plan, which emphasizes the acquisition of items with a Merriman-Sharp provenance. I hope you will consider relinquishing the City's claim to the return of this property in 69 more years. I can assure you that the Museum considers this property to be a community treasure and will continue to give it the best of care.

I would like to add just one more piece of information. The Museum did achieve reaccreditation for another fifteen years. Of the nation's estimated 17,500 museums, the Ella Sharp Museum is one of only 775 which are currently accredited. The people of Jackson can take great pride in the fact that their local institution is one of America's premier museums.

Thank you for your consideration.

Very truly yours,



Charles H. Aymond
Executive Director

Attachment 2

LEASE

THIS LEASE, made on this 22nd day of September, 1982, by and between the City of Jackson, a Michigan municipal corporation, with offices located at 161 West Michigan Avenue, Jackson, Michigan 49201 (hereinafter referred to as the City), as Trustee under the Last Will and Testament of Ella W. Sharp, deceased, and the Ella Sharp Museum Association of Jackson, a Michigan non-profit corporation of Jackson, Michigan, with offices located at 3225 Fourth Street (hereinafter referred to as the Museum),

WITNESSETH:

WHEREAS, the City, pursuant to its Charter, has assumed the trust to maintain Ella W. Sharp Park and a Museum in connection therewith under the Will of Ella W. Sharp and the ordinance adopted by the Common Council of the City of Jackson on March 16, 1914; and

WHEREAS, the Museum desires to assist the City in carrying out such purpose by operating a public museum in and about the farm home of Ella W. Sharp located within Ella W. Sharp Park;

NOW, THEREFORE, in order to carry out the above described purpose, the City and the Museum, for and in consideration of the mutual covenants contained herein, do hereby agree as follows:

1. The City does hereby grant, lease and demise unto the Museum, for a term of ninety-nine (99) years, commencing on the 1st day of October, 1982, certain premises located within the City of Jackson, County of Jackson, State of Michigan, to-wit: The premises located at 3225 Fourth Street, Jackson, Michigan, commonly known as the Ella W. Sharp Home and the contents thereof, and the surrounding premises, all as more fully described in Exhibit A, which is attached hereto and incorporated by reference herein, together with all easements and appurtenances thereto; it being further understood that the Museum shall have full right of ingress and egress to said premises over existing park roads or any extensions or additions thereto, to be used and occupied for the operation of a

public museum and any purposes incidental and related thereto and for no other purpose without the express written consent of the City.

2. The Museum does hereby hire the premises described in Exhibit A for the term above mentioned, and covenants and agrees that it will pay to the City as rent the sum of One Dollar (\$1.00) per year on the 1st day of October, 1982 and each and every year thereafter during the term of this lease.

3. The Museum agrees that it will pay all expenses connected with electricity, gas, water, sewage, telephone, and other utilities used by it upon the leased premises.

4. The City agrees that during the entire term of this lease it shall keep all buildings and improvements owned by it located within that area described within Exhibit A insured in an amount equal to the full replacement cost for all damage arising from fire, windstorm, or other casualty. In case of a loss covered by such insurance, the City shall make the entirety of insurance proceeds received by it available to the Museum for the purpose of repairing, restoring or rebuilding the damaged property.

It is further agreed that the Museum will reimburse the City, on an annual basis, within thirty (30) days of invoice by the City, for the City's actual annual costs for building insurance covering all structures owned by the City upon the leased premises.

5. The Museum agrees that during the entire term of this lease it will carry and maintain a comprehensive general liability insurance policy (with the City expressly made an additional insured thereon) covering its operations and related activities upon the leased premises, said policy to provide a minimum of at least \$500,000.00 in coverage per incident against bodily injury and property damage claims and at least \$1,000,000.00 in umbrella liability insurance coverage concerning such claims; said insurance to be reviewed by the City every three years and adjusted so that levels of coverage

will be maintained which will be comparable to the general liability limits of the City.

6. The Museum agrees to pay all taxes which may be levied by reason of its lease of the subject property or the operation of the Museum, and any and all other taxes, assessments, penalties, levies or other impositions, general or special, which may be levied or assessed upon the demised premises or additions or improvements thereto.

7. The Museum further agrees that:

(a) In the event it constructs, adds to or renovates the Ella Sharp Home or Tower Barn, it shall consult with and obtain the approval of the City prior thereto concerning the architectural characteristics of same in order to insure that said additions or renovations fit well with the existing structures;

(b) Notwithstanding any other provision contained within this lease, that a certain pump house, containing the water service water meter and booster pump supplying water to the park gardens, ball fields, picnic area and planetarium, located immediately south of the old park offices and all water lines connected therewith, shall remain under the control of the Director of Parks and the Sharp Park Board of Trustees, and that City personnel may have free access thereto to perform any and all functions necessary to ensure the continued delivery of water service to the park. In addition, it is agreed by the Museum that if said pump house must be relocated by the City due to construction activities of the Museum, the Museum will stand all costs thereof.

(c) Notwithstanding any other provision contained within this lease, that the premises known as the Hurst Planetarium is and shall remain under the control of the Jackson Public Schools.

8. The Museum agrees that it will not assign, sublet, transfer or mortgage the demised premises without the express written consent of the City and that this lease may be

cancelled at the option of the City if any of the following events occur:

(a) The estate created hereby is taken in execution or by other process of law.

(b) The Museum abandons its operations on the premises for a period of in excess of six (6) consecutive months.

(c) The Museum is declared bankrupt or insolvent according to law.

(d) A receiver is appointed for the business or property of the Museum, or

(e) An assignment is made by the Museum for the benefit of creditors.

9. The parties covenant and agree that:

The Museum will:

(a) At its own expense, keep and maintain all buildings located upon the leased premises (except the pump house and planetarium referred to in paragraph seven) in good and safe repair, provided, however, nothing in this agreement shall prohibit the Museum from demolishing any building under its control other than the Ella Sharp Home and Tower Barn.

(b) Maintain the grounds, walks and drives upon the leased premises, provided, however, that park personnel will mow the grass where their large equipment will operate efficiently.

(c) Locate, establish and maintain suitable drives, walks and parking areas upon the leased premises.

(d) Conduct snow removal and other necessary maintenance as required for the continued use and occupancy of the Museum premises, drives, walks, parking areas and grounds, provided, however, that park personnel will remove the snow in the lane and public parking areas during regular working hours and the City will remove the snow in the entrance drive and bus stop area during regular snow removal operations involving the main park drives.

10. Included within the terms of this lease is certain personal property given to the City under the will of Ella Sharp. The City agrees that the Museum shall have the power to store this property or to exhibit same on such terms and conditions as the Museum deems necessary in order to properly conduct its operations. Upon the termination of this lease, such contents are to be returned to the City. The records of the Museum shall be conclusive evidence regarding the ownership by the City of the items of personal property.

11. The City shall have the right to enter the Ella W. Sharp Home at all reasonable hours for the purposes of inspecting the same, and if the Museum has failed to make necessary repairs, the City may make or cause to be made such repairs and the Museum shall be charged for the cost thereof.

12. The Museum agrees that the City may use for parking any portion of the parking facilities contained within that area described by Exhibit A during hours when the Museum is not in operation or not conducting any special event upon the premises.

13. The City covenants that the Museum, upon performance of its responsibilities hereunder, shall and may peacefully and quietly have, hold and enjoy the demised premises for the full term of this lease.

14. The Museum agrees that it will not use the Ella W. Sharp Home or the land covered by this lease in violation of any law, municipal ordinance or regulation and that upon the occurrence of any event rendering the Museum unable to continue operations, or upon the expiration of this lease, the City or its successor shall have the right to:

(a) Re-enter and take possession of the Ella Sharp Home and land covered by this lease; and

(b) Take any other action necessary to encourage and foster the continued operation upon the site of a public museum which will include the Ella W. Sharp Home and Tower Barn.

15. This lease shall be binding upon the parties hereto and their respective successors and/or assigns.

16. The City shall, upon execution of this document, cause this lease to be recorded with the office of the Jackson County Register of Deeds.

IN WITNESS WHEREOF, the parties hereto have caused this lease to be executed as a proper corporate act of the City and the Museum on the day and year first above written.

THE CITY OF JACKSON, as Trustee Under the Last Will and Testament of Ella W. Sharp, deceased

In the presence of:

Renée J. Johnson

By Albert W. Stern
Albert W. Stern
Its Mayor

James H. Steward

By Betty B. Granger
Betty B. Granger
Its Clerk

STATE OF MICHIGAN)
)SS:
COUNTY OF JACKSON)

Subscribed and sworn to before me, this 22nd day of September, 1982.

James H. Steward
Notary Public
Jackson County, Michigan
My Comm. Exp.: 3-14-84

THE ELLA SHARP MUSEUM ASSOCIATION OF JACKSON, a Michigan non-profit corporation,

In the presence of:

Patricia Bano

By Robert Condon
Robert Condon
Its President

Rosella M. Schmeidler

By Millie Hadwin
Millie Hadwin
Its Executive Director

STATE OF MICHIGAN)
)SS:
COUNTY OF JACKSON)

Subscribed and sworn to before me, this 7th day of August, 1982.

Rosella M. Schmeidler
Notary Public
Jackson County, Michigan
My Comm. Exp.: 1/29/85

Drafted by:
Anthony F. Raduaso (P24117)
City Attorney
161 West Michigan Avenue
Jackson, Michigan 49201

ROSILLA M. SCHMEIDLER
Notary Public, Jackson County, Michigan
My Commission Expires January 29, 1985

Attachment 3

BILL OF SALE
Ella W. Sharp Personal Property

For valuable consideration, City of Jackson, a Michigan Municipal Corporation, whose address is 161 W. Michigan Avenue, Jackson, Michigan 49201, as Seller, sells and assigns to Ella Sharp Museum of Art and History, a Michigan Corporation, whose address is 3225 Fourth Street, Jackson, Michigan 49203, as Buyer, all of its interest in the following property:

- 1. The personal property of Ella W. Sharp owned by Seller and currently stored at the Buyer's property located at 3225 Fourth Street, Jackson, Michigan 49203. Said personal property is identified on the attached Exhibit 1, attached hereto and incorporated by reference. The personal property was leased to Buyer pursuant to a certain Lease between the parties dated September 22, 1982. This Bill of Sale shall supersede Buyer's requirement to return the personal property to Seller upon termination of the Lease.

The Seller has signed this Bill of Sale and assignment on December ____, 2012, to be effective as of the date of signing.

CITY OF JACKSON, Seller

By: _____
Martin J. Griffin
Its Mayor

STATE OF MICHIGAN)
)ss
COUNTY OF JACKSON)

On _____, 2012, before me, a Notary Public, in and for said County, personally appeared Martin J. Griffin, to me known to be the same party described herein and who executed the within instrument, and who personally acknowledged the same to be his own free act and deed.

, Notary Public
County, Michigan
My commission expires: _____

INVENTORY Merriman/Sharp Collection

| ID # | Title | Description | condition | location |
|----------------|---------------------------------|--|-------------------|-----------------------|
| 65.19.1 a & b | Small Tin Lard bucket and lid | Advertisement or toy - lid inscribed | good | storage |
| 65.19.2 | Tooth & ear pick | Ivory | fair | not found 1978 |
| 65.19.3 | Minature Child's Book | "Do-Do" | some wear | storage |
| 65.19.4 | Arrow point | | broken | storage |
| 65.19.5 | School book | The Little One's Ladder or First Steps in Spelling | fair | storage |
| 65.19.6 | mineral specimen | Fossil | fair | storage |
| 65.19.7 | mineral specimen | Fossil | fair | storage |
| 65.19.8 | Recipe - "Nellie's Fried Cakes" | small card, dated Oct. 6, 1880 | good | storage |
| 65.19.9 | cardboard box | no descriptive markings | water damaged | disposed of 5/78 |
| 65.19.10 | Small stoneware Jug | advertisement or toy - painted pink | fair | Exhibit-Sharp home |
| 65.19.11 1 & 2 | replicas of brass oil lamps | Roman - tourist items | good | storage |
| 65.19.12 a & b | Small Tin Wash boiler and lid | Toy | good | Exhibit-Sharp home |
| 65.19.13 a-d | Coral Jewelry set | Booch, earrings in black box | good | Exhibit-Sharp home |
| 65.19.14 a-p | Photographs of Mary Merriman | photographer J.V. Cookingham, Jackson | good | storage |
| 65.19.15 a-c | photographs of Mary Merriman | photographer Greer, Jackson | good | storage |
| 65.19.16 | photograph of Mary Merriman | | good | storage |
| 65.19.17 | Tintype -small child in chair | on back "Marion Wood-Feb 1872 Tracy Merrin | darkening | storage |
| 65.19.18 a & b | Cardboard box with lid | J.Clark & Co., Paisley Thread Works | fair | Exhibit-country store |
| 65.19.19 a & b | Ambrotype in case | Frankie Merriman with dog | good | storage |
| 65.19.20 a & b | Ambrotype in case | Mrs. Deborah Wing Rogers | good | storage |
| 65.19.21 a & b | Daguerreotype in case | Ellen Wing Taylor Parker | good | storage |
| 65.19.22 a & b | Daguerreotype in case | Aunt Mary Ann Wing, 73 years | good | storage |
| 65.19.23 | Frame, parts | | incomplete | disposed of 1966 |
| 65.19.24 | Daguerreotype in case | Ellen Wing Taylor Parker | good, clasp loose | storage |
| 65.19.25 a & b | Daguerreotype in case | Ellen Wing Taylor Parker | good | storage |
| 65.19.26 a & b | Daguerreotype in case | death picture of baby Mary Farnsworth | good | storage |
| 65.19.27 | Daguerreotype case | empty | good | storage |
| 65.19.28 | Daguerreotype | Howard Merriman | case broken | storage |
| 65.19.29 | Daguerreotype case | empty | fair | storage |
| 65.19.30 a & b | Daguerreotype in case | Mary & Thomas Farnsworth | good | storage |
| 65.19.31 a & b | Photograph/black velvet frame | Dwight Merriman -frame has embroidery | good | storage |
| 65.19.32 | Daguerreotype | Ellen Wing Taylor Parker | fading | storage |
| 65.19.33 a & b | photograph/ornate metal frame | Mary Merriman, ca 1881 | good | storage |
| 65.19.34 a & b | Dauerreotype in case | Ellen Wing Taylor Parker | good | storage |
| 65.19.35 a & b | Dauerreotype in case | Frank Taylor | beginning to fade | storage |
| 65.19.36 a & b | photograph/wood frame | Tracy Merriman - frame label, Paris 1874 | good | storage |
| 65.19.37 a & b | Daguerreotype in case | Ellen Wing Taylor Parker | good | storage |
| 65.19.38 a & b | Daguerreotype in case | unknown subject | good | storage |
| 65.19.39 a & b | Tintype in case | Howard Merriman and unknown woman | good | storage |
| 65.19.40 | Frame | Gold with flower design-label G.Ugolini & Co F | good | Exhibit-Sharp home |
| 65.19.41 | Tintype | Mary Merriman-photographer - Taft | good | storage |
| 65.19.42 | Tintype | Mary Merriman - photographer- Taft | good | storage |
| 65.19.43 | Tintype | Ella & friend - photographer - Taft | good | storage |
| 65.19.44 | Tintype | Wilhelmina Miller, 1877 - photographer-Taft | good | storage |
| 65.19.45 | Tintype | Bessie Kessler, May 28, 1889 - 13 yrs old | good | storage |
| 65.19.46 | Book | Sunnybank Stories, Asa Bullard | good | Exhibit-Sharp home |
| 65.19.47 | Book | child's story book | good | Exhibit-Sharp home |
| 65.19.48 | French Textbook | "French Guide", Miss Ella Wing's book, 1844 | good | Exhibit-Sharp home |
| 65.19.49 | Child's Book | Harper's Picture Book - Learning to Think | fair | storage |
| 65.19.50 | Envelope with lock of hair | "Cut from father's head, Jan 28, 1891" | good | storage |
| 65.19.51 | Bookmark | Punched paper - "Music for Thee" on gray ribb | good | storage |
| 65.19.52 | Book | Speeches | poor | storage |
| 65.19.53 | Book - | "Law Register, J.C. Sharp" | good | Exhibit-Sharp home |
| 65.19.54 | Autograph Album | "Rural Album" - belonged to Hattie Sharp | good | storage |
| 65.19.55 a-h | Statements | Wright Kay Jewelers, Detroit | good | storage |
| 65.19.56 | Statement | Carlton & VanAntwerp, Job Printers | good | storage |
| 65.19.57 a-c | Legal papers | Circuit Court declaration, 2 promissory notes | good | storage |
| 65.19.58 | Diagram of Hillside Farm | pencil diagram on lined paper | faded | storage |
| 65.19.59 | scratch sheets | Scraps of paper, no markings | poor - torn | disposed of 1973 |
| 65.19.60 | Deed | George & Anna Cranmore, Nov 6 1903 | good | archives |
| 65.19.61 a-c | newspaper clippings | unreadable - portions lost - crumbled | poor | disposed of 1973 |
| 65.19.62 | Music Book | piano arrangements - Mary Merriman | good | archives |

INVENTORY
Merriman/Sharp Collection

| | | | | |
|-----------------|--------------------------------|--|-------------------------|----------------------------|
| 65.19.63 | Doll Cradle | wooden, painted gray | good | storage |
| 65.19.64 | Infant's rattle | not attributed to family - wrong time period | | disposed of 1966 |
| 65.19.65 | Leather Buggy Whip | Wooden handle, braided leather, T.D. Merrima | good | storage |
| 65.19.66 | wooden box with rocks & Shells | not attributed to family | | disposed of 1972 |
| 65.19.67 | jaw bone of large animal | not attributed to family | | disposed of 1972 |
| 65.19.68 | Branding Iron | initials - J.C.S (John C. Sharp) | | storage |
| 65.19.69 | Ice Skates | steel w/leather straps "11 - No. 328", 1905 | good | storage |
| 65.19.70 | Roller skates | not attributed to family - wrong time period | poor-wheels missing | disposed of 1978 |
| 65.19.71 a & b | pair women's silk garters | multi-colored stripes | silk deteriorated | disposed of 1978 |
| 65.19.72 a & b | Native American basket w/lid | Northwest Indian basket - Ella Collected | good | storage |
| 65.19.73 | Pin Cushion | Doll shaped, silk dress, bisque head & arms | poor | storage |
| 65.19.74 | Doll (see 65.19.177) | Nun with black felt habit, bisque body | poor | storage |
| 65.19.75 | Bracelet | gold filigree, painted lady's image | good | storage |
| 65.19.76 a-d | 2 pr eye glasses & cases | inscribed H.L. Gregg, Jackson | | not found 1978 |
| 65.19.77 1 & 2 | Pair oil on wood angels | angels hold horns on gold background, frames | frames very ornate | 1 in storage, 1 in ES home |
| 65.19.78 a-d | 2 straight razors with cases | a & b "Red Injun" c & d. John Voight Co. | a&b good c&d missing | storage |
| 65.19.79 | Stoneware writing fluid bottle | "Bourne & Sons", London | good | Exhibit-Sharp home |
| 65.19.80 a-g | Stoneware doll dishes | white, plates, cups, teapot, sugar bowl | good | Exhibit-Sharp home |
| 65.19.81 a-k | Tin doll dishes | tray, plates, cups, cream & sugar, teapot | good | Exhibit-Sharp home |
| 65.19.82 a & b | Toy stove & kettle | kettle fits into burners on stove | good | Exhibit-Sharp home |
| 65.19.83 | Toy Table | metal, painted black | 1 leg broken | storage |
| 65.19.84 | Toy cannon | metal | broken/mended, missi | storage |
| 65.19.85 | Toy wheel | metal, painted black | poor | storage |
| 65.19.86 | Toy paper folding fan | blue, with flowers | poor | storage |
| 65.19.87 | Wooden gavel | 6" long with flowered ribbon | good | Exhibit-Sharp home |
| 65.19.88 1 & 2 | 2 souvenir buttons | no description - cannot identify | | |
| 65.19.89 a & b | Oil stone with wooden base | small, kitchen use | good | storage |
| 65.19.90 | Skimmer | metal with long handle | good | Exhibit-Sharp home |
| 65.91.91 | Donut cutter | metal with wooden handle | good | Exhibit-Sharp home |
| 65.19.92 a-d | Cookie cutters | square, chicken, rabbit, round shapes | round-broken handle | Exhibit-Sharp home |
| 65.19.93 | 1 food chopper | metal with curved blades | good | storage |
| 65.19.94 | Cream skimmer | metal | good | storage |
| 65.19.95 | Meat Fork | metal tines, spring rpong, bone handle | good | storage |
| 65.19.96 | Candlestick | tin, painted yellow - finger loop, bowl base | good, some crackling | storage |
| 65.19.97 | Sword shaped souvenir | Foreign coins strung w/red&yellow string | poor-string deteriorati | storage |
| 65.19.98 a & b | Bell Dome and Base | wooden base, glass bell dome (dried flowers) | good | Exhibit-Sharp home |
| 65.19.99 a-c | 3 hat pins | round, pointed, hexagonal ivory heads | good | storage |
| 65.19.100 | Tea Kettle | cast iron | good | Exhibit-Sharp home |
| 65.19.101 | Egg Basket | wire | good | Exhibit-Sharp home |
| 65.19.102 | Bow or Fret Saw | Deep throated aw, rosewood handle | good | storage |
| 65.19.103 a & b | Bow or Fret Saw | Shallow throated, maple handle | fair - wired together | storage |
| 65.19.104 | Skillet | cast iron | good | Exhibit-Sharp home |
| 65.19.105 | Clothes rack | wooden, folding | good | Exhibit-Sharp home |
| 65.19.106 a & b | Fire tool set with tongs | cast iron, ornamental w/flowers & cherub | good | Exhibit-Sharp home |
| 65.19.107 | Counter scale & scoop | metal w/red painted base | good | Exhibit-Sharp home |
| 65.19.108 | Hay chopper | Strap-on | fair | storage |
| 65.19.109 | water kettle | metal | damaged-handle missi | disposed of 1973 |
| 65.19.110 | Candle snuffer | silver w/decorative emblems | 2 legs broken | Exhibit-Sharp home |
| 65.19.111 | Whale tooth | Ivory | good | Exhibit-Sharp home |
| 65.19.112 | Celt | | fair | storage |
| 65.19.113 | Stone Gorget | slate with one hole | good | storage |
| 65.19.114 | Stone Ax | only half of ax | broken | storage |
| 65.19.115 | Projectile Point | flint | good | storage |
| 65.19.116 a & b | Horse bridle, reins, and thong | braided leather w/silver madallions, 22'l reins, | good | storage |
| 65.19.117 a & b | Birchbark box & lid | oval shaped with quill work and sweetgras des | good | storage |
| 65.19.118 | Buggy Whip | braided leather whip and handle | good | storage |
| 65.19.119 | Tea pot | Ironstone | broken, pieces missing | disposed of 1972 |
| 65.19.120 | Sweet grass Handbag | coiled bag w/birchbark and Quill designs | good | storage |
| 65.19.121 | Buggy Whip | braided leather, bits of horsehair at handle | good | storage |
| 65.19.122 | Ash Scoop | metal | fair | storage |
| 65.19.123 | File | metal file w/wooden handle | good | storage |
| 65.19.124 | Cake Pedestal | Ironstone | good | storage |
| 65.19.125 | Bookcase | Eastlake style, 4 shelves, brass rod for curtain | good | Exhibit-Sharp home |

INVENTORY
Merriman/Sharp Collection

| | | | | |
|-----------------|--------------------------------|---|------------------------|-----------------------|
| 65.19.126 | Picture frame | Gilt on plaster | poor | storage |
| 65.19.127 | Wooden Deer Head | carved with attached antlers | good | Exhibit-Sharp home |
| 65.19.128 a & b | pair of gilt sconces | small w/figure of cherub at base | good | Exhibit-Sharp home |
| 65.19.129 | Boot Jack | wooden | fair | Exhibit-Sharp home |
| 65.19.130 | Medicine bottle | clear glass label/Weeks Drug Co, Jackson | fair | storage |
| 65.19.131 | Gunpowder Container | tin w/label "Delonge Rifle Powder" | fair | storage |
| 65.19.132 | Stoneware writing fluid bottle | label/"Arnold's Writing Fluid, London" | fair | Exhibit-Sharp home |
| 65.19.133 a-d | 4 Centennial Exposition | no description - cannot identify | | |
| 65.19.134 | Urn, pieces | Bronze | broken-pieces missing | disposed of 1978 |
| 65.19.135 | Toothpaste jar | "Oriental Toothpaste" | good | Exhibit-Sharp home |
| 65.19.136 a-k | Travel Kit | leather w/perfume bottles, needle case,note c | good | Exhibit-Sharp home |
| 65.19.137 1 & 2 | 2 empty chloroform bottles | 1)Weeks Drug Co. 2)Central Drug Store | fair | storage |
| 65.19.138 | Wax fruit tarts | molded shape | melted/mishapped | disposed of 1973 |
| 65.19.139 | Powder Flask | copper w/brass fittings."Dixon & Son" | | storage |
| 65.19.140 | Powder Flask | leather | good | storage |
| 65.19.141 | Child's Parasol, pieces | beaded with fringe/ivory handle (broken off) | damaged-pieces missi | disposed of 1978 |
| 65.19.142 a-c | 3 Tie Pins | Silhouettes of Mexican coins | fair | Exhibit-Sharp home |
| 65.19.143 | Lapel Pin | enameled "G.F.W.C.-Unity in Diversity" | fair | Exhibit-Sharp home |
| 65.19.144 | Globe Lantern | Wire loops/glass Globe | electrified by City | storage |
| 65.19.145 a-d | 2 photographs in frames | small boy in black velvet f./2 girls in metal f | fair | Exhibit-Sharp home |
| 65.19.146 1 & 2 | 2 souvenir trays-St.Louis Fair | metal a)Adm. Bldg. 2)Gov't Bldg | good | Exhibit-Sharp home |
| 65.19.147 | Indian Drill | milky grey flint | good | storage |
| 65.19.148 | projectile point | buff colored flint | good | storage |
| 65.19.149 a & b | China Box with lid | white-dog on lid, Nellie Merriman Xmas 1865 | good | Exhibit-Sharp home |
| 65.19.150 | China Crocus vase | white with pastel colored crocus shapes | good | Exhibit-Sharp home |
| 65.19.151 a-c | 3 pc Urn set | ceramic - Egyptian design - Bohemia | good | Exhibit-Sharp home |
| 65.19.152 | dish or bowl cover | glass | broken | disposed of 1978 |
| 65.19.153 | Miniature glass basket | ruby glass with brass filigree | good | Exhibit-country store |
| 65.19.154 1 & 2 | 2 tea cups | china, a) blue flowers b) yellow flowers | fair | Exhibit-Sharp home |
| 65.19.155 | Ceramic Vase | terra cotta w/large look handle | good | storage |
| 65.19.156 a & b | Laquered Box with lid | black with gold oriental designs | good | Exhibit-Sharp home |
| 65.19.157 | Souvenir Glass | Goblet w/etched "Nellie Merriman, 1891" | good | Exhibit-Sharp home |
| 65.19.158 a-e | Tea set | Parian ware w/profile portraits of George & M | good | Exhibit-Sharp home |
| 65.19.159 | Canteen w/cover | round, metal w/cloth cover-Civil War | top missing | storage |
| 65.19.160 | Furniture Polish Bottle | "Noble"s" - | cap rusted | Exhibit-country store |
| 65.19.161 | set Haviland China | white, gold band, "D. Merriman" | good | Exhibit-Sharp home |
| 1 a-q | dinner plates | | some chipping | Exhibit-Sharp home |
| 2 a-q | soup plates | | good | Exhibit-Sharp home |
| 3 a-r | dessrt/salad plates | (r.) flowers painted on w/china paints | some chipping | Exhibit-Sharp home |
| 4 a-f | saucers 5" diameter | | good | Exhibit-Sharp home |
| 5 a-f | saucers 4" diameter | | some crackeling | Exhibit-Sharp home |
| 6 a1-u1 | Pot de crème pots w/lids | | good | Exhibit-Sharp home |
| 7 a-k | egg cups | | good | Exhibit-Sharp home |
| 8 a & b | serving dishes | shell shaped | good | Exhibit-Sharp home |
| 9 a & b | relish dishes | shell shaped | chipping and crackelin | Exhibit-Sharp home |
| 10 a1-b2 | vegetable dishes w/lids | footed | gold worn | Exhibit-Sharp home |
| 11 a & b | small sauce boats | | good | Exhibit-Sharp home |
| 12 a & b | Compotes | footed | gold worn | Exhibit-Sharp home |
| 13 a & b | serving dishes 10" | oval | good | Exhibit-Sharp home |
| 14 a & b | serving dishes 11" | oval | good | Exhibit-Sharp home |
| 15 a1-b2 | Butter dishes w/lids | footed , lids have pear finial | gold worn | Exhibit-Sharp home |
| 16 a & b | Compotes | Shaped like baskets | good | Exhibit-Sharp home |
| 17 a & b | Platters 17" | oval | good | Exhibit-Sharp home |
| 18 a1-b2 | Serving dishes w/lids | footed | gold worn | Exhibit-Sharp home |
| 19 a-f | Cups | | gold worn | Exhibit-Sharp home |
| 20 a-n | Tea cups | | gold worn | Exhibit-Sharp home |
| 21 a | Bowl 11 3/4" | footed | good | Exhibit-Sharp home |
| 22 a | Platter 19 1/2" | | good | Exhibit-Sharp home |
| 23 a | Platter 11" | | good | Exhibit-Sharp home |
| 24 a | Bowl 8 1/2" | oval | good | Exhibit-Sharp home |
| 25 a | relish dishes | shaped like 2 leaves with center handle | good | Exhibit-Sharp home |
| 26 a & b | Gravy Boat | drip dish attached | good | Exhibit-Sharp home |
| 27 a | Sauce boat w/lid | drip dish attached | good | Exhibit-Sharp home |

INVENTORY
Merriman/Sharp Collection

| | | | | |
|-----------------|------------------------------|---|--------------------------|--------------------|
| 28 a-c | Soup tureen w/lid & cover | | good | Exhibit-Sharp home |
| 29 a | Water pitcher | 1 quart 4 oz | good | Exhibit-Sharp home |
| 30 a-d | Tea pot w/lid | | good | Exhibit-Sharp home |
| 31 a-g | Individual butters | | some chipping | Exhibit-Sharp home |
| 32 a | Tired Fruit stand | 2 tiers, gold loop handle, gold finial | good | Exhibit-Sharp home |
| 33 a & b | Platters 15" | | gold worn | Exhibit-Sharp home |
| 35 a | Cake Plate | rim has oak leaf & entwined branches | good | Exhibit-Sharp home |
| 36 a | Cake Plate | rim has gold shell design | | Exhibit-Sharp home |
| 65.19.162 | China Vase | double vase, kissing cherubs, wheat, leaves | good | Exhibit-Sharp home |
| 65.19.163 | Glass Vase | glass bird's nest | good | storage |
| 65.19.164 | China Vase | shell shaped on elaborate pedestal | | storage |
| 65.19.165 | Dog statue | alabaster | all legs broken & mended | Exhibit-Sharp home |
| 65.19.166 | Glass Bowl | blue pressed glass w/scrolls feet | good | storage |
| 65.19.167 | Frame | | damaged-in pieces | disposed of |
| 65.19.168 | Dog statue | Paper mache poodle, "To J. C. Sharp" written on | poor - eye missing | storage |
| 65.19.169 | Ceramic Vase | yellow | poor-broken | disposed of 1978 |
| 65.19.170 | Stoneware Bowl | embossed, black | fair | storage |
| 65.19.171 | Stoneware bottle | brown "Winand Fock Ink Amsterdam" | good | Exhibit-Sharp home |
| 65.19.172 | Leather Case w/strap | for binoculars | fair | storage |
| 65.19.173 a & b | China Soap Dish | white with pink floral & gold trim | good | Exhibit-Sharp home |
| 65.19.174 | Lump of crystals | | | disposed of 1972 |
| 65.19.175 | Basket w/lid | willow spokes, willow weft, wrapped handle on | good | storage |
| 65.19.176 a-e | Doll plates | various patterns | poor/broken | disposed of 1972 |
| 65.19.177 | Doll (see 65.19.74) | Nun with black felt habit, bisque body | fair | storage |
| 65.19.178 a & b | Basket w/lid | coiled grasses - lid has straw flowers | good | storage |
| 65.19.179 | Doll | Bisque head hands - "Armond Marseille" | fair | storage |
| 65.19.180 | photograph | wedding photo, Ella Sharp | | storage |
| 65.19.181 | photograph | Mary Merriman at time of Ella's wedding | | storage |
| 65.19.182 | Wood fragment | small portion of Totem pole-label on back City of | good | storage |
| 65.19.183 a & b | Opera Glasses & case | leather case, glasses w/enameled frame | strap on case broken | storage |
| 65.19.184 | Doll, pieces | apparently made from gourd | damaged | disposed of 1973 |
| 65.19.185 a-e | Doll plates | white w/gold bands | damaged | disposed of 1973 |
| 65.19.186 | Glass vase | conical shaped, frosted sections | chipped at rim | storage |
| 65.19.187 | Toothbrush holder | Porcelain, pink floral design (matches .173) | good | Exhibit-Sharp home |
| 65.19.188 | Box | shaped like Thatched Hut | water damaged | disposed of 1973 |
| 65.19.189 a-d | Grooming set w/case | leather case, tweezers, file & comb | good | Exhibit-Sharp home |
| 65.19.190 | Trinket dish-elephant | shell base with wobbly elephant perched on top | fair | storage |
| 65.19.191 | small pitcher | white china | poor | storage |
| 65.19.192 | Talcum Powder Can | "Violet-Junius J. Smith | fair | Exhibit-Sharp home |
| 65.19.193 | Decorative Tile, pieces | | damaged | disposed of 1973 |
| 65.19.194 a-h | Box of perfumes | box w/6 sm. Bottles, "To Nellie, Paris 1874-187 | fair | Exhibit-Sharp home |
| 65.19.195 | Earthenware Vase | Germany - bark surface w/ silver ivy vine relief | good | storage |
| 65.19.196 | Ceramic Vase | Marblehead Pottery - gray w/trees and leaves | good | storage |
| 65.19.197 | Frame, pieces | | damaged/incomplete | disposed of 1973 |
| 65.19.198 | Ceramic basket | handle missing | damaged | disposed of 1973 |
| 65.19.199 | Ironstone Pitcher (minature) | encrusted (probably from Chicago Fire) | fair | storage |
| 65.19.200 | Wrench | | poor | storage |
| 65.19.201 | Placque | plaster of paris, small girl | damaged | disposed of 1978 |
| 65.19.202 | Print | image of small girl & Xmas angel | faded | storage |
| 65.19.203 a-L | Drawer pulls & parts | Brass, 7 complete, 5 extra drops | good | storage |
| 65.19.204 | Etching | 2 small children in prayer | fair | storage |
| 65.19.205 | Etching | 3 children at play | fair | storage |
| 65.19.206 a & b | Sewing machine & receipt | "Wheeler & Wilson", receipt for \$115 | good | Exhibit-Sharp home |
| 65.19.207 | Chair | Chinese, intricately carved, | fair | Exhibit-Sharp home |
| 65.19.208 | Small box of sea shells | | fair | storage |
| 65.19.209 | photograph | young unidentified girl | fair | storage |
| 65.19.210 | large box ocean shells | | fair | storage |
| 65.19.211 | Skirt Lifter | black metal with image of dog head | good | storage |
| 65.19.212 | birchbark toy canoe | | fair | storage |
| 65.19.213 | wooden hook and link | | poor/broken | disposed of 1978 |
| 65.19.214 | Godey's Ladies Book | 1 Godey's Ladies Book, May 1861 | good | storage |
| 65.19.215 | Illustrated Catalog | S. Webber & Co, 1877 0- Silverplated Ware | fair | storage |
| 65.19.216 | Drawing book | some pencil drawings, empty pages | fair | storage |

INVENTORY
Merriman/Sharp Collection

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|-----------------|--------------------------------------|---|----------------------------|--------------------------|
| 65.19.217 | Kerosene Lamp | clear glass 8 1/2" x 6" | fair | storage |
| 65.19.218 | Crocheted Purse | Black w/brass beads in initials E.W.S. | good | storage |
| 65.19.219 | Toy Canoe | bark w/design on side | damaged | disposed of 1972 |
| 65.19.220 | Tin pot | narrow spout | poor | storage |
| 65.19.221 a-c | 3 small Michigan Flags | table decorations? | water damaged | disposed of 1974 |
| 65.19.222 a-d | 4 small U.S. Flags (38 stars) | table decorations? | water damaged | disposed of 1974 |
| 65.19.223 | 4 small U.S. Flags (48 stars) | table decorations? | water damaged | disposed of 1978 |
| 65.19.224 | small box African shells | | fair | storage |
| 65.19.225 | round box - egg cases of fish? | | | disposed of 1972 |
| 65.19.226 | Porch Basket | hanging wire basket | fair | storage |
| 65.19.227 | Powder Flask | leather, embossed hunting dog in woods | good | storage |
| 65.19.228 | Candle holder | blue tin, finger hole, lever for adjusting candle | good | storage |
| 65.19.229 1 & 2 | 2 small Trays | images of Mormon Tabernacle, brass | good | storage |
| 65.19.230 a & b | Daguerrotype in case | Mary Merriman leaning on table w/book | good | archives |
| 65.19.231 | Cup | tin w/spout and handle | good | storage |
| 65.19.232 | Candle holder | Tin, painted gold - china shaft for candle | fair | storage |
| 65.19.233 a & b | Print of Young girl in velvet frame | Frame has embroidery | fair | Exhibit-Sharp home |
| 65.19.234 | Sewing Kit | small | poor | storage |
| 65.29.235 | Tray | brass, Salt Lake City | good | storage |
| 65.19.236 | Pounce pot | glass with shaker top | good | Exhibit-Sharp home |
| 65.19.237 | Match holder - 2 pieces | Porcelain, 2 babies asleep under blanket | good | Exhibit-Sharp home |
| 65.19.238 | Bottom portion of hair receiver | celluloid | poor | storage |
| 65.19.239 | Letter Opener | wooden in shape of dagger | broken | disposed of 1978 |
| 65.19.240 | Beaded vessel - miniature | | broken-portions missing | disposed of 1969 |
| 65.19.241 | salt dish | glass | broken | disposed of 1969 |
| 65.19.242 1 & 2 | 2 small sombreros | not attributed to family - wrong time period | | disposed of 1972 |
| 65.19.243 | Doily | white linen, square with drawn work | good | storage |
| 65.19.244 | Doily | white coarse linen, drawn work | good | storage |
| 65.19.245 | Doily | white crocheted, star center | good | storage |
| 65.19.246 | Lace Bow | wear at neck | good | storage |
| 65.19.247 | Ceramic dog | Spaniel type - mottled brown 4 1/2" high | front paw missing | Exhibit-Sharp home |
| 65.19.248 | Ceramic dog | Spaniel type - mottled brown 11" high | end of tail missing | Exhibit-Sharp home |
| 65.19.249 1 & 2 | pair of whale oil lamps | Sandwich type, brass crown w/double, circular | good | Exhibit-Sharp home |
| 65.19.250 | Match Safe | Cast Iron - lid w/hunting dog scene | good | Exhibit-Sharp home |
| 65.19.251 | Glass Vial | small Venetian glass -red/pink/white/clear | good | Exhibit-Sharp home |
| 65.19.252 a & b | China dish with lid | Lid is shape of Hen sitting on nest (dish) | good | Exhibit-Sharp home |
| 65.19.253 1 - 7 | Parlor Suite | Renaissance revival - settee/2 arm chairs/4 side chairs | good - reupholstered | Exhibit-Sharp home |
| 1 | settee | reupholstered in red with gold design | good | Exhibit-Sharp home |
| 2 & 3 | pair of arm chairs | same upholstery as settee | good | Exhibit-Sharp home |
| 4-7 | 4 side chairs | upholstered in red velvet | good | Exhibit-Sharp home |
| 65.19.254 1 & 2 | pair Bookcases | walnut w/glass doors & drawers | good | Exhibit-Sharp home |
| 65.19.255 | Bed | Maple, low post, rope bottom | good | Exhibit-Log House |
| 65.19.256 | Splint basket | 3 ft long, handles | good | Exhibit-Log House |
| 65.19.257 a & b | pair Urns | Cloisonne - matching design - primarily blue | good | Exhibit-Sharp home |
| 65.19.258 | Piano Stool | Rosewood w/ upholstered seat, pedestal base | good | Exhibit-Sharp home |
| 65.19.259 a-c | Table & 2 matching chairs | Ornately carved & inlaid set - Germany | table good, chairs damaged | Table-Exhibit-Sharp home |
| 65.19.260 | Square Grand Piano | Rosewood veneer, Munn & Clark Co. | good | Exhibit-Sharp home |
| 65.19.261 a-d | pair paintings on metal w/frames | Shepherd boy & frame, girl braiding hair & frame | good | Exhibit-Sharp home |
| 65.19.262 a & b | Ronda painted on wood w/frame | ornate frame, leaves and vines | good | Exhibit-Sharp home |
| 65.19.263 a & b | Painted & carved cork scene | oval landscape-bought at "Berlins", 1867 | some damage | Exhibit-Sharp home |
| 65.19.264 a-d | Pair of photographs w/metal frames | 1)Ella Sharp 2)P.B. Loomis | good | Exhibit-Sharp home |
| 65.19.265 a & b | Photograph & frame | Mama Wing, Glens Falls, NY, ornate gold frame | good | Exhibit-Sharp home |
| 65.19.266 a & b | Photograph & frame | Wm. Merriman, Jackson, MI, gld frame | good | Exhibit-Sharp home |
| 65.19.267 a & b | Photograph & frame | Ella as small girl holding pail, frame brass covered | good | storage |
| 65.19.268 a & b | Calling card Box | Silver plated - Ellie W.Merriman Feb 17 1878 o | good | Exhibit-Sharp home |
| 65.19.269 | Vase | Parian ware -grapes and curved handles | good | Exhibit-Sharp home |
| 65.19.270 | Porcelain Pen Holder | Eagle on nest feeding 3 eaglets | good | storage |
| 65.19.271 a-3 | Alabaster Urn | 3 pcs.-flowers on bowl, square base, pedestal | fair | storage |
| 65.19.272 | Conch shell | Cameo carved, winged figures w/cherubs | fair | Exhibit-Sharp home |
| 65.19.273 | Abalone shell | | fair | Exhibit-Sharp home |
| 65.19.274 a-c | Astral lamp -base,chimney,shade | Cornelius & Co, Philadelphia - | fair-shade broken | Exhibit-Sharp home |
| 65.19.275 a-c | Pier Mirror - glass,marble top, base | Ornate gold leaf frame, white marble top | good | Exhibit-Sharp home |

INVENTORY
Merriman/Sharp Collection

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|-----------------|------------------------------------|--|------------------------|--------------------|
| 65.19.276 | Marble Table | inlaid design - Italy | good | Exhibit-Sharp home |
| 65.19.277 | Frame | Ornately carved, gold leaf | good | storage |
| 65.19.278 a & b | Painting & frame | oil portrait of Dwight Merriman w/frame | good | Exhibit-Sharp home |
| 65.19.279 a & b | pair of Ewers | urn shaped, painted design, handles are winge | good | Exhibit-Sharp home |
| 65.19.280 | Gaslamp Lighter | brass w/ wooden handle 30 " long, marked NY | good | Exhibit-Sharp home |
| 65.10.281 | Fireplace screen | bowed with meshed criss-crossed wire | good | Exhibit-Sharp home |
| 65.19.282 a & b | Lithograph & frame | "The Rubber-Put to his Trumps", gold painted t | good | Exhibit-Sharp home |
| 65.19.283 a & b | Painting & frame | Oil/horse & sulky, signed H.L. Merriman, wain | good | Exhibit-Sharp home |
| 65.19.284 a-d | Ink Portraits & frames | ink sketches of Mary & Dwight Merriman, sign | good | Exhibit-Sharp home |
| 65.19.285 a-c | Carving, base, center, top | Alabaster - "Leaning Tower of Pisa" | fair | Exhibit-Sharp home |
| 65.19.286 a & b | Carving, base & top | Alabaster - "Giotto's Bell Tower" | good | Exhibit-Sharp home |
| 65.19.287 1 & 2 | Cowrie Shells | inscribed w/ Lord's Prayer - Italy | good | Exhibit-Sharp home |
| 65.19.288 | Pyramid | Marble | | not found 1978 |
| 65.19.289 | Rocking chair | Cane seat (according to catalog card, it has bee | good | Exhibit-Sharp home |
| 65.19.290 | Wooden Pounce Pot | lemon wood, shaker holes arranged as star | good | Exhibit-Sharp home |
| 65.19.291 a-xx | Deck of Playing Cards | handpainted with small black design on back | good | Exhibit-Sharp home |
| 65.19.292 a & b | Wooden box & lid | small round box | good | Exhibit-Sharp home |
| 65.19.293 a & b | Wooden box & lid | rectagular box, written on back, "Glens Falls W | good | Exhibit-Sharp home |
| 65.19.294 a & b | Incense Burner & lid | Satusma ware, hexagonal shape, lid | good | Exhibit-Sharp home |
| 65.19.295 | Bowl | Satsuma ware | fair, cover missing | storage |
| 65.19.296 | Basket w/lid | Splint, 27" x 18 1/2" handles on ends | poor | storage |
| 65.19.297 | frame | small silk covered frame | water damaged | disposed of 1974 |
| 65.19.298 | Engraving & frame | "Washington Irving & his Literary Friends" & gc | fair | Exhibit-Sharp home |
| 65.19.299 | Checkerboard | wood, painted tan/black, Parcheese on other s | fair - worn | Exhibit-Sharp home |
| 65.19.300 a & b | Skeletonized leaf/flowers in frame | arrangement, matted on black velvet in walnut | good | Exhibit-Sharp home |
| 65.19.301 | Watercolor Painting & frame | Horse "Primrose" in Scenic background, unsigr | fair | Storage |
| 65.19.302 | Game Board | Bird's eye Maple board w/handle small holes t | good | storage |
| 65.19.303 a-c | Fire Tool set | Cast iron base, poker & shovel | good | Exhibit-Sharp home |
| 65.19.304 a & b | Engraving & frame | "Belle Response De Corniece Mere Des Gracqu | fair | Exhibit-Sharp home |
| 65.19.305 | Walking Stick | steel rod/leather wrapped, silver crook handle | good | storage |
| 65.19.306 | Jardiniere | brass, Iris design in relief 43" x 9" | fair | storage |
| 65.19.307 a-f | demitasse spoons | silver, N.W. Indian motif etched on handles | good | storage |
| 65.19.308 | Font for Kerosene lamp | pressed glass | fair | storage |
| 65.19.309 | decanter | glass, 9 sided | fair - stopper missing | storage |
| 65.19.310 a-c | Toy dish, teapot & lid | white w/blue stripe-written on bottom of teap | fair | storage |
| 65.19.311 | Marble | Sulphides of clear glass 7", w/white horse enca | good | storage |
| 65.19.312 a & b | Picture & frame | watercolor birds with applied feathers | good | Exhibit-Sharp home |
| 65.19.313 | Lady's hat & hat pin | Black satin Toque style & hat pin | gair | storage |
| 65.19.314 | Lady's jacket | black silk faille, 3/4 length, black braid at collar | fair | storage |
| 65.19.315 a & b | Oil Painting & frame | Oil, Ladies dancing in garden & gold frame | good | Exhibit-Sharp home |
| 65.19.316 a & b | Oil Painting & frame | Oil, Cherubs holding proclamations, gold fram | good | Exhibit-Sharp home |
| 65.19.317 a & b | Oil Painting & frame | Oil, Religious maiden holding urn | good | Exhibit-Sharp home |
| 65.19.318 | Vase | salt glaze - design tree stump w/little boy | good | Exhibit-Sharp home |
| 65.19.319 | Oil Painting (not org. frame) | Portrait of Howard Merriman Scots outfit, & fr. | good-restored | Exhibit-Sharp home |
| 65.19.320 | Dog statue | Plaster of paris, pug dog 4" x 3" | leg & 1 eye missing | storage |
| 65.19.321 | Doily | white linen, square with drawn work | poor | storage |
| 65.19.322 | Table cover | gold chenille with edging/tassels | good | storage |
| 65.19.323 | Lady's cotton Drawers | White cambric, crocheted lace on legs, stampe | good | storage |
| 65.19.324 | Quilt | Cotton, Rambler design, friend's names writte | fair - some staining | storage |
| 65.19.325 | Quilt | Cotton, 9 patch 10" squares | good | storage |
| 65.19.326 1 & 2 | pair of chairs | Curley maple w/cane seats | good | Exhibit-Sharp home |
| 65.19.327 1 & 2 | pair of chairs | Tiger maple w/cane seats | good | Exhibit-Sharp home |
| 65.19.328 a & b | Oil Painting & frame | Italian Cardinal, gold frame | good | Exhibit-Sharp home |
| 65.19.329 | Hanging Shelf | 2 shelves attached w/gold cord, blue tassels | good | Exhibit-Sharp home |
| 65.19.330 | Commode | wood, 2 door w/drawer, marble top | good | Exhibit-Sharp home |
| 65.19.331 a-c | Trunk & note in envelope | Trunk - hide covering, leather straps, studs "D." fair note in bottom identifying belonged to David W. Taylor | fair | Exhibit-Sharp home |
| 65.19.332 | Photo Oleograph & frame | Horse w/sulky "Jay Eye See", by Clay & Richmo | good | Exhibit-Sharp home |
| 65.19.333 a & b | Decanter & Stopper | glass, 9 sides, 9" x 3 1/2", glass stopper | good | Exhibit-Sharp home |
| 65.19.334 | Seltzer bottle | Glass w/wire covering "Veritable Seltzogene di | good | storage |
| 65.19.335 a & b | Oil Painting & frame | Portrait of Ella Merriman Sharp as young girl, g | good | Exhibit-Sharp home |
| 65.19.336 | Man's Hankerchief | White linen w/J. C. Sharp in red stitching | good | storage |
| 65.19.337 | Man's Hankerchief | White linen w. JCS stitched in blue | fair - faded | storage |

INVENTORY
Merriman/Sharp Collection

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| 65.19.338 a & b | Oil Painting & frame | 4 sprigs of leaves on grey, signed Mary Merrim fair | Exhibit-Sharp home |
| 65.19.339 a & b | Oil Painting & frame | oil on wood, woman w/lilies, gold frame good | storage |
| 65.19.340 a & b | Oil Painting & frame | oil on wood, Angel of the Annunciation, oval g, good | Exhibit-Sharp home |
| 65.19.341. a & b | Etching & frame | handcolored etching Mother & Christ child, fra good | Exhibit-Sharp home |
| 65.19.342 | Oil Painting | Still life of fruit w swag of red fabric good | Exhibit-Sharp home |
| 65.19.343 a & b | Oil Painting & frame | Portrait of man (Abraham Wing?), gold frame good | Exhibit-Sharp home |
| 65.19.344 | Calling card case | leather w/blue lining, made in Germany fair | storage |
| 65.19.345 a & b | Chromolithograph & frame | young girl in pink, writing letter, cat in lap, ova fair | storage |
| 65.19.346 | Document | From U.S. Army stating that Dwight Merriman fair | storage |
| 65.19.347 a & b | Document & frame | Certificate signed by Rutherford B. Hayes appt. fair | Exhibit-Sharp home |
| 65.19.348 a & b | Photograph & frame | Handcolored w/oils - Mary Merriman, gold oval good | Exhibit-Sharp home |
| 65.19.349 a & b | Photograph & frame | Handcolored w/oils - Ella Merriman, gold oval good | Exhibit-Sharp home |
| 65.19.350 a & b | Photograph & frame | Handcolored w/oils- Abraham Wing, gold oval good | Exhibit-Sharp home |
| 65.19.351 | Lady's hat | Maroon chenille, Lable "Caroline Reboud, 113 good | storage |
| 65.19.352 | Gift Box | red cover/blue satin lining "T. Kircher, Davenp good | storage |
| 65.19.353 | Gift Box | black/beige flowered velvet, gold clasp, "A.C. v good | storage |
| 65.19.354 | Gift Box | Brown velvet w green satin lining "M.S. Smith, good | storage |
| 65.19.355 | Wall Clock | Eastlake style, mirrored pendulum, drawer w/l good | Exhibit-Sharp home |
| 65.19.356 | Bracelet | copper, Native American design good | storage |
| 65.19.357 | Bracelet | silver, Native American design good | storage |
| 65.19.358 a-c | bracelets | 3 silver, loop design in center good | storage |
| 65.19.359 | Brooch | metal w/painted center of 2 sm. Boys w/book good | storage |
| 65.19.360 | Medal | Silver, from Mi Agri Society for Stonewall good | storage |
| 65.19.361.1 a & b | Native American basket w/lid | Cylindrical, beach grass w/yarn decoration - Al good -some yarn breal | storage |
| 65.19.361.2 | Native American basket | Oblong plaited strips of cedar, Nootka good | storage |
| 65.19.361.3 | Native American basket | Square plaited strips of cedar, Nootka good | storage |
| 65.19.361.4 | Native American basket | Square plaited strips of cedar, scalloped rim, good | storage |
| 65.19.361.5 | Native American basket | Cylindrical open weave, spruce root, Tlingit good | storage |
| 65.19.361.6 | Native American basket | Cylindrical open weave spruce root, arrow desi good | storage |
| 65.19.361.7 | Native American basket | Cylindrical open weave spruce root, black lines good | storage |
| 65.19.361.8 | Native American basket | Cylindrical, spruce root, rust/gold/purple desi good | storage |
| 65.19.361.9 | Native American basket | Cylindrical, spruce root, red whales, sun signs, " good | storage |
| 65.19.361.10 | Native American basket | Cylindrical, spruce root, large black whales & c good | storage |
| 65.19.361.11 | Native American basket | Cylindrical jar shaped, spruce root, white, black fair (may have had a li | storage |
| 65.19.361.12 | Native American basket | Hat, twined of brown root. Hupa good | storage |
| 65.19.361.13 | Native American basket | Cylindrical, spruce wroot, bands of tan and gol good | storage |
| 65.19.361.14 | Native American basket | Cylindrical, spruce root, red rectagles & diamo good | storage |
| 65.19.361.15 | Native American basket | Cylindrical, spruce root, bands of brown sun sij good | storage |
| 65.19.361.16 | Native American basket | Cylindrical, spruce root, 3 square faces, staplet good | storage |
| 65.19.361.17 | Native American basket | Cylindrical, spruce root, orange geometric desig good | storage |
| 65.19.361.18 | Native American basket | Cylindrical, spruce root, 3 brown whales, trian good | storage |
| 65.19.361.19 | Native American basket | Cylindrical, spruce root, bands of "Z" designs, 1 good | storage |
| 65.19.361.20 | Native American basket | Cylindrical, spruce root, 2 square face motifs, s good | storage |
| 65.19.361.21 | Native American basket | Cylindrical, spruce root, red & yellow bands, st good | storage |
| 65.19.361.22 | Native American basket | Cylindrical, spruce root, orange, brown, blue de good | storage |
| 65.19.361.23 | Native American basket | Cylindrical, spruce root, unfinished "example", fair | storage |
| 65.19.361.24 a & b | Native American basket & lid | Cylindrical, spruce root, bands & triangles, kno good | storage |
| 65.19.361.25 a & b | Native American basket & lid | Cylindrical, spruce root, 3 bands rust & yellow, good | storage |
| 65.19.361.26 a & b | Native American basket & lid | Cylindrical, spruce root, brown & red bands, dt good | storage |
| 65.19.361.27 a & b | Native American basket & lid | Cylindrical, spruce root, yellow T design, browi good | storage |
| 65.19.361.28 a & b | Native American basket & lid | Cylindrical, spruce root, brown/gold/orange dt good | storage |
| 65.19.361.29 a & b | Native American basket & lid | Cylindrical, spruce root, 3 bands dark brown, k good | storage |
| 65.19.361.30 a & b | Native American basket & lid | Cylindrical, spruce root, rust/brown feather de good | storage |
| 65.19.361.31 a & b | Native American basket & lid | Cylindrical, spruce root, brown/orange bands, good | storage |
| 65.19.361.32 a & b | Native American basket & lid | Cylindrical jar, spruce root, brown/red/gold ba good | storage |
| 65.19.361.33 a & b | Native American basket & lid | Cylindrical jar, spruce root, red, blue, brown bi good | storage |
| 65.19.361.34 a & b | Native American basket & lid | Cylindrical jar, coiled sea grasses, mushroom sl good | storage |
| 65.19.361.35 | Native American basket | Cylindrical, coiled grasses, brown design good | storage |
| 65.19.362.1 a & b | Native American basket & lid | Acorn shaped, sweet grass/ash splint, swinging good | storage |
| 65.19.362.2 a & b | Native American basket & lid | Bowl shaped halves, sweet grass/ash splint, sw fair (handle detached) | storage |
| 65.19.362.3 a & b | Native American basket & lid | bowl shaped, coiled sweet grass, black thread, good | storage |
| 65.19.362.4 | Native American basket & lid | Bowl shaped, coiled pine needles/grasses, knob on lid, hinged to basket | |
| 65.19.362.5 | | no description to match up | |

INVENTORY
Merriman/Sharp Collection

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|-----------------|------------------------------|--|-------------------------|--------------------|
| 65.19.362.6 | Native American basket | Cylindrical, plaited rush, purple/red/green | good | storage |
| 65.19.362.7 | Basket | shallow bowl shaped, coiled grasses, blue | good | storage |
| 65.19.363 a & b | Native American basket & lid | base & lid fit together to form sphere, colored | good | storage |
| 65.19.364 a & b | Basket | Rectangular, twined open work, lid w/2 handle | good | storage |
| 65.19.365 | Wall hanging | Oriental, silk brocade, painted center design | good | storage |
| 65.19.366 | Wall Hanging | Oriental, needlework w/padded areas, dragon | good | storage |
| 65.19.367 a-c | Curtains & valance | woven strips of grey/black/red/gold/orange/b | fair | storage |
| 65.19.368 a & b | Curtains | same as 65.19.377 | fair | storage |
| 65.19.369 | Anvil | cast iron, "Peter Wright 108", #5 on each end | good | storage |
| 65.19.370 | Forge | Portable "Canedy Otto Mfg. Co. Royal Western | fair | storage |
| 65.19.371 | Bed | spool turned, cheer stained, footboard w/blan | good | Exhibit-Sharp home |
| 65.19.372 a-d | Bedroom Suite | Walnut w/walnut burl - Renaissance Revival-I | good | Exhibit-Sharp home |
| a | Dressing case | 2 small drawer on each side, center drawer, lar | good | Exhibit-Sharp home |
| b | Night Stand | marble top, single door cupboard | good | Exhibit-Sharp home |
| c | Commode | Marble top and side brackets, drawer & 2 cupt | good | Exhibit-Sharp home |
| d | bed | double, tall headboard | good | Exhibit-Sharp home |
| 65.19.373 | Sea shell | abalone | fair | Exhibit-Sharp home |
| 65.19.374 | Sea shell | univalve, pinkish white | fair | storage |
| 65.19.375 | Document | Certificate awarded to Nellie Merriman, 1869' | good | storage |
| 65.19.376 | Hanging Kerosene lamp | Pierced metal shade, metal bracks, amber/whi | fair (1 replacement pri | storage |
| 65.19.377 | Hanging Kerosene lamp | brass, ornate metal work, 28 prisms, white fro: (has been electrified) | | Exhibit-Sharp home |
| 65.19.378 | Desk organizer | clear glass, 2 sections for pens, others for smal | good | Exhibit-Sharp home |
| 65.19.379 | Trunk | Wooden covered with fabricss, ornate brass h | fair | Exhibit-Sharp home |
| 65.19.380 | Candlestick | silverplate | damaged | storage |
| 65.19.381 a-e | Lady's Grooming set | Silverplate - glove stretcher, file, tweezers, tootl | good | Exhibit-Sharp home |
| 65.19.382 a & b | Lady's dressor set | Silver plate - brush & mirror | good | Exhibit-Sharp home |
| 65.19.383 | Book | English Annual for MDCCCXXXVI, 1836 | good | Exhibit-Sharp home |
| 65.19.384 | Book, Vol I | Arctic Explorations, 1856, inscrip. Dwight Merr | good | Exhibit-Sharp home |
| 65.19.385 | Book, Vol II | Arctic Explorations, 1856, inscrip. Dwight Merrir | good | Exhibit-Sharp home |
| 65.19.386 | Book | Decon Sim's Prayers, by Chellis | fair | Exhibit-Sharp home |
| 65.19.387 | Book | Analysis of Civil Government, 1869 | fair | Exhibit-Sharp home |
| 65.19.388 | Album | Autumn Leaves (book of pressed leaves) | fair (some missing) | Exhibit-Sharp home |
| 65.19.389 | Book | Holy Bible, 1876, inscrip. Tracy D. Merriman | good | Exhibit-Sharp home |
| 65.19.390 | Book | Chatham,Burke,Erskine&McIntosh Celebrated | poor | storage |
| 65.19.391 | Book | Charter and Ordinances of the City of Jackson, poor | | Exhibit-Sharp home |
| 65.19.392 | Book | Church Psalmist or Psalms & Hymns, 1849, insc | fair | Exhibit-Sharp home |
| 65.19.393 | Book | Compiled Laws, Michigan, 1897, inscrip. John C | good | Exhibit-Sharp home |
| 65.19.394 | Book | Compiled Laws, Michigan, 1857 | good | Exhibit-Sharp home |
| 65.19.395 | Book | The Course of Time, 1833 | fair | Exhibit-Sharp home |
| 65.19.396 | Book | Night Thoughts, 1824 | fair | Exhibit-Sharp home |
| 65.19.397 | Book | Davies Surveying, 1860 | Good | Exhibit-Sharp home |
| 65.19.398 | Book | Crofutts New Overland Tourist & Pacific Coast | fair | Exhibit-Sharp home |
| 65.19.399 | Book | Dred: A Tale of the Great Dismal Swamp, 1856 | Good | Exhibit-Sharp home |
| 65.19.400 | Book | Early History of Michigan, 1887 inscrip. J.C. Sha | Good | Exhibit-Sharp home |
| 65.19.401 | Book | Heman's Works, 1838 inscrip. Thomas S. Farns' | fair | Exhibit-Sharp home |
| 65.19.402 | Book | History of All Nations, 1856, inscrip Mrs. Mary | good | Exhibit-Sharp home |
| 65.19.403 | Book | The Holy Bible, 1849, inscrip. D. Merriman | good | Exhibit-Sharp home |
| 65.19.404 | Book | Lives of the Presidents of the U.S.A, 1870 | fair | Exhibit-Sharp home |
| 65.19.405 | Book | International Monetary Conferences, 1879 | good | Exhibit-Sharp home |
| 65.19.406 | Book | A Life of George Washington in Latin, 1836,insr | good | Exhibit-Sharp home |
| 65.19.407 1-3 | Books | The Life of Washington, 1855 3 Vol | good | Exhibit-Sharp home |
| 65.19.408 | Book | Michigan Manual, 1891-2 | fair | Exhibit-Sharp home |
| 65.19.409 | Ledger | John C. Sharps accounts, 1860-1866 | good | storage |
| 65.19.410 | Book | Abstract of the 11th Cnsus, 1890 | good | Exhibit-Sharp home |
| 65.19.411 | Book | Patent Office Reports, Part 1, 1854, mechanica | fair | Exhibit-Sharp home |
| 65.19.412 | Book | Patent Office Reports, Part 1, 1854, agricultura | fair | Exhibit-Sharp home |
| 65.19.413 | Book | Claim book, John c. Sharp | good | Exhibit-Sharp home |
| 65.19.414 | Book | Dept of Agricultural report 1862, inscrip. D. Me | good | Exhibit-Sharp home |
| 65.19.415 | Book | Holy Bible, inscrip. To John from Hattie | good | Exhibit-Sharp home |
| 65.19.416 a-c | Books | Transactions of the Michigan State Agricultura | fair | Exhibit-Sharp home |
| 65.19.417 | Book | St. of Michigan, Semi-centennial of admission | good | Exhibit-Sharp home |
| 65.19.418 | Book | Controller of the Currency, 1893 | fair | Exhibit-Sharp home |
| 65.19.419 | Book | English Literature, 1900 Johnson to Dickens | good | Exhibit-Sharp home |

INVENTORY
Merriman/Sharp Collection

| | | | | |
|-----------------|--------------------------|--|-----------------|--------------------|
| 65.19.420 | Book | English Literature, 1900, Chaucer to Goldsmith | good | Exhibit-Sharp home |
| 65.19.421 | Book | American Literature, Vol I, 1900 | fair | Exhibit-Sharp home |
| 65.19.422 | Book | American Literature Vol III, 1900 | fair | Exhibit-Sharp home |
| 65.19.423 | Book | Three Centuries of French literature, 1900 | Good | Exhibit-Sharp home |
| 65.19.424 | Book | the World's Great Musicians, 1900 | fair | Exhibit-Sharp home |
| 65.19.425 | Book | The World's greatest Artists, 1900 | fair | Exhibit-Sharp home |
| 65.19.426.1-14 | Set of Books | Encyclopedia Americana, 1854 Vol 1-VI, inscrip | fair | Exhibit-Sharp home |
| 65.19.428 | Book | Michigan Board of Agriculture 1876 | good | Exhibit-Sharp home |
| 65.19.429 | Book | French Guide, 1844, inscrip. Miss Ella Wing | fair | Exhibit-Sharp home |
| 65.19.430 a-ff | Chess Pieces | carved bone - red & white | fair | storage |
| 65.19.431 a-dd | Chess Pieces | carved bone - red & white (smaller) | fair | storage |
| 65.19.432 a & b | Trinket Box & lid | Soapstone, open grillwork design on lid & side: | good | Exhibit-Sharp home |
| 65.19.433 | Dresser Tray | Godey's Print of Ladies on top, green felt on bot | good | Exhibit-Sharp home |
| 65.19.434 | Crochet Hook | bone or Ivory, 4" long | good | Exhibit-Sharp home |
| 65.19.435 | Book | The Standard Horse and Stock Book, 1887 | fair | Exhibit-Sharp home |
| 65.19.436 | Book | The Revised Statutes of the St. of Michigan, ir | good | Exhibit-Sharp home |
| 65.19.437 | Book | Public Domain, Public Land Commission, 1880 | good | Exhibit-Sharp home |
| 65.19.438 | Book | New York Reports/Court of Appeal, inscrip. Lav | fair | Exhibit-Sharp home |
| 65.19.439 | Book | Local Acts of Legislature, 1895, inscrip. John C | good | Exhibit-Sharp home |
| 65.19.440 | Book | Michigan Official Directory, 1903-1904 | good | Exhibit-Sharp home |
| 65.19.441 | Book | The School Laws of Michigan, 1873 | good | Exhibit-Sharp home |
| 65.19.442 | Book | Ordinances of the City of Jackson, 1886 | fair | Exhibit-Sharp home |
| 65.19.443 | Book | Poems of Henry W. Longfellow, 1893 | good | Exhibit-Sharp home |
| 65.19.444 | oil painting (unframed) | oil of artist studio w/artist sketching model of i | fair - cracking | storage |
| 65.19.445 | Book | Jackson City Directory, 1876, inscrip. J.W. Sharp | good | Exhibit-Sharp home |
| 65.19.446 | Wood Crate | Crude - stamped "Jaxon Anti-Washboard Soap" | fair | storage |
| 65.19.447 | Book | Holy Bible, inscrip. To Nellie W. Merriman from | good | Exhibit-Sharp home |
| 65.19.448 | Book | Fish's Arithmetic Number one, inscrip. Jno. C. S | fair | storage |
| 65.19.449 | Totem pole-tourist item | Crudely Carved & painted - 2' 3/4" tall | poor/broken | storage |
| 65.19.450 | Hay hook | Bent iron w/rectangular handle | fair | storage |
| 65.19.451 | Minature book | Methodist Hymn Book, 1831 | fair | Exhibit-Sharp home |
| 65.19.452 a-c | Shaving set | brush in bone case, case, lid, & lid | fair | Exhibit-Sharp home |
| 65.19.453 | Sewing Set | Hinged Shell Case, lined in German Newspaper | fair | Exhibit-Sharp home |
| 65.19.454 | Doll | Porcelain head, painted face, glass eyes, body | poor | storage |
| 65.19.455 | Sconce | Gold cherub shelf | fair | storage |
| 65.19.456 | Easter Card | May Easter Joy be yours - green fringe trim | fair | storage |
| 65.19.457 | Book | Needlework Copy Book, Toilette Present for La | fair | storage |
| 65.19.458 | Booklet | Mosacid Club of Jackson directory, 1897-98 | good | storage |
| 65.19.459 | Dance Card | Jackson Light Guard, Hibbard House, 1875 | good | storage |
| 65.19.460 | Birthday Card | 3 sailor girls strolling on sea coast | good | storage |
| 65.19.461 | Silhouette | Ella Sharp, inscrip. Mt. Vernon, April 3, 1891 | good | Exhibit-Sharp home |
| 65.19.462 | Calling Card Case | white silk with painted daisies and gold scrolls | fair | storage |
| 65.19.463 | Calling List | Yellow cover, lined pad of paper, list of names, | fair | storage |
| 65.19.464 | Calling Card | Miss Thompson | good | storage |
| 65.19.365 | Calling Card | Mrs. Wiley R. Reynolds, written invitation | good | storage |
| 65.19.366 | Calling Card | Mrs. A.G. Vandercook | good | storage |
| 65.19.367 | Calling Card | Mrs. P.B. Loomis | good | storage |
| 65.19.468 a & b | Hair Receiver w/lid | Celluloid - | good | Exhibit-Sharp home |
| 65.19.469 a-c | Wedding Dress | Ella Sharp's - white moire silk, redingote jacket | fair | storage |
| 65.19.470 | Calling Card | Mrs. John C. Sharp | good | storage |
| 65.19.471 | Dance Card | pink - Sseventh Assembly of the Jackson Social | good | storage |
| 65.19.472 | Program | Benefit Concert by Choral Society, first Baptist | good | storage |
| 65.19.473 | Wedding Invitation | Anna Starbuck Emerson to Melville Withingtor | good | storage |
| 65.19.474 a-c | Periodicals Vol 2, 3 & 6 | The Phillistine, East Aurora, NY, 1900 | good | storage |
| 65.19.475 | Teneriffe Lace Wheel | tortoise shell "Bringgs Patent, Wheel No. 2" | damaged | storage |
| 65.19.476 | Treenware Bowl | Red sponged graining over yellow ground, kno | good | Exhibit-Sharp home |
| 65.19.477 | Plaque | Cloisonne-birds & flowers on blue | good | Exhibit-Sharp home |
| 65.19.478 | Calling Card | White w/ Fred E. Farnsworth, Detroit Club | good | storage |
| 65.19.479 a & b | Letter & Envelope | 1 page from James Smith to Ella Sharp & Envel | good | storage |
| 65.19.480 | Letter | 2 pages from Dr. Florence A Stone, Waukegan | good | storage |
| 65.19.481 | letter | 3 pages from Dr. Florence A Stone to Mr. Thom | good | storage |
| 65.19.482 | Gate | painted wrought iron 2/4cast iron finials | fair | storage |
| 65.19.483 | Stove Lid lifter | found on premises, persumed to be Sharp | fair | storage |

INVENTORY
Merriman/Sharp Collection

| | | | | |
|-----------------|-------------------------|---|--------------------|---------|
| 65.19.484 a & b | shelf brackets | Metal w/ decorate fret work | poor | storage |
| 65.19.485 | Saw | 2 handled saw w/ wood handles | fair | storage |
| 65.19.486 | Kerosene Lamp | metal base - no shade | poor | storage |
| 65.19.487 | Kerosene Lamp | brass color base, missing rest of parts | poor | storage |
| 65.19.488 | Book Mark | Satin with stripes & punched paper "LOVE" em | poor | storage |
| 65.19.489 | Leather whip | braided leather whip, wooden handle w/T.D.M | fair | storage |
| 65.19.490 | Leather horse bridle | with brass medallions inscribed "H.M." | fair | storage |
| 65.19.491 | oil painting (no frame) | oil of woman and man-he has laurel wreath, sl | fair - some repair | storage |
| 65.19.492 | School Book | Spelling & Language Book, 1887 JCS | good | storage |
| 65.19.493 | School Book | The Grammar School Speller, 1865 Fred Taylor | fair | storage |
| 65.19.494 | School Book | Peter Parley's Geography, 1853, Frank Taylor | fair | storage |
| 65.19.495 | School Book | Hapers The Thrid Reader Series, 1860 | fair | storage |
| 65.19.496 | School Book | Town's Speller & Definer, 1858 | poor | storage |
| 65.19.497 | School book | Rollo's Travels, 1845 - Fred Taylor | good | storage |
| 65.19.498 | School book | Towns; Spelling & Defining book, 1849 | poor | storage |
| 65.19.499 | School Book | Reading Without Tears, 1852-Frank Taylor | good | storage |
| 65.19.500 | School Book | National Arithmetic, 1870, Nellie Merriman | good | storage |
| 65.19.501 | School Book | Bradbury's Golden Censer, 1864, Frank | poor | storage |
| 65.19.502 | Book | The Innocent's Abroad, 1869, Mary Merriman | poor | storage |



**CITY COUNCIL MEETING
TUESDAY, DECEMBER 11, 2012**

MEMO TO: Honorable Mayor and City Councilmembers
FROM: Kelli M. Hoover, Director
SUBJECT: Ella Sharp Park Golf Course Club House Remodeling Project

RECOMMENDATION:

To award a contract to JC Beal Construction Incorporated of Ann Arbor, Michigan to begin the process of remodeling the Ella Sharp Park Golf Course Club House in the amount of \$425,200 and to authorize the City Manager to sign appropriate documents.

On December 3, 2012, sealed bids for the Ella Sharp Park Golf Course Club House project were opened and processed. JC Beal Construction Inc. was the lowest bid to remodel the Ella Sharp Park Golf Course Club House at a cost of \$425,200. The remodel of the Ella Sharp Park Golf Course Club House will bring an aging facility up to date and allow revenue to be generated year round.

The Club House has been many things over the year. The building first started as a chicken coop for Mrs. Ella Sharp on her farm. The remodeling project falls within the overall objective of Ella Sharp Park and our 2010 Parks and Recreation Plan. This is also the 100th Anniversary of the bequeathal of Mrs. Ella Sharp's wealth and land to the City of Jackson.

This project will entail: new electrical, plumbing, additional basement space, foundation, room additions, bathroom facilities, concessions area, roofing, and wiring. The Club House remodeling is the first step in a 4 step process that will meet consumer demand, increase revenue and minimize the dependence on the City's general fund. Much of the revenue generated each year not only helps the golf course but helps fund the care and projects within the entire Ella Sharp Park system. The following additional phases include ADA ramping, patio addition, beer and wine license. This proposal was included in the approved 2012-2013 Ella Sharp Park Operating Budget account 401-901-000-976.066

KMH:sw



**ELLA SHARP PARK GOLF COURSE CLUB HOUSE REMODELING
PROJECT
BID TABULATION
CITY OF JACKSON, MICHIGAN RECREATION DEPARTMENT
December 3, 2012, 2:00 PM**

| BIDDER | TOTAL BID |
|--|------------------|
| JC Beal Construction Inc. 221 Felch Street Ann Arbor, MI 48103 | \$425,200.00 |
| Turn Key Home Improvement 16240 Lowell Rd. Lansing, MI 48906 | \$448,000.00 |
| PAT USA Inc. 2927 Waterview Dr. Rochester Hills, MI 48209 | \$489,800.00 |
| R. W. Mercer Co. 2322 Brooklyn Rd. Jackson, MI 49203 | \$493,000.00 |
| Omega Constructions Co., Inc. 6167 28 th street SE. Suite 10 Grand Rapids, MI 49546 | \$519,036.00 |
| LAUX Construction, LLC 1535 Jessop Rd. Dansville, MI 48819 | \$523,200.00 |
| Moore Trosper Constructions Co. 4224 Keller Rd. Holt, MI 48842 | \$549,300.00 |
| First Contraction Inc. 701 S. Main St. Ovid, MI 48866 | \$578,795.00 |

| | |
|---|--------------|
| MJC Construction Management Inc. 4660 Romeo Plan Rd. Macomb, MI 48044 | \$624,990.00 |
| HBC Contractions 2170 Apollo Dr. Lansing, MI 48906 | \$802,894.00 |

Julius A. Giglio
City Attorney
Bethany M. Smith
Deputy City Attorney
Gilbert W. Carlson
Assistant City Attorney

OFFICE OF THE



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

CITY ATTORNEY

MEMORANDUM
December 5, 2012

TO: Honorable Mayor and City Council
FROM: Julius A. Giglio, City Attorney *JAG*
RE: Development Agreement (Farmer's Market parking lot)
DATE: December 5, 2012

REQUESTED ACTION: To approve the Development Agreement, authorize the Mayor and Clerk to sign same and authorize the City Attorney to make minor modifications to the documents and to take all other action necessary for execution of the Development Agreement.

Dear Mayor and Council:

Attached please find a revised Development Agreement between the City and Cherry Creek Holdings, LLC, ("Cherry Creek") for use/lease of a portion of Municipal Parking Lot No. 5. This Agreement was approved by Council at the November 13, 2012 City Council meeting. However, we have made a number of changes to the Agreement and decided to resubmit it to Council for approval.

As Council is aware, the Kuhl's Bell Tower Market property was purchased by Cherry Creek, who plans to develop a microbrew/pub/winery at the property. The owner is requesting use of thirty (30) spaces from Municipal Parking Lot No.5. The spaces will be leased at market rate or \$13.89 per month, whichever is less. The spaces will only be leased from 5:00 p.m. to 11:59 p.m. on Fridays from May 1st through October 31st annually, and all day on March 17th (St. Patrick's Day). The Agreement also provides that the parties may agree on additional spaces if same is desired by Developer [see Section 2. F.(i)]. The Agreement is for an initial two-year term, but may be renewed, if approved by all parties.

The requisite action is to approve the Development Agreement, authorize the Mayor and Clerk to sign same, and authorize the City Attorney to make minor modifications to the documents and to take all other action necessary for execution of the Development Agreement.

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

JAG/dn

cc: Patrick Burtch, City Manager

DEVELOPMENT AGREEMENT

THIS DEVELOPMENT AGREEMENT ("Agreement"), is entered into as of the date appearing below, by and between the CITY OF JACKSON, a Michigan municipal corporation, with offices located at 161 West Michigan Avenue, Jackson, Michigan 49201, ("City"), and Cherry Creek Holdings LLC whose address is 11746 Cherry Point, Jerome, Michigan 49249 ("Developer").

WITNESSETH:

WHEREAS, the Developer has purchased certain real estate in the City of Jackson, County of Jackson, State of Michigan, which is more particularly described as:

(See Exhibit A, attached hereto and incorporated by reference)

Commonly known as 117 W. Louis Glick Highway, Jackson, Michigan. ("the Property"); and

WHEREAS, the City owns a municipal parking lot next to the Property, which is more particularly described as:

(See Exhibit B, attached hereto and incorporated by reference)

and commonly known as Parking Lot No. 5;

WHEREAS, Developer wishes to have use of a portion of Parking Lot 5 as hereinafter described; and

WHEREAS, part of the consideration passing to the City for this Development Agreement is Developer's promise to develop the Property to generate economic activity and employment, which will benefit the City and its residents; and

WHEREAS, the parties desire to insure that the Development will take place, and set forth the terms of the Development.

NOW, THEREFORE, in consideration of the above recitals, the parties agree as follows:

1. RECITALS. The foregoing recitals are incorporated in and form a part of this Agreement.
2. DEVELOPMENT CRITERIA.
 - A. CODE COMPLIANCE. Developer will develop and establish a Brew Pub/Winery/Restaurant upon the Property in compliance with all-applicable state statutes, building codes, zoning, and other restrictions of record.
 - B. PLANS AND SPECS. Developer must submit plans and specifications, in a form acceptable to the City of Jackson Building Inspection Division, within three (3) months from the date of this Agreement.
 - C. DEVELOPMENT SIZE and INVESTMENT. Developer will renovate the building on the Property to provide for the business described in 2A above. Development of the above Property must create private investment of no less than one hundred thousand dollars (\$100,000.00) in real and personal property on the Property. The project will result in the creation of at least four (4) full-time equivalent jobs and creates the potential for additional job growth within the City.
 - D. DEVELOPMENT STAGES.
 - i. "Commencement of the Development" means that all necessary permits and approvals have been obtained, all construction contracts signed, all construction financing, if any, will be arranged, all site preparation completed, and actual physical Development activity is underway.

Commencement of the Development shall be determined by City in its sole discretion. "Substantial Completion of the Development" means sufficient work has been completed showing that a financial commitment as well as the Developer's intent and ability to satisfactorily complete the Development within the time frame established in this Agreement. City, in its sole discretion, shall determine whether Developer has Substantially Completed the Development. It is further understood that "Completion of the Development" means that the structure on the Property is ready for use as demonstrated by obtaining a Certificate of Occupancy for the purpose intended.

- ii. The following dates are applicable to the Development:
 - a) Commencement of the Development of the Property must be initiated within three (3) months from the date of this Agreement;
 - b) Substantial Completion of the Development within twelve (12) months from the date of this Agreement; and
 - c) Completion of the Development must occur within twenty four (24) months from the date of this Agreement.

E. INSPECTIONS. The Developer must permit inspections of the Property as needed by the City, and the City will provide reasonable notice to Developer unless an emergency arises, in which case, the City will make a good faith attempt to contact Developer.

F. CITY'S DEVELOPMENTAL OBLIGATIONS.

- i. City shall lease 30 parking spaces from Parking Lot No. 5 to Developer for its use from 5:00 p.m. to 11:59 p.m. on Fridays from May 1st through October 31st annually, all day on March 17th, and any other day mutually agreed upon by the City Manager or the Mayor and City Council, for each year while this Agreement is in effect. Developer shall be responsible for all temporary fencing and security for the 30 parking spaces located in Parking Lot No. 5 that may be required by the Michigan Liquor Control Commission during Developer's use and/or occupancy of same. All fencing type and location shall be approved by the City Manager. The 30

parking spaces to be leased to Developer are identified in Exhibit C, attached hereto and incorporated by reference.

- ii. The annual rent shall be at market rate or \$13.89 per space per month, whichever is less as determined by the City's Neighborhood and Economic Operations Department. The annual rent shall be paid in advance on or before May 1st. The rent for said spaces may be adjusted on an annual basis in accordance with changes in the consumers price index for the United States as defined and officially reported by the U.S. Department of Labor, for the life of this Agreement at the sole discretion of the City
3. **DEFAULT BY DEVELOPER.** Developer shall be deemed to be in default of this Agreement if the Developer fails to comply with any covenants, clauses, provisions or terms herein contained. Developer is entitled to ten (10) days' written notice of the default and the opportunity to cure. If any default has not been cured within ten (10) days of the delivery of the notice to the address of Developer specified above, this Agreement shall be null and void, and City shall not be required to perform any of the "City's Development Obligations" identified in paragraph 2(F) above. Additionally, City shall be entitled to pursue its remedies under this Agreement, at law or in equity.
4. **TAXES, UTILITIES, ASSESSMENTS.** Developer must pay the yearly real property taxes, personal property taxes, assessments, utilities, and outstanding debts related to the Property when such become due.
5. **CHANGE OF OWNERSHIP INTEREST.** Except for mortgages, security interests, and other liens to secure debt granted to Developer in connection with the Development, neither the Developer, nor any successor in interest to the Property, may transfer or otherwise change the ownership of the Property or duties under this Agreement, without the prior written approval of the City. Any such transfer or other change will not release, in any manner, the Developer or Developer's successors in interest, from any obligation under this Agreement, unless the City releases the Developer or his successors in interest in writing.

6. TERM OF AGREEMENT. The initial term of the Agreement is two (2) years from the date of execution. The term of this Agreement may be extended by the written mutual consent of both parties.
7. BINDING EFFECT. This Agreement and the promises, covenants, terms, and conditions herein contained, binds the parties, and their respective successors, legal representatives, and assigns.
8. NON-DISCRIMINATION REQUIREMENT. The Developer, its successors and assigns, and every successor in interest to the Property or any part thereof, must not discriminate upon the basis of race, color, religion, sex, or national origin in the rental or in the use or occupancy of the Property or any improvements to be erected thereon, or any part thereof.
9. NOTICE. Except as otherwise specified herein, all notices, consents, approvals, requests, and other communications (collectively called "Notices") required or permitted under this Agreement must be given in writing and are effective on delivery. Delivery may be effectuated by personal service with receipt obtained; certified mail or first-class mail with delivery proof; or nationally recognized overnight courier delivery service with next business day delivery. Notices must be addressed as follows:

If to the City, to: City of Jackson
 161 West Michigan Avenue
 Jackson, Michigan 49201
 Attn: City Manager

With a copy to: City Attorney's Office
 161 West Michigan Avenue
 Jackson, Michigan 49201
 Attn: City Attorney

If to Developer, to: Cherry Creek Holdings LLC
 11746 Cherry Point
 Jerome, MI 49249
 Attn: John Burtka

10. INDEMNIFICATION. Developer shall assume all liability for and protect, indemnify, and save City, its officers, directors, employees, volunteers, invitees, agents and representatives (hereinafter collectively "the City") from and against all actions, claims, demands, judgments, losses, expenses, suits or action and attorney fees, for any injury or death of any person or persons, and loss or damage of the property of any person or persons whomsoever, including Developer or the City, and their respective agents, contractors, subcontractors, and employees, arising in connection with, or as a direct or indirect result of this Development Agreement, and all activities associated with the Development and use and/or lease of Parking Lot No. 5 by Developer. The provisions of this Development Agreement shall apply to each and every such injury, death, loss, and damage, however caused, whether due, or claimed to be due to Developer's negligence, City's negligence, Developer's and City's combined negligence, or otherwise; provided, however, Developer shall not be required to indemnify the City for such injury, death, loss, or damage caused by the City's sole negligence. Developer's obligation to indemnify City shall survive termination and/or expiration of this Agreement.
11. INSURANCE REQUIREMENTS. Upon execution of this Agreement, Developer shall obtain Commercial General Liability Insurance and Liquor Liability Insurance acceptable to the City with policy limits of at least \$1,000,000 per occurrence at Developer's sole cost, and maintain same during the term of this Agreement, which policy(s) shall name the City as additional insured as its interest may appear. Developer shall provide City with certificates of insurance and insurance policies evidencing the required coverage.
12. SEVERABILITY. If any one or more provisions of this Agreement, or in any instrument or other document delivered pursuant to this Agreement, or the application thereof to any person or circumstance is, to any extent, declared or determined to be invalid or unenforceable, the validity, legality, and enforceability of the remainder of this Agreement, or the application of such provision to persons or circumstances other than those as to which it is invalid or unenforceable, will not be affected or impaired thereby, and each provision of this Agreement is valid and enforceable to the fullest extent of the law.

13. COUNTERPARTS. This Agreement may be executed in counterparts, each of which is deemed an original document, but together constitute one instrument.
14. GOVERNING LAW AND INTERPRETATION. The laws of the State of Michigan govern this Agreement and the venue for all proceedings in connection with this Agreement shall be Jackson County, Michigan. All captions, headings, paragraph and subparagraph numbers and letters are solely for reference purposes and do not supplement, limit, or otherwise vary the text of this Agreement.
15. LEGAL REPRESENTATION. This Agreement is a result of negotiation between the parties. It is acknowledged that each party to this Agreement had the opportunity to be represented by counsel in the preparation of this Agreement and, accordingly, the rule that a contract shall be interpreted strictly against the party preparing same shall not apply due to the joint contribution of both parties.
16. WAIVER. The failure of City to exercise any right given hereunder or to insist upon strict compliance with regard to any provision of this Agreement, at any time, shall not constitute a waiver of such provision or the right by such at any time to avail itself of such remedies as it may have for any breach or breaches of such provision.

IN WITNESS WHEREOF, the parties have executed this Agreement on the ____ day of _____, 2012.

THE CITY OF JACKSON

By _____
Martin J. Griffin, Mayor

By _____
Lynn Fessel, City Clerk

STATE OF MICHIGAN)
)SS
COUNTY OF JACKSON)

The foregoing instrument was acknowledged before me, this _____ day of _____, 2012, by Martin J. Griffin and Lynn Fessel, the Mayor and City Clerk of the City of Jackson, a Michigan municipal corporation, on behalf of the corporation.

_____, Notary Public
Jackson County, Michigan
My commission expires _____

CHERRY CREEK HOLDINGS LLC

By: _____

(Print Name)

Its: _____

STATE OF MICHIGAN)
)SS
COUNTY OF JACKSON)

The foregoing instrument was acknowledged before me, this ____ day of November, 2012, by John A. Burtka, Jr., as Managing Member, on behalf of Cherry Creek Holdings, LLC.

_____, Notary Public
County, Michigan
My commission expires:

Exhibit A

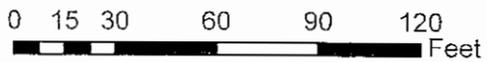
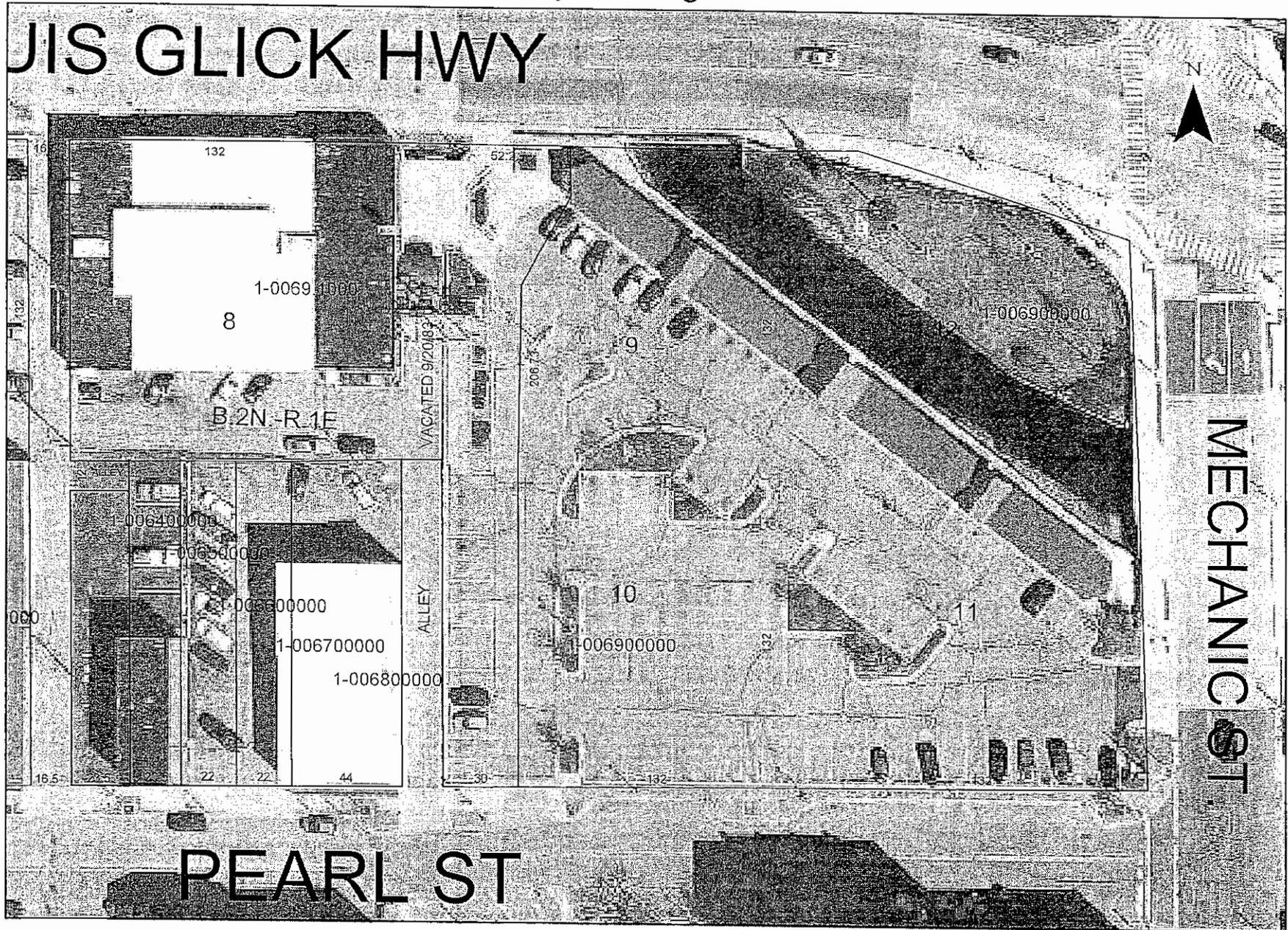
LOT 8 & PART OF LOTS 9 & 10 DESC AS COM AT NW COR
OF LOT 9 TH E ALG N LN OF SD LOT 9 52.2 FT TO POB OF
THIS DESC TH W ALG N LN OF SD LOT 52.2 FT TO NW
COR OF SD LOT TH S TO SW COR OF LOT 10 TH E ALG S
LN OF LOT 10 30 FT TH N PARA TO W LN OF LOTS 9 & 10
TO A PT 30 FT E & 57.27 FT S OF NW COR OF LOT 9 TH
NELY TO A PT 22.98 FT S & 52.2 FT E OF NW COR OF LOT 9
TH N TO BEG B2N R1E OF THE ORIGINAL PLAT OF THE
VILLAGE OF JACKSONBURG

Exhibit B

LOTS 9, 10, 11 & 12 EX PART OF LOTS 9 & 10 DESC AS
COM AT NW COR OF LOT 9 TH E ALG N LN OF SD LOT 9
52.2 FT TO POB OF THIS DESC TH W ALG N LN OF SD LOT
52.2 FT TO NW COR OF SD LOT TH S TO SW COR OF LOT
10 TH E ALG S LN OF LOT 10 30 FT TH N PARA TO W LN
OF LOTS 9 & 10 TO A PT 30 FT E & 57.27 FT S OF NW COR
OF LOT 9 TH NELY TO A PT 22.98 FT S & 52.2 FT E OF NW
COR OF LOT 9 TH N TO BEG ALSO EX THAT PART OF
LOT 12 USED FOR STREET PURPOSES B2N R1E OF THE
ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG

117 W. Louis Glick Hwy &
City Parking Lot 5

Exhibit C





City of Jackson

Department of Personnel & Labor Relations

Crystal Y. Dixon, Director

CITY COUNCIL MEETING

December 11, 2012

MEMO TO: Honorable Mayor and City Council Members

FROM: Crystal Y. Dixon, City/County Director of Human Resources *MY*

SUBJECT: Adoption of MERS Defined Contribution Plan for MAPE

RECOMMENDED ACTION:

To adopt a Defined Contribution Plan through the Municipal Employees' Retirement System of Michigan (MERS) for all employees hired on or after 7/1/12 into the Michigan Association of Public Employees (MAPE).

Background Information:

On October 23, 2012, City Council approved a new collective bargaining agreement with the Michigan Association of Public Employees (MAPE). A provision in the new agreement will require employees hired into MAPE on or after July 1, 2012 to participate in a defined contribution (DC) plan as part of their retirement benefit.

Earlier this year, the City had reviewed defined contribution plans offered through the Municipal Employees' Retirement System of Michigan (MERS) and the ICMA Retirement Corporation. Upon review of the two plans a recommendation was made to the City Manager to proceed with the MERS plan. The City Manager concurred. The Defined Contribution plan is also now in place for newly hired members of the International Association of Fire Fighters and the Police Officers Labor Council Non-Supervisory Unit.

In order to comply with the provisions of the newly adopted MAPE collective bargaining agreement, it is important to establish the defined contribution plan for this employee population. Therefore, it is recommended that City Council adopt the Defined Contribution Plan through MERS for all employees hired on or after July 1, 2012 into the Michigan Association of Public Employees.

Enclosures

MEMBERSHIP AGREEMENT

(For Defined Benefit, Defined Contribution and Hybrid Plans)



This **AGREEMENT** dated December 11, 2012, by and between the Retirement Board ("**Board**") of the Municipal Employees' Retirement System ("**MERS**"), and the governing body of the City of Jackson, Michigan, an eligible participating municipality or court ("**participating entity**"), is entered into under the provisions of 1996 PA 220 and the Plan Document of 1996. This Agreement does not waive or excuse or render inapplicable all duties and obligations imposed on the parties by law or the MERS Plan Document of 1996 as each may be revised periodically.

Through Resolution adopted December 11, 2012, this entity has elected to participate in MERS in accordance with Plan Section 41 or 41A.

(Check Boxes I, II, or III, as applicable.)

I. MERS DEFINED BENEFIT PLAN IS INITIALLY ADOPTED

A. The participating entity has furnished MERS with data regarding each person in its employ and the Board's actuary has computed the liabilities for service benefits payable and which may become payable (on account of service already, and to be, rendered), as required by Plan Section 42, through Initial Actuarial Valuation dated _____, 20____.

B. As a condition of MERS membership, and pursuant to the Board's power as Plan Administrator and Trustee under Plan Section 36, MCL 38.1536, it is appropriate and necessary to enter into this Agreement providing for the payment of the required contributions of a participating entity.

1. On or before January 1 each calendar year, the Board's actuary shall make an Annual Actuarial Valuation of the participating entity's accrued service liabilities, and if necessary, adjust the amount of the annual contributions to be paid by the entity to MERS in monthly installments. A copy of the annual valuation and required contributions shall be provided by MERS to the participating entity on or before January 1 each year.
2. The Wage and Service Reports due monthly, and the Member Contributions (if any) and Employer Contributions due and payable monthly, shall be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment.
3. Should the participating entity agree to the crediting of all or a portion of pre-MERS prior service rendered to it by its covered employees in the Resolution for Adopting MERS Defined Benefit Programs, then the provisions of that Resolution are incorporated by reference in this Agreement. This includes, but is not limited to, the amortization of any unfunded prior service obligations, as adjusted in the Annual Actuarial Valuation.
4. Each contribution payment received from the participating entity (or covered employee, where there are employee contributions) shall be promptly credited by MERS to the appropriate Reserve.
5. If at any time the balance standing to the participating entity's credit in the Reserve for Employer Contributions and Benefit Payments is insufficient to pay all service benefits due and payable to the entity's retirants and beneficiaries, the participating entity agrees and

covenants to promptly remit to MERS the amount of such deficiency as determined and certified by the Board. The Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a municipality's retirement plan is a contractual obligation of the municipality, and prohibits the use of the municipality's required current service funding to finance unfunded accrued liabilities.

6. It is further agreed that should the participating entity fail to make its required contribution when due, the retirement service benefits due and payable by MERS on behalf of the entity to its retirants and beneficiaries may be suspended until the delinquent payment is received by MERS, and subject to applicable interest and penalty charges per Plan Section 45A(3) and the MERS Enforcement Procedure for Prompt Reporting and Payment.^(Form 86)

II. MERS DEFINED CONTRIBUTION PROGRAM IS INITIALLY ADOPTED

The participating entity elects to come under the provisions of Plan Section 19A, and as a condition of membership, agrees to comply with Section 19A and all other provisions and requirements applicable to MERS Benefit Program DC.

III. MERS HYBRID PROGRAM (BENEFIT H) IS INITIALLY ADOPTED

The participating entity elects to come under the provisions of Plan Section 19B, and as a condition of membership, agrees to comply with Section 19B and all other provisions and requirements applicable to MERS Benefit Program H. All provisions of Section I of this Agreement above shall fully apply to the extent there is no conflict with any provision of Plan Section 19B.

MUNICIPAL EMPLOYEES' RETIREMENT BOARD

By: _____
Chief Executive Officer
Municipal Employees' Retirement System of Michigan

GOVERNING BODY

By: Patrick Burtch
Title: City Manager
Dated: _____

MERS Restated Defined Contribution Plan Adoption Agreement



1164 Municipal Way Lansing, MI 48917 | 800.767.2303 | Fax 517.703.9711

www.mers-michigan.com

The Employer, a participating municipality or participating court ("court") within the State of Michigan that has adopted MERS coverage, hereby establishes the following MERS Benefit Program: **Defined Contribution under MERS Plan Document ("MERS Defined Contribution Plan")** as authorized by Section 19A of the Municipal Employees' Retirement System of Michigan Plan Document. All references to "Plan Document" are to sections of the MERS Plan Document; any reference to "Plan," the "MERS Plan," "Plan Participant," "Participant," or "Program," shall mean the MERS Defined Contribution Plan, unless otherwise specified. This Adoption Agreement, together with Section 19A of the MERS Plan Document and the MERS Restated Uniform Defined Contribution Program Resolution ("Resolution"), constitute the entire MERS Benefit Program Defined Contribution Plan Document.

I. EMPLOYER: City of Jackson, Michigan
Name of municipality or court

II. EFFECTIVE DATE

1. If this is the initial Adoption Agreement relating to the MERS Defined Contribution Plan for this Division, the Effective Date of the Benefit Program here adopted shall be the first day of:
July 1, 2012
Month and Year

2. If this is an amendment and restatement of an existing adoption agreement relating to the MERS Defined Contribution Plan for this Division, the effective date of this amendment and restatement shall be the first day of: _____ . This adoption agreement is
Month and Year
intended to replace and serve as an amendment and restatement of the Employer's preexisting plan, which was originally effective on the first day of: _____ .
Month and Year

III. ELIGIBILITY REQUIREMENTS

Only those Employees eligible for MERS Membership (Section 3 of the MERS Plan Document) shall be eligible to participate in the MERS Defined Contribution Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following group(s) of Employees are eligible to participate in the Plan:

All members hired into the Michigan Association of Public Employees on or after July 1, 2012.

Specify employee classification and division numbers

MERS Restated Defined Contribution Plan Adoption Agreement

IV. CONTRIBUTION PROVISIONS

1. The Employer shall contribute on behalf of each Participant 3.0 % of Earnings or \$_____ for the calendar year (subject to the limitations of Sections 415(c) of the Internal Revenue Code).
2. Each Participant is required to contribute 3.0* % of Earnings for the calendar year as a condition of participation in the Plan. (Write "0" if no contribution is required.) *If other contribution options are provided, please list on separate sheet of paper and attach to Adoption Agreement. See supplement page

If Employee contributions are required, an Employee shall not have the right to discontinue or vary the rate of such contributions after becoming a Plan Participant.

The Employer hereby elects to "pick up" the Mandatory/Required Employee contribution. The "pick-up" provision allows the employer to direct mandatory employee contributions to be pre-tax.

Yes No

[Note to Employer: Picked up contributions are excludable from the Employee's gross income under Section 414(h)(2) of the Internal Revenue Code of 1986 only if they meet the requirements of Rev. Rul. 2006-43, 2006-35 I.R.B. 329. Those requirements are (1) that the Employer must specify that the contributions, although designated as Employee contributions, are being paid by the Employer in lieu of contributions by the Employee; and (2) the Employee must not have the option of receiving the contributed amounts directly instead of having them paid by the Employer to the Plan. The execution of this Adoption Agreement by the Employer shall constitute the official action required by Revenue Ruling 2006-43.]

3. Each Employee may make a voluntary (unmatched), after-tax contribution, subject to the limitations of Section 415 of the Internal Revenue Code.
4. Employer contributions and Employee contributions shall be contributed to the Trust in accordance with the following payment schedule:

Weekly Bi-weekly Monthly

V. EARNINGS

Earnings shall be defined as "compensation" under Section 2A(6) of the MERS Plan Document, being the Medicare taxable wages reported on the Employee's W-2 statement.

MERS Restated Defined Contribution Plan Adoption Agreement

VI. VESTING PROVISION FOR EMPLOYER CONTRIBUTIONS AND NORMAL RETIREMENT AGE

The Employer hereby specifies the following vesting schedule (choose one):

- Immediate Vesting upon Participation
- Cliff Vesting: The participant is 100% vested upon a stated number of years. Stated year may not exceed maximum 5 years of service:
- Stated Year: 1 2 3 4 5
- Graded Vesting Percentage per year of service: Employers can select the percentage of vesting with the corresponding years of service, however the scale cannot exceed a maximum of six years of service to reach 100% vesting, nor less than the stated minimums below:
- _____ % after 1 year of service.
_____ % after 2 years of service.
_____ % (not less than 25%) after 3 years of service.
_____ % (not less than 50%) after 4 years of service.
_____ % (not less than 75%) after 5 years of service.
100 % (not less than 100%) after 6 years of service.

Notwithstanding the above, a member shall be vested in his/her entire employer contribution account, to the extent that the balance of such account has not previously been forfeited, if he/she is employed on or after his/her Normal Retirement Age. "Normal Retirement Age" shall be presumed to be age 60 (unless a different normal retirement age is here specified:_____).

In addition, notwithstanding the above, in the event of disability or death, a member or his/her beneficiary shall be vested in his/her entire employer contribution account, to the extent that the balance of such account has not previously been forfeited as described in Section 19A(7) of the MERS Plan Document.

VII. Loans (not more than two) are permitted under the Program. MERS recommendation is "No," not to allow loans: loans permit your employees to borrow against their retirement account.

- Yes No

VIII. The Plan will accept an eligible rollover distribution from an eligible retirement plan described in Section 401(a)(including "401(k)") or 403(a) of the Code, an annuity contract described in Section 403(b) of the Code, an eligible deferred compensation plan described in Section 457(b) of the Code maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state, or an individual retirement account or annuity described in Section 408(a) or 408(b) of the Code, including after-tax employee contributions, as applicable. The Plan will account separately for pre-tax and post-tax contributions and earnings thereon.

MERS Restated Defined Contribution Plan Adoption Agreement

- IX. The Employer hereby agrees to the provisions of the MERS Uniform Defined Contribution Plan and agrees that in the event of any conflict between MERS Plan Document Section 19A and the MERS Defined Contribution Plan, the provisions of Section 19A shall control.
- X. The Employer hereby appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan.
- XI. The Employer hereby agrees to the provisions of the Plan.
- XII. The Employer hereby acknowledges it understands that failure to properly fill out this Adoption Agreement may result in the ineligibility of the Plan in the MERS Benefit Program Defined Contribution.

In Witness Whereof, the Employer hereby causes this Agreement to be executed on this _____ day of _____, 20____.

Employer: _____

By: Patrick Burtch

Title: City Manager

Attest: _____

City of Jackson, Michigan
Defined Contribution Plan
Contribution Parameters
Michigan Association of Public Employees (MAPE)

| <u>Employer</u> | <u>Employee</u> |
|-----------------|-----------------|
| 3% | 3% |
| 3% | 4% |
| 3% | 5% |
| 3% | 6% |
| 3% | 7% |
| 3% | 8% |
| 3% | 9% |
| 3% | 10% |
| 3% | 11% |
| 3% | 12% |

MERS 2010 Restated Uniform Defined Contribution Program Resolution



11634 Municipal Way Lansing, MI 48917 | 800.767.2608 | Fax 517.708.9711 | www.mersretirement.com

This Resolution, together with Section 19A of the MERS Plan Document and the MERS Defined Contribution Plan Adoption Agreement, constitute the entire Benefit Program DC ("MERS Defined Contribution Plan") Plan Document.

WHEREAS, the MERS Plan Document of 1996, effective October 1, 1996, authorized a defined contribution option (Section 19A, Benefit Program DC) as a new benefit program that a participating municipality or participating court ("court") may adopt for MERS members to be administered under the discretion of the Municipal Employees' Retirement Board as trustee and fiduciary, directly by (or through a combination of) MERS or MERS' duly-appointed third-party administrator.

WHEREAS, as a new provision, Section 19A, along with the remainder of the Plan, received from the Internal Revenue Service a Letter of Favorable Determination (dated July 8, 1997, with most current Letter dated June 15, 2005) that the Plan is a qualified Plan under Section 401(a) of the Internal Revenue Code, and an exempt trust under Section 501(a).

WHEREAS, Benefit Program DC became operational in August 1997, following the July 8, 1997, Letter of Favorable Determination.

WHEREAS, this Restated Uniform Resolution has been approved by the Board under the authority of 2004 PA 490 (amending 1996 PA 220), Section 36(2)(a); MCL 38.1536(2)(a), declaring that the Retirement Board "shall determine . . . and establish" all provisions of the retirement system. Under this authority, the Board authorized Section 19A, the Benefit Program DC, which shall not be implemented unless in strict compliance with the terms and conditions of this Restated Resolution.

- It is expressly agreed and understood as an integral and nonseverable part of this Restated Resolution that Section 43B of the Plan Document shall not apply to this Restated Uniform Resolution and its administration or interpretation.
- As provided in Plan Document Section 19A(2), in the event any alteration of the terms or conditions stated in this Restated Uniform Resolution is made or occurs, under Section 43B or other plan provision or other law, it is expressly recognized that MERS and the Retirement Board, as sole trustee and fiduciary of the MERS Plan and its trust reserves, and whose authority is nondelegable, shall have no obligation or duty: to administer (or to have administered) the Benefit Program DC; to authorize the transfer of any defined benefit assets to the Benefit Program DC; or to continue administration by MERS (or any duly-appointed third-party administrator).

WHEREAS, concurrent with this 2010 Restated Resolution, and as a continuing obligation, this governing body has completed and approved, and submitted to MERS documents necessary for adoption and implementation of the MERS Benefit Program DC.

NOW, THEREFORE, BE IT RESOLVED that the governing body adopts MERS Benefit Program DC as provided below.

MERS 2010 Restated Uniform Defined Contribution Program Resolution

I. NEW EMPLOYEES (Plan Sec 19A(4) – (10))

AVAILABLE FOR ADOPTION SO LONG AS THE TOTAL FUNDED PERCENT OF AGGREGATE ACCRUED LIABILITIES AND VALUATION ASSETS OF ALL RESERVES SPECIFIED IN TABLE 13 (OR SUCCESSOR TABLE) FOR THE PARTICIPATING MUNICIPALITY OR COURT, AND FOR THE AFFECTED MERS BENEFIT PROGRAM CLASSIFICATION(S) OF THE MOST RECENT MERS ANNUAL ACTUARIAL VALUATION REPORT IS AT LEAST EIGHTY PERCENT (80%).

Effective the first day of July 1, 2012, (to be known as the ADOPTION DATE),

the City of Jackson, Michigan hereby adopts Benefit Program (MERS municipality/court)

DC for members hired into the Michigan Association of Public Employees on or after 7/1/12 (specify division #s)

first hired or rehired to the division at any time on and after the Adoption Date, and optional participation for any employee or officer of this municipality otherwise eligible to participate in MERS under Section 2B(3)(a) of the Plan Document who has previously elected to not participate in MERS. The employer shall establish the transfer rule for transferred employees in the Employer Resolution Establishing a Uniform Transfer Provision. ONLY THOSE EMPLOYEES ELIGIBLE FOR MERS MEMBERSHIP (SECTIONS 2B(3) AND 3 OF THE PLAN DOCUMENT) SHALL BE ELIGIBLE TO PARTICIPATE.

- (A) CONTRIBUTIONS shall be as allowed and specified in the MERS Defined Contribution Program Adoption Agreement (Attachment 2, completed and approved and a certified copy submitted to MERS concurrent with and incorporated by reference in this Resolution) subject to the provisions of the Plan Document. A member is immediately vested 100% in any employee contributions (Section 19A(5)), and is vested in employer contributions under the employer vesting schedule (Section 19A(6)).
(B) EARNINGS under the Adoption Agreement shall be defined as "Compensation" under Section 2A(6) of the MERS Plan Document, being the Medicare taxable wages reported on the member's W-2 statement.
(C) VESTING shall be as allowed and specified under:
(1) Plan Section 19A(6); and
(2) the Adoption Agreement.

STOP If covering new employees only, skip II and go to III on page 5. STOP

MERS 2010 Restated Uniform Defined Contribution Program Resolution

II. OPTIONAL PROVISION FOR CURRENT MERS DEFINED BENEFIT MEMBERS WHERE BENEFIT PROGRAM DC FOR NEW EMPLOYEES ESTABLISHED (Plan Sec 19A(18)-(21))

THIS OPTIONAL PROVISION SHALL ONLY BE SELECTED WHERE THE TOTAL FUNDED PERCENT OF AGGREGATE ACCRUED LIABILITIES AND VALUATION ASSETS OF ALL RESERVES SPECIFIED IN TABLE 13 (OR SUCCESSOR TABLE) FOR THE PARTICIPATING MUNICIPALITY OR COURT, AND FOR THE AFFECTED MERS BENEFIT PROGRAM CLASSIFICATION(S) OF THE MOST RECENT MERS ANNUAL ACTUARIAL VALUATION REPORT IS AT LEAST EIGHTY PERCENT (80%).

IT IS ADDITIONALLY RESOLVED, as provided in each of the following paragraphs:

- (A) Effective on the **Adoption Date**, pursuant to Plan Section 19A(18) all current **MERS defined benefit** members who are members of the same employee classification described in Section I above on the **Adoption Date** shall:

THE GOVERNING BODY SHALL SELECT ONLY ONE OF THE FOLLOWING:

- where vested under this municipality's applicable MERS vesting program (10, 8, or 6 years)
- where the employee has at least the following number of years of credited service for this municipality on **Adoption Date**: _____ (insert whole number less than vesting program)
- without regard to vesting

be offered the opportunity to irrevocably elect coverage under Benefit Program DC, under the detailed procedures provided in Plan Section 19A(19)-(21).

Section 19A(19) specifies an employee's written election to participate shall be filed with MERS: (a) not earlier than the last day of the third month after this Resolution is adopted and received by MERS; and (b) not later than the first day of the first calendar month that is at least six months after MERS receives this Resolution. This means each eligible employee will have about 90 days to make the decision.

After MERS receives this Resolution, this governing body's authorized official and eligible employees will be advised by MERS of the election window timelines and other information to consider in making the irrevocable decision whether to participate in Benefit Program DC.

Participation for those electing coverage shall be effective the first day of the first calendar month at least six (6) months after MERS' receipt of the Resolution, here designated as being the month of _____, 20____, (insert month and year) which shall be known as the "CONVERSION DATE."

MERS 2010 Restated Uniform Defined Contribution Program Resolution

The opportunity for current employees on the Adoption Date to participate in the Benefit Program DC shall (select one of the following two choices):

- apply to all employees who separate from or terminate employment with this municipality after the Adoption Date and before the Conversion Date, so long as the employee does not receive a retirement allowance (including distributions from Benefit Programs DC or H) from MERS based on service for this municipality.
 - not apply to any employee who separates from or terminates employment with this municipality after the Adoption Date.
- (B) **CONTRIBUTIONS** shall be as provided in Section I (A) above.
- (C) **EARNINGS** shall be as provided in Section I (B) above.
- (D) **VESTING** shall be as provided in Section I (C) above, and participants shall be credited, on participant written request and MERS verification of such service, with all eligible service, if any, specified in Plan Section 19A(3):

Where a member has previously acquired in the employ of any participating municipality or court:

- (a) not less than one year of defined benefit service (including Benefit Program H, Hybrid) in force with any participating municipality or court;
- (b) eligible credited service where the participating municipality or court has adopted the Reciprocal Retirement Act, 1961 PA 88;
- (c) at least 12 months in which employer contributions by a participating municipality or court have been made on behalf of the member under Benefit Program DC or Benefit Program H,

such service shall be applied toward satisfying the vesting schedule for employer contributions.

- (E) For each employee irrevocably electing to participate in Benefit Program DC, then under Plan Section 19A(21), MERS shall transfer to the member's credit (as adjusted through MERS' records to the Conversion Date) the greater of:
- (1) The member's accumulated contributions in the reserve for employee contributions; or
 - (2) The actuarial present value (as determined in Paragraph (F) below).

The transfer shall be made approximately 30 calendar days after the **Conversion Date**, and the transfer amount shall include pro-rated regular interest at the regular Board-established rate for crediting of interest on member's accumulated contribution in the defined benefit program, measured from the **Conversion Date** to the actual transfer date.

MERS 2010 Restated Uniform Defined Contribution Program Resolution

- (F) Per Plan Section 19A(21)(b)(i), the MERS Retirement Board has established the assumptions for calculation of the actuarial present value of a member's accrued benefit that may be transferred. The assumptions are:
- (1) The interest rate in effect as of the Adoption Date, to determine actuarial present value, shall be the Board-established investment earnings rate assumption (currently eight percent (8.00%)).
 - (2) The funded level for the member's specific MERS division (total funded percentage of the present value of accrued benefits which shall be determined using Termination Liability under Table 12 or successor table and valuation assets of all reserves using Table 13) as of the Adoption Date from the most recent MERS annual actuarial valuation report data provided by MERS' actuary. In the APV calculation, the funded level used shall be:

THE GOVERNING BODY SHALL SELECT ONLY ONE OF THE FOLLOWING:

- Table 12 Termination Liability funded level for the division (not less than 80% nor exceeding 100% funded level).
- If greater than the division's funded level but not more than 100% funded level, then MERS is directed to compute the funded percentage for the transfer calculation on _____% funded basis (insert number greater than the division's Table 12 Termination Liability funded level percentage but not more than 100%). Where less than 100% funded level exists, this governing body recognizes that such direction shall increase its pension funding liability. MERS shall not implement such direction unless the governing body forwards to MERS sufficient cash up to the funded level selected for all members prior to the Conversion Date; if sufficient cash is not forwarded, then the governing body expressly covenants with MERS and directs, as a condition of this selection, to MERS billing and the governing body remitting to MERS all contributions necessary to fund the unfunded liability occasioned by the aggregate transfer of the difference between the actual funded level for the division and funded level directed above over a period of four (4) years.

III. EFFECTIVENESS OF THIS RESTATED RESOLUTION

BE IT FINALLY RESOLVED: This Resolution shall have no legal effect under the MERS Plan Document until a certified copy of this adopting Resolution shall be filed with MERS, and MERS determines that all necessary requirements under Plan Document Section 19A, the Adoption Agreement, and this Resolution have been met. All dates for implementation of Benefit Program DC under Section 19A shall be determined by MERS from the date of filing with MERS of this 2010 Restated Resolution in proper form and content. Upon MERS determination that all necessary documents have been submitted to MERS, MERS shall record its formal approval upon this Resolution, and return a copy to the Employer's designated primary contact.

MERS 2010 Restated Uniform Defined Contribution Program Resolution

Form MD-069 (version 2011-01-31)

In the event an amendatory Resolution or other action by the municipality is required, such Resolution or action shall be deemed effective as of the date of the initial Resolution or action where concurred in by this governing body and MERS (and any third-party administrator selected by MERS, if applicable and necessary). Section 54 of the Plan Document shall apply to this Resolution and all acts performed under its authority. The terms and conditions of this Restated Resolution supersede and stand in place of any prior resolution, and its terms are controlling.

I hereby certify that the above is a true copy of a Resolution adopted at the official meeting held on _____, 20 12 . _____

(Signature of authorized official)

Please send MERS fully executed copy of:

- MERS 2010 Restated Uniform Defined Contribution Program Resolution (this form, MD-069)
- MERS Restated Defined Contribution Plan Adoption Agreement (MD-070)
- Certified minutes stating governing body approval, and/or union contract language

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20 _____

(Authorized MERS signatory)



City of Jackson

Dept. of Personnel & Labor Relations

Crystal Y. Dixon, Director

CITY COUNCIL MEETING
December 11, 2012

MEMO TO: Honorable Mayor and City Council Members

FROM: Patrick Burtch, City Manager
Crystal Y. Dixon, City/County Director of Human Resources

SUBJECT: Request to Amend Personnel Policy (Non-Union Employees)

RECOMMENDATION: To amend various sections of the Personnel Policy Related to Non-Union Employee and Non-Union Retiree Matters as recommended by City Administration.

Background

The City of Jackson is exploring a number of initiatives to provide competitive and cost-efficient workplace and retiree benefit options for employees. We have been very successful in the past few months to collectively bargain significant cost-savings measures with our unions in the area of retiree health insurance going forward, particularly with new hires; and defined contribution/hybrid pension changes for several of the unions' new hire populations. Our focus now turns to the non-union workforce.

Currently, the City of Jackson's Personnel Policy provides retiree health insurance for eligible retirees only if they are immediately eligible for drawing a pension. An exception is duty-disability retirees. The Personnel Policy has some "windows" of eligibility based upon date hired and years of service. Given the massive legislative and economic changes facing today's public sector employers, we recommend that we consider a more simple and streamlined policy for future non-union retirees going forward, that balances fairness, market-competitiveness and economic savings to the City. Additionally, it should be noted that as of November 20, 2012, there were eighteen (18) employees (non-union and union) currently enrolled in the DROP program, and eligible to retire within the next two and one-half years.

Analysis

A survey was conducted through the Michigan Employee Labor Relations Association website on other city/counties' practices for retiree health insurance. While the number of respondents was small (12), some trends did emerge from the survey results. The survey results show that 100% of the respondents indicated providing access to some type of retiree health insurance, either traditional insurance or a retiree health savings plan. Several of the respondents offering traditional retiree health insurance tied eligibility to years of service and also require some level of retiree share in the premium costs.

Recommendations for Amendments to the Personnel Policy

1. Amend Article XVI – Flex Plan/Insurance of the Personnel Policy to reflect the following:

a. Non-Union Employees in the ERS system or ACT 345 non-union managers who retired ON OR BEFORE December 11, 2012, or who retire between December 11, 2012 and January 31, 2013, shall pay 10% of the retiree health insurance/prescription drug/Medicare supplement premium share effective 7/1/2013; shall pay 15% of the retiree health insurance/prescription drug/Medicare supplement premium share effective 7/1/2014; and shall pay 20% of the retiree health insurance/prescription drug/Medicare supplement premium share effective 7/1/2015. Such retirees who are paying 20% or more for retiree premium share will continue paying at that premium share level.

b. Non-Union Employees in the ERS pension system who retire ON OR AFTER FEBRUARY 1, 2013, may be eligible for retiree health insurance and must pay a portion of the retiree health insurance premium in accordance with the table below:

| Non-Union ERS Pension System EEs Effective 2/1/2013 Eligibility for Retiree Health Insurance | Retiree Premium Share |
|--|--|
| Must have 30 yrs. of service and be age 55 to be eligible for retiree health insurance (service retirees), or | 20% |
| Must have 25 yrs. service and be at least age 57 to be eligible for retiree health insurance (service retirees), or | 20% |
| Must have between 20 – 24 yrs. service and be at least age 60 to be eligible for retiree health insurance (service retirees) | 25% |
| Duty disability retiree, must have at least 15 years of service to be eligible for retiree health insurance | 25% |
| Non Duty disability retiree, must have at least 20 years of service to be eligible for retiree health insurance | 40% |
| Prescription drug coverage limited to ONLY three years from retirement or until Medicare eligible, (whichever is less). | Retiree must pay same premium share for prescription drug coverage as they pay for retiree medical coverage. |
| Medicare Eligibility – City to pay max. of \$250 per month for retiree or \$325 for retiree and spouse to purchase Medicare supplemental and RX upon reaching Medicare age. Removed from City’s insurance plan at that time. | Retiree responsible for securing their own Medicare supplemental and Rx coverage with the City providing partial stipend as noted. |

| Active Non-Union ERS Pension System Employees With 10 Years of Service as of December 11, 2012 - Eligibility for Retiree Health Insurance | Retiree Premium Share |
|---|------------------------------|
| Current Non-Union employees who have 10 years of ERS pension service as of December 11, 2012, are eligible for retiree health insurance AFTER having acquired 15 years of ERS pension service AND upon reaching age 60. | 25% |

| Non-Union ERS Pension System EEs Effective 2/1/2013 Eligibility for Retiree Health Insurance | Retiree Premium Share |
|--|------------------------------|
| New Non-Union Employees Hired 12/11/2012 forward are eligible for Retiree Health Savings Account only. No retiree health insurance. City contributes \$1750/yr., with \$100 inflationary adjustment every 5 years. Employee contributes \$750/yr, with \$50 inflationary adjustment every 5 years. | N/A |

c. **Retiree Health and Other Benefits for certain ACT 345 non-union managers - Amend Article XVI Flex Plan/Insurance** – Amend language to clarify that the positions of Police Chief, Fire Chief, Director of Police and Fire Services, Deputy Police Chief and Deputy Fire Chief shall remain in the ACT 345 pension system and will be eligible for retiree health insurance, however, in all cases, effective February 1, 2013, active employees in these classifications must pay 20% of the retiree health insurance premium share after having served 25 years in the ACT 345 service (must be eligible for a full service pension). Amend all language to require that the positions of Police Chief, Fire Chief, Director of Police and Fire Services, Deputy Police Chief and Deputy Fire Chief will be provided wages, benefits, and terms and conditions of employment in accordance with the Personnel Policy and shall not be tied to any collective bargaining agreement.

d. **Retiree Health insurance opt-outs (cash-in-lieu).** Effective December 11, 2012 the City’s retiree health insurance opt-out (cash-in-lieu) benefit for all **non-union employees eligible for retiree health, who retire on or after February 1, 2013, and are pre-age 65, who must opt-out if they have other comparable coverage available to them, they will receive the following opt-out payment: Single opt-out: \$1390/yr., Two Person opt-out \$1710 /yr., Family opt-out \$2,030/yr.** The annual opt-outs are prorated and paid on a per month basis.

e. **Medicare Eligible Retirees - For Medicare eligible non-union retirees age 65+ who are eligible for retiree health insurance, and who retire on or after February 1, 2013, they shall no longer receive the City’s Medicare Supplemental insurance, but the City shall pay a maximum of \$250**

per month for the retiree or \$325 for retiree and spouse to purchase Medicare supplemental and Rx upon reaching Medicare age.

f. **Spouse Healthcare Eligibility** – For all benefit eligible non-union employees, if a non-union employee’s spouse who is a full-time employee with another employer has comparable medical coverage available with his/her own employer’s plan, they cannot be covered under the City of Jackson’s health insurance plan. The spouse may be covered by the City of Jackson’s plan upon becoming ineligible to be covered by the other source.

2. **Amend Section XIV-2 Sick Leave. Sick Leave Payout Upon Retirement as follows** – Effective as of December 11, 2012, sick leave eligibility for non-union ERS and ACT 345 non-union managers pension system retirees shall be as follows:

| |
|--|
| Non-union employees retiring on or after 12/11/2012 shall be eligible for 47% of unused sick leave up to a maximum of 85 days payout. |
| Non-union employees retiring on or after 1/1/2014 shall be eligible for 44% of unused sick leave up to a maximum of 79 days payout. |
| Non-union employees retiring on or after 1/1/2015 shall be eligible for 40% of unused sick leave up to a maximum of 72 days payout. |
| Non-union employees retiring on or after 1/1/2016 shall be eligible for 35% of unused sick leave up to a maximum of 63 days payout. |
| Non-union employees retiring on or after 1/1/2017 shall be eligible for 25% of unused sick leave up to a maximum of 45 days payout. |
| For Non Union employees HIRED on or After 1/1/2013 , they shall be eligible for 10% of unused sick leave up to a maximum of 18 days payout upon retirement. |

3. **Amend Article XVI Flex Plan/Insurance** – Although addressed elsewhere in the Personnel Policy, amend this article to further clarify that the City Council retains maximum flexibility to change, decrease, alter or eliminate any benefit or any other provision of the Personnel Policy at any time



City of Jackson

Department of Personnel & Labor Relations

Crystal Y. Dixon, Director

CITY COUNCIL MEETING
December 11, 2012

MEMO TO: Honorable Mayor and City Council Members

FROM: Patrick Burtch, City Manager
Crystal Y. Dixon, City/County Director of Human Resources *cyd*

SUBJECT: Request to Make Market Pay Adjustments for the Classifications of
Plumbing/Mechanical Inspector and Building Inspector

- MOTIONS:**
- #1. To approve the Class Grade Assignment for the Building Inspector classification from Class Grade 10 to Class Grade 12 and adjust Brian Taylor's (Building Inspector) wages to Class Grade 12, Step 7 in accordance with the Personnel Policy, effective December 11, 2012.**
 - #2. To approve the Class Grade Assignment for the Plumbing/Mechanical Inspector classification from Class Grade 10 to Class Grade 12 and adjust Timothy Basore's (Plumbing/Mechanical Inspector) wage to Class Grade 12, Step 8 in accordance with the Personnel Policy, effective December 11, 2012.**

Background Information:

The City has been unsuccessful in recruiting a Plumbing/Mechanical Inspector due to the wages being non-competitive with the market and due to the requirement for both plumbing and mechanical licensure. The classification is currently assigned to Class Grade 10 (range of \$42,907 - \$60,108). Additionally, the classification of Building Inspector is assigned to this same Class Grade and this classification is required to sign-off and approve the inspections of the Plumbing/Mechanical Inspector.

In 2009, the City of Jackson commissioned a classification/compensation study by Rehmann Robson. That firm's recommendation was to make an upward market adjustment for both classifications, which aging the data forward, would bring both classifications to Class Grade 12. However, at the time of the study, the City was not in a position to make such unilateral wage adjustments.

Given the fact that we are now experiencing significant unfavorable impact on our recruitment efforts due to non-competitive wages, and to maintain the integrity of our classification/compensation system, we are recommending that the Plumbing/Mechanical Inspector and Building Inspector classifications be assigned to Class Grade 12 (range of \$48,642 to \$68,020) and that the incumbents also receive the appropriate wage adjustment in accordance with the Personnel Policy.

Copies of the job descriptions are enclosed. Thank you for your consideration.

Enclosures

Class Grade 10

Title: Plumbing and Mechanical Inspector

General Summary:

Under the supervision of the Chief Building Official, inspects all residential, commercial and industrial heating, ventilating, air conditioning, refrigeration and plumbing systems within the City of Jackson. Works closely with contractors and building owners to ensure compliance of newly constructed, remodeled and existing structures with applicable codes and ordinances. Examines construction plans, blue prints and control diagrams to determine compliance with applicable codes and ordinances and issues appropriate permits. Seeks correction and compliance of code and ordinance violations as necessary. Maintains records and prepares a variety of reports and assists with questions regarding heating, ventilating, refrigeration and plumbing systems.

Typical Duties:

1. Reviews construction plans, blue prints and control diagrams, noting materials and methods to be used. Issues permits and approves construction when installations comply with heating, ventilating, air conditioning, refrigeration and plumbing codes.
2. Conducts on-site inspections of heating and refrigeration systems, materials, methods, fuel line connections, etc., making sure they comply with codes and ordinances, and issues correction notices and stop work orders when appropriate.
3. Conducts on-site inspections of plumbing systems, materials, methods, (monitors testing of connections) installation of pipes and fixtures, checks the supply of fresh water to buildings, and proper installation of oil, grease and sand interceptors.
4. Reviews applications for permits and approves when in compliance with codes and ordinances.
5. Assists contractors and community residents. Provides technical advice and information regarding the installation of heating, ventilating, air conditioning, refrigeration and plumbing systems.
6. Monitors various tests for pressure, leaks and proper installation.
7. Inspects a variety of related systems, such as water heaters, sprinklers, waste pipes, vents, sumps, ejectors, etc., for compliance with codes and ordinances.
8. Inspects existing structures when requested to determine compliance with plumbing codes and ordinances.
9. Investigates complaints regarding heating, ventilating, air conditioning, refrigeration and plumbing systems.
10. Prepares and issues summonses, as necessary. Appears in court to present testimony regarding code and ordinance violations, as necessary.
11. Prepares daily activity reports, special reports and maintains inspection records.
12. Assists in the enforcement of City ordinances, including inoperable vehicles, garbage, vegetation, and zoning violations.

13. Assists the building code official in condemnations of dangerous properties.
14. Conducts rental property inspections as assigned.
15. Must participate in continuing education and maintain all required licenses and/or certifications.
16. Drives a vehicle in the performance of duties.
17. Uses computer software to perform duties, including scheduling, recording property information, sending e-mail, accessing Internet resources and preparing memoranda and notes.
18. Performs work of lower classified employees as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. Such statements are descriptive and explanatory but not restrictive. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified. The listing of particular examples of duties does not preclude the assignment of other tasks of related kind or character or of lesser skills.

Minimum Qualifications and/or Requirements:

1. Must possess a Michigan driver's license and good driving record at time of appointment and maintain during employment in this classification.
2. Must be a high school graduate (or GED).
3. Must have thorough knowledge of Michigan plumbing and mechanical codes.
4. Must be able to read and understand blue prints and architectural plans.
5. Must be a licensed Master plumber, or a journeyman plumber with two (2) years experience in plumbing and drain construction or inspection, or supervision of construction and/or inspection. Equivalent combination of education and experience will be considered.
6. Must have four (4) years experience in the inspection, installation or repair of heating, ventilating, air conditioning and refrigeration equipment (two years of experience must be at the journeyman level or higher). Equivalent combination of education and experience will be considered.
7. Must be registered with State of Michigan as a Plumbing Inspector and Plan Reviewer, or have all the prerequisites for registration at time of application, apply for registration within 30 days of hire and obtain registration within 60 days of hire.
8. Must be registered with State of Michigan as a Mechanical Inspector and Plan Reviewer, or have all the prerequisites for registration at time of application, apply for registration within 30 days of hire and obtain registration within 60 days of hire.
9. Must have basic ability to use standard computer software applications, including Word, scheduling, e-mail and Internet. Must be familiar with a spreadsheet program. Must be capable of learning and using job-specific software programs.

Physical Aspects of Job:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, climb stairs, use hands and fingers, talk and hear. The employee is frequently required to communicate by telephone, read regular and small print, use limited mobility in an office setting, use sight to read and prepare documents and reports. The employee must be able to reach with hands and arms. The employee is occasionally required to sit, bend at the waist, crouch and climb ladders. The employee will need hand strength to grasp tools. Specific vision abilities required for this job include corrected to normal close vision, peripheral vision, depth perception, color vision and the ability to adjust focus. While performing the duties of this job the employee regularly works both indoors and outdoors. The job requires frequent travel by car to other work sites. The noise level in the work environment varies from quiet, to moderate, to loud.

In addition to the above requirements, all City positions require the ability to read, write, speak and understand the English language as necessary for their position; the ability to follow written and oral instructions; and the ability to get along with other employees and members of the public. City employees are also expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the City. City employees must be physically and mentally able to perform the essential duties of their position without excessive absences.

Approved by the City Manager _____
Patrick Burtch Date

Approved by the City/County
Director of Human Resources _____
Crystal Y. Dixon Date

Class Grade 10

Title: Building Inspector

General Summary:

Under the supervision of the Chief Building Official, conducts on-site field inspections at various locations throughout the City of Jackson to determine conformity to national, state and local building codes and ordinances designed to protect the health, safety and welfare of the public. Represents the Inspection Division of the Community Development Department on various boards and commissions and in court. Works closely with contractors and building owners to ensure compliance of newly constructed, remodeled and existing structures with the applicable codes and local ordinances. Examines construction documents and blue prints to determine compliance with applicable codes and ordinances and issues appropriate permits. Initiates compliance actions when violations are found. Maintains records and prepares a variety of reports. Assists with questions and complaints related to building codes.

Typical Duties:

1. Reviews construction plans, specifications and blue prints of new structures and remodeling or renovation of existing structures, for compliance to applicable codes and ordinances.
2. Conducts on-site inspections of structures under construction and existing buildings to ensure conformity to national, state and local building codes and ordinances, including housing maintenance, planning, energy conservation and barrier-free requirements.
3. Seeks voluntary compliance where standards are not met; advises for needed corrections. Issues violation notices when necessary.
4. Performs periodic building inspections and investigates complaints involving violations of acceptable construction, health, safety and welfare standards.
5. Provides information and advice to owners, contractors, developers, engineers, and architects regarding building code requirements and construction procedures. Offers assistance in making application for permits and issues building permits.
6. Conducts field consultations with owners or contractors.
7. Prepares daily activity and special reports, maintains inspection and plan review records.
8. Prepares and issues summonses, as necessary. Appears in court to present testimony regarding code violation, ordinance violation and complaint cases, as necessary.
9. Manages permit recordkeeping.
10. Examines the safety conditions of fire escapes, stairs, floors and firewalls.
11. Assists in the enforcement of nuisance ordinances, including citation of inoperable vehicles, and garbage and debris violations.
12. Assists in the enforcement of the dangerous building ordinance. Assists in emergency property condemnations of dangerous properties.
13. Conducts rental property inspections as assigned.
14. Staffs boards and/or commissions, as assigned.
15. Assists with the tracking of Building Code Board of Appeal properties for compliance.
16. Assists in the conducting of Liquor Control inspections, and vehicle and auto parts dealer inspections.
17. Assists with the tracking of condemned property notices, condemnation orders and 28-day re-inspections.
18. Must participate in continuing education and maintain all required licenses and/or certifications.
19. Drives a vehicle in the performance of duties.

20. Uses a personal computer and specialized software to access information, communicate, and produce records and reports.
21. Performs work of lower classified employees as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. Such statements are descriptive and explanatory but not restrictive. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified. The listing of particular examples of duties does not preclude the assignment of other tasks of related kind or character or of lesser skills.

Minimum Qualifications and/or Requirements:

1. Must possess a Michigan driver's license and good driving record at time of appointment and maintain during employment in this classification.
2. Must be a high school graduate (or GED).
3. Must be familiar with the applicable Michigan building, residential, rehabilitation, energy and ADA codes.
4. Must be able to read and understand blue prints and architectural plans.
5. Must be registered as a Building Inspector and Plan Reviewer in the State of Michigan, pursuant to Public Act 54 of 1986, as amended, for three (3) years.
6. Must have three years of experience as a Building Inspector and Plan Reviewer of residential, commercial and industrial construction projects, within the previous five years.
7. Must be courteous, tactful, reliable, careful, thorough, organized, display good judgment and able to communicate effectively, both orally and in writing, with the public, other staff, and appointed officials. Must develop and promote excellent working relationships and provide exceptional customer service.
8. Applicants who are able to use specialized property database software may be given preference.
9. Zoning experience and/or knowledge of zoning laws is desirable.
10. Must have basic keyboard skills and experience using computer software programs to write reports.

Applicants will be required to provide proof and/or demonstrate they possess all minimum qualifications and/or requirements.

Physical Aspects of Job:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, climb stairs, use hands and fingers, reach with hands and arms, talk and hear. The employee is frequently required to communicate by telephone, read regular and small print, use limited mobility in an office setting, use sight to read and prepare documents and reports. The employee is occasionally required to sit, bend at the waist, stoop, twist and turn as necessary to observe building components and must be able to negotiate in confined spaces. The employee will occasionally be required to use elevating devices, such as a ladder or manlift. The employee will need hand strength to grasp tools, and must be able to use fingers to use a keyboard. Specific vision abilities required for this job include close vision, peripheral vision, depth perception and the ability to adjust focus, as necessary to drive and observe violations. While performing the duties of this job the employee regularly works both indoors and outdoors, and must be able to tolerate working in changing weather conditions. The job requires frequent entry and exit of a car and travel by car to other work sites. The employee must be able to write

legibly to complete reports and forms. The noise level in the work environment varies from quiet, to moderate, to loud.

In addition to the above requirements, all City positions require the ability to read, write, speak and understand the English language as necessary for their position; the ability to follow written and oral instructions; and the ability to get along with other employees and members of the public. City employees are also expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the City. City employees must be physically and mentally able to perform the essential duties of their position without excessive absences.

Approved by the City Manager: _____
Patrick Burtch Date

Approved by the City/County
Director of Human Resources: _____
Crystal Y. Dixon Date

11/12



City of Jackson

Dept. of Personnel & Labor Relations

Crystal Y. Dixon, Director

CITY COUNCIL MEETING
December 11, 2012

MEMO TO: Honorable Mayor and City Council Members

FROM: Patrick Burtch, City Manager

SUBJECT: Request to Amend Personnel Policy (Contract Personnel/City Manager Authority)

RECOMMENDATION: To amend Article III, Section III-3 of the Personnel Policy (City Manager's Authority to Execute Employment Contracts).

Background

Article 1, Section 2-4 of the City of Jackson Code specifies that the City Manager is the chief administrative and financial officer of the City. The City's practice has been to bring all employment contracts to City Council for approval. This practice impedes the efficient operation of the city administration and places more administrative burden on City Council.

Recommendations for Amendments to the Personnel Policy

1. Amend Article III – Administration and Maintenance of Personnel Policy, Section III-3. Changes Requiring Approval of the City Manager by adding the following:

Except as otherwise provided by city charter, ordinances, or state law, the City Manager has the authority to execute and approve all employment contracts for City employees as well as the authority to suspend and remove all city employees (contract or non-contract) with the exception of other staff directly responsible to the City Council.

Thank you for your consideration.

EMPLOYMENT AGREEMENT

THIS AGREEMENT, made on this _____ day of _____ 2012, by and between the City of Jackson, a Michigan Municipal Corporation, with offices located at 161 West Michigan Avenue, Jackson, Michigan 49201 (hereinafter the "City"), and _____ (insert employee's name) (hereinafter the "Employee") of (insert employee's address).

WITNESSETH:

WHEREAS, the City desires to employ the services of the Employee as (insert exact job title) on the terms and conditions herein specified and as provided herein; and

WHEREAS, Employee desires to perform said services on the conditions herein set forth; and

Whereas, the parties, wish by this Agreement to set forth the specified terms and conditions of employment as follows:

1. General Terms and Full-Time Employment

The City hereby agrees to pay Employee and he/she agrees to perform the functions of the (insert job title). This is a full-time non-union at-will contractual employment arrangement.

2. Compensation

The City agrees to pay the Employee an hourly wage of _____ in accordance with the City's assigned pay schedule for this classification, for rendering services specified in the job description. The employee will be eligible for wage step increases in accordance with the City's Personnel Policy and shall be eligible for general rate increases approved by City Council for non-union employees. It is understood that the employee is hired as an "at will" employee for an indefinite term and may have his/her employment terminated by the City Manager with or without cause at any time.

3. Deferred Compensation/Defined Contribution Pension Plan

The Employee will not be part of the City's Employees Retirement System (ERS) and by signing this Agreement, shall decline the option to opt-into the ERS pension. The employee may choose to participate in and personally contribute to any available deferred compensation program offered to City employees. The City shall not make any contributions to any deferred compensation plan on the Employee's behalf. At such time as the City implements a defined contribution pension plan, the Employee must participate and comply with the terms of such plan.

4. Vacation and Sick Leave

The Employee shall be afforded vacation and sick leave allowances in accordance with the City of Jackson's Personnel Policy (Article XIV- Vacation and Other Leave Time), and as may be amended, governing full-time non-union employees. Upon termination or resignation, all eligible unused vacation benefits shall be paid in accordance with the City's personnel policy for administrative non-union employees.

5. Health Insurance and other Benefits

The Employee shall be offered the same health insurance plans as are offered to other non-union full-time City employees and shall pay 20% of the premium for such coverage. This 20% premium share shall be deducted from the employee's bi-weekly paycheck. The employee will be eligible for any available cash-in-lieu of health insurance if such is offered to other non-union full-time employees.

6. Other Working Conditions

Except where exempted in or by this Agreement, the Employee shall be entitled to other employment benefits provided to full-time non-union City employees which include holidays, disability insurance, and life insurance and other benefits provided to full-time non-union employees of the City by personnel policy, City ordinance, City Council resolution, or Administrative Regulation.

7. Residency

The Employee shall comply with the residency requirements of the City's Personnel Policy which stipulate that Employee agrees to move within twenty (20) miles of the geographic limits of the City of Jackson, Michigan within twelve (12) months of hire.

8. Termination

It is agreed by both parties hereto that Employee shall be deemed an at-will employee, and as a consequence either party may, by first class mail directed to the other's address as noted herein, terminate without cause the employment relationship created by this contract. In the event of termination of the employment of Employee for any reason whatsoever or no reason, all compensation, together with all other rights and benefits provided hereunder; shall cease as of the effective date of the termination.

If the Employee desires to voluntarily resign his/her position, he/she agrees to give his/her Department Head at least two weeks advance written notice of such resignation.

9. Notices

Notice to Employee, for purposes of this section, shall be mailed to his or her current address of record as noted above.

Notice to the City, for purposes of this section, shall be mailed to:

City Manager
161 West Michigan Avenue
Jackson, Michigan 49201
Attn: Patrick Burtch

10. Other Terms and Conditions

- A. The text of this Agreement shall constitute the entire agreement between the parties.
- B. This Agreement shall be binding upon and enure to the benefit of the heirs and personal representatives of Employee.
- C. If any provision, or portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.
- D. The City shall fix such other terms and conditions of employment as from time to time, it may determine, relating to the employment and/or performance of Employee, providing such terms and conditions are not inconsistent or in conflict with the terms and provisions of this Agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year first above written.

EMPLOYEE

CITY OF JACKSON

By: _____

By: _____
Patrick Burtch, City Manager

Approved as to Form:

By: _____
Julius A. Giglio, City Attorney

ATTACHMENT A

(Include Appropriate Job Description for the Position Here)



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 December 11, 2012

TO: Honorable Mayor Griffin and City Councilmembers

FROM: Patrick Burtch, City Manager

SUBJECT: Approve Resolution to Reallocate \$17,400 HOME Funds from Community Housing Development Organization (CHDO) Operating Expenses to CHDO Reserve Activity of Acquisition/Rehabilitation/Resale

RECOMMENDATION

Approve the resolution reallocating a total of \$17,400 HOME funds from CHDO Operating Expenses to CHDO Reserve

HOME regulations require the City to allocate no less than 15% of its annual allocation toward eligible Community Housing Development Organization (CHDO) activities. The Jackson Affordable Housing Corporation (JAHC) was selected as the City's CHDO in fiscal year 2010-2011 and is completing its acquisition/rehabilitation/resale project at 622 N Waterloo. As JAHC did not receive subsequent allocations of HOME funds and does not have adequate financial support to successfully complete the project and maintain the property until sold, it has requested that a portion of its CHDO Operating Expenses budget be reallocated toward the project.

Currently, JAHC has unexpended CHDO Operating Expenses of \$7,672 from Year 35 (2009/2010) and \$18,000 from Year 36 (2010/2011). JAHC is only allowed to expend CHDO Operating Expenses which are reasonable, necessary and proportional for the general operations directly linked to completing its current project at 622 N Waterloo. As JAHC will not require all of the remaining CHDO Operating Expenses, it has requested \$17,400 be reallocated to its CHDO Reserve account to successfully complete the project.



Neighborhood & Economic Operations

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(517) 788-4160

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(517) 768-6433

CITY COUNCIL MEETING December 11, 2012

TO: Honorable Mayor Griffin and City Councilmembers
FROM: Patrick Burtch, City Manager
SUBJECT: Approve the Resolution of Support for the 2012 Blight Elimination Program Grant Application through the State of Michigan

RECOMMENDATION

Approve the Resolution of Support for the 2012 Blight Elimination Program grant application through the State of Michigan.

On November 13, 2012, City Council authorized the Department of Neighborhood & Economic Operations to apply for a portion of the 2012 Blight Elimination Program grant offered through the State of Michigan. In March 2012, 49 state attorneys general, including Michigan Attorney General Bill Schuette, entered into a settlement with five of the nation's largest mortgage servicers following a lawsuit regarding mortgage foreclosure practices. Of Michigan's \$97.2 million portion of the settlement, state law allocated \$25 million to create a Blight Elimination Program to demolish vacant and abandoned properties and promote public safety, stabilize property values, and enhance economic development opportunities. The legislation allocated \$10 million to the City of Detroit and \$15 million for demolition projects elsewhere in Michigan. The Michigan State Housing Development Authority (MSHDA), the Michigan Department of Human Services (DHS), and the Michigan Land Bank Fast Track Authority (MLB) are charged with selecting project areas, administering the funds and facilitating the demolition of blighted structures.

As the Blight Elimination Program meets the high priority goals of City Council to demolish vacant and abandoned properties, staffs from the Department of Neighborhood & Economic Operations, Assessor's Office, Jackson Police Department and GIS have been working together to prepare and submit an application for \$2.5 to \$3 million in grant funds. The application is due to be submitted to the State by December 12, 2012.

The application will be scored on a 20-point scale with a total of five possible points in each of the following categories:

- Category 1 – Public Safety
- Category 2 – Property Value Stabilization
- Category 3 – Economic Development Opportunities
- Category 4 – Local Support and Additional Investment

The attached Resolution will be submitted as part of the overall application to contribute as documentation of local support.



CITY COUNCIL MEETING
December 11, 2012

TO: Honorable Mayor and City Councilmembers
FROM: Philip Hones, Finance Director
DATE: December 5, 2012
RE: Request to Adopt Proposed Bond Resolution Related to City Hall Bond Refunding

RECOMMENDED ACTION:

Adoption of “Resolution Authorizing Issuance of 2013 Unlimited Tax General Obligation Refunding Bonds”.

In 2003 the City issued a total of \$ 10 million in bonds (Series A and B) that were used for the renovation of City Hall, as approved by the voters. There currently remains \$ 8.73 million in outstanding bonds related to these original issue amounts.

As most of you are aware, interest rates continue to be at historically low levels. The City’s Bond Financial Advisor, Mike Gormely, of HSE & Co., routinely monitors the City’s outstanding bonded debt for opportunities to save the City money by refinancing debt that has been issued at higher rates.

An analysis recently performed by Mike Gormely indicates that a current refunding of these issues would result in approximately \$ 900,000 in present value savings at current market rates. This current refunding would involve issuing 2013 refunding bonds in the amount necessary (not to exceed \$ 9 million) to refund the existing bonds and would be scheduled for pricing in mid-January.

Attached is a proposed “**Resolution Authorizing Issuance of 2013 Unlimited Tax General Obligation Refunding Bonds**” that has been prepared by Patrick McGow of Miller Canfield Paddock & Stone, the City’s Bond Counsel. His cover letter is also attached.

I have also attached a financial summary of the proposed refunding prepared by Mr. Gormely as well as a schedule showing the anticipated debt service and resulting savings the City can expect annually with the issuance of the refunding bonds. It should be noted that these bonds are paid with a dedicated tax levy that has been increasing with the decline of the City’s tax base in recent years. The savings realized by this refunding will result in a lower tax levy and the City taxpayers will be the beneficiaries of these savings.

Mr. McGow will be present along with Mr. Gormely at the meeting on the 11th to answer any questions the City Council may have. If you have any questions prior to that please feel free to contact me at 768-6384.

Founded in 1852
by Sidney Davy Miller

MILLER CANFIELD

PATRICK F. MCGOW
TEL (313) 496-7684
FAX (313) 496-8450
E-MAIL mcgow@millercanfield.com

Miller, Canfield, Paddock and Stone, P.L.C.
150 West Jefferson, Suite 2500
Detroit, Michigan 48226
TEL (313) 963-6420
FAX (313) 496-7500
www.millercanfield.com

MICHIGAN: Ann Arbor
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CANADA: Toronto • Windsor

CHINA: Shanghai

MEXICO: Monterrey

POLAND: Gdynia

Warsaw • Wrocław

November 26, 2012

Via Email and U.S. Mail

Mr. Philip J. Hones, CPA
Director of Finance
City of Jackson
161 West Michigan Avenue
Jackson, MI 49201-1303

Re: City of Jackson, County of Jackson, State of Michigan
2013 Unlimited Tax General Obligation Refunding Bonds

Dear Phil:

As we discussed, I have enclosed a Resolution Authorizing Issuance of 2013 Unlimited Tax General Obligation Refunding Bonds for consideration for approval by the City Council at its meeting on Tuesday, December 11th relating to the proposed refunding bond issue which is being considered for the purpose of achieving interest cost savings for the City.

The enclosed Resolution authorizes the issuance of Bonds in an amount not to exceed \$9,000,000 (the "Refunding Bonds") to refund the City's outstanding General Obligation Unlimited Tax Bonds, Series 2003 and General Obligation Unlimited Tax Bonds, Series 2003B, which were originally issued to finance City Hall improvements.

The Resolution sets forth the terms of the Bonds, the form of Bonds, and provides for a negotiated sale of the Bonds to Hutchinson, Shockey, Erley & Co., Inc. (the "Underwriter"). The Resolution also authorizes various City officials to take the necessary actions to issue, sell and deliver the Bonds. The Resolution authorizes the City Manager and/or Finance Director to award and finalize the terms of the Bonds upon sale and execute the Bond Purchase Agreement with the Underwriter. This Resolution is the only action item required by the City Council relating to the Refunding Bonds. The City Manager and Finance Director are authorized to proceed with the sale of the Refunding Bonds so long as the City achieves net present value savings through the refunding.

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

Mr. Philip J. Hones

-2-

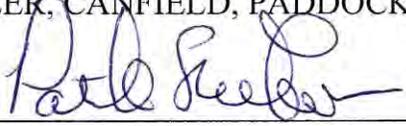
November 26, 2012

If approved by the Council, we would tentatively plan to sell the Bonds in January, with a closing in early February 2013.

I plan to attend the City Council meeting on December 11th to discuss the proposed refunding and resolution. If you or anyone copied on this letter have any questions, please give me a call.

Very truly yours,

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

By: 

Patrick F. McGow

Enclosures

Cc: (w/encl.):
Michael Gormely
Mark Ridgely

DISCLOSURE UNDER TREASURY CIRCULAR 230: The United States Federal tax advice contained in this document and its attachments, if any, may not be used or referred to in the promoting, marketing or recommending of any entity, investment plan or arrangement, nor is such advice intended or written to be used, and may not be used, by a taxpayer for the purpose of avoiding Federal tax penalties. Advice that complies with Treasury Circular 230's "covered opinion" requirements (and thus, may be relied on to avoid tax penalties) may be obtained by contacting the author of this document.

20,675,817.1\043520-00049

**RESOLUTION AUTHORIZING ISSUANCE OF
2013 UNLIMITED TAX GENERAL OBLIGATION REFUNDING BONDS**

City of Jackson
County of Jackson, State of Michigan

Minutes of a regular meeting of the City Council of the City of Jackson, County of Jackson, State of Michigan, held on December 11, 2012, at 7:00 o'clock p.m., Eastern Standard Time.

PRESENT: Members _____

ABSENT: Members _____

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS, the City of Jackson, County of Jackson, State of Michigan (the "City") has previously issued its General Obligation Unlimited Tax Bonds, Series 2003 dated November 18, 2003, in the original principal amount of \$8,250,000, of which \$7,215,000, presently remains outstanding (the "2003 Bonds") and its General Obligation Unlimited Tax Bonds, Series 2003B dated December 1, 2003, in the original principal amount of \$1,750,000, of which \$1,515,000, presently remains outstanding (the "2003B Bonds," together with the 2003 Bonds are referred to as the "Prior Bonds") which were originally issued for the purpose of paying the costs of restoring, renovating, repairing, remodeling, improving, furnishing and equipping the City Hall building; and

WHEREAS, the Revised Municipal Finance Act, Act 34, Public Acts of Michigan, 2001, as amended ("Act 34"), permits the City to refund and advance refund all or part of the outstanding securities of the City; and

WHEREAS, the City has been advised that it may achieve interest costs savings through the refunding of the Prior Bonds; and

WHEREAS, it is the determination of the City Council that the City should issue its 2013 Unlimited Tax General Obligation Refunding Bonds in the principal amount of not to exceed Nine Million Dollars (\$9,000,000) (the "Bonds") to refund all or a portion of the Prior Bonds to achieve interest cost savings for the benefit of the taxpayers of the City; and

WHEREAS, the City has received a proposal from Hutchinson, Shockey, Erley & Co., Inc. (the "Underwriter") to purchase the proposed Bonds pursuant to a negotiated sale.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Authorization of Bonds; Bond Terms. Bonds of the City designated 2013 Unlimited Tax General Obligation Refunding Bonds (the "Bonds") are authorized to be issued in the aggregate principal sum of not to exceed Nine Million Dollars (\$9,000,000) for the purpose of paying the costs of

refunding the Prior Bonds, including the costs incidental to the issuance, sale and delivery of the Bonds. The issue shall consist of bonds in fully-registered form of the denomination of \$5,000, or multiples thereof not exceeding for each maturity the maximum principal amount of that maturity, numbered consecutively in order of registration. The Bonds will be dated as of the date of delivery (or such other date as determined at the time of sale thereof), be payable on May 1 (or such other date as determined at the time of sale thereof) in the years 2014 to 2027, inclusive, in the annual amounts determined at the time of sale. The Bonds shall be sold at a price not less than 98% of their par value.

The Bonds shall be subject to redemption as set forth in the Sale Order. The Bonds shall bear interest at a rate or rates to be determined upon sale, but in any event not exceeding 6% per annum, first payable on November 1, 2013 (or such other date as determined at the time of sale thereof) and semi-annually thereafter, by check or draft mailed by the Transfer Agent (as hereinafter defined) to the registered owner of record as of the 15th day of the month prior to the payment date for each interest payment. The record date of determination of registered owner for purposes of payment of interest as provided in this paragraph may be changed by the City to conform to market practice in the future.

2. Execution of Bonds; Book-Entry-Only Form. The Bonds of this issue shall be executed in the name of the City with the manual or facsimile signatures of the Mayor and Clerk of the City and shall have the seal of the City, or a facsimile thereof, printed or impressed on the Bonds. No Bond shall be valid until authenticated by an authorized officer or representative of the Transfer Agent. The principal of the Bonds shall be payable at the designated corporate trust office of a bank or trust company to be selected by the City Manager or Finance Director as registrar and transfer agent for the Bonds (the "Transfer Agent").

The Bonds may be issued in book-entry-only form through the Depository Trust Company in New York, New York ("DTC") and any officer of the City is authorized to execute such custodial or other agreement with DTC as may be necessary to accomplish the issuance of the Bonds in book-entry-only form and to make such changes in the Bond form within the parameters of this resolution as may be required to accomplish the foregoing.

3. Transfer of Bonds. The Transfer Agent shall keep the books of registration for this issue on behalf of the City. Any Bond may be transferred upon such registration books by the registered owner of record, in person or by the registered owner's duly authorized attorney, upon surrender of the Bond for cancellation, accompanied by delivery of a duly executed written instrument of transfer in a form approved by the Transfer Agent. Whenever any Bond or Bonds shall be surrendered for transfer, the City shall execute and the Transfer Agent shall authenticate and deliver a new Bond or Bonds, for like aggregate principal amount. The Transfer Agent shall require the payment by the bondholder requesting the transfer of any tax or other governmental charge required to be paid with respect to the transfer.

4. Debt Retirement Fund. The City Treasurer is hereby authorized to open a separate depository account with a bank or trust company designated 2013 UNLIMITED TAX GENERAL OBLIGATION REFUNDING BONDS DEBT RETIREMENT FUND (the "Debt Retirement Fund"), the moneys to be deposited into the Debt Retirement Fund to be specifically earmarked and used solely for the purpose of paying principal of and interest on the Bonds as they mature. The City hereby pledges its unlimited tax full faith and credit for the prompt payment of the Bonds. All proceeds from taxes levied for the Debt Retirement Fund shall be deposited into the Debt Retirement Fund as collected. Commencing with the year 2013, there shall be levied upon the tax rolls of the City for the purpose of

the Debt Retirement Fund each year, in the manner required by the provisions of Act 34 an amount sufficient so that the estimated collection therefrom will be sufficient to promptly pay, when due, the principal of and interest on the Bonds becoming due prior to the next annual tax levy; provided, however, that if at the time of making any such annual tax levy there shall be surplus moneys on hand in the Debt Retirement Fund for the payment of principal of and interest on the Bonds, then credit therefor may be taken against such annual levy for the Debt Retirement Fund.

5. Use of Proceeds. The proceeds of the Bonds shall be used to pay the costs of issuance of the Bonds and to secure payment of the Prior Bonds as provided in this paragraph. Upon receipt of the proceeds of sale of the Bonds, the accrued interest, if any, shall be deposited in the Debt Retirement Fund for the Bonds. From the proceeds of the Bonds there shall next be set aside a sum sufficient to pay the costs of issuance of the Bonds in a fund designated 2013 UNLIMITED TAX GENERAL OBLIGATION REFUNDING BOND ISSUANCE FUND (the "Issuance Fund"). Moneys in the Issuance Fund shall be used solely to pay expenses of issuance of the Bonds. Any amounts remaining in the Issuance Fund after payment of issuance expenses shall be transferred to the Debt Retirement Fund for the Bonds.

The balance of the proceeds of the Bonds together with any moneys transferred by the City at the time of sale of the Bonds from the debt retirement funds for the Prior Bonds and any other available funds of the City, shall be held as cash or invested in direct obligations of or obligations the principal of and interest on which are unconditionally guaranteed by the United States of America or other obligations the principal of and interest on which are fully secured by the foregoing (the "Escrow Fund") and used to pay principal, interest and redemption premiums on the Prior Bonds. The Escrow Fund shall be held by a bank or trust company to be selected by the City Manager or Finance Director, as escrow agent (the "Escrow Agent") pursuant to an escrow agreement (the "Escrow Agreement") which shall irrevocably direct the Escrow Agent to take all necessary steps to call for redemption any Prior Bonds specified by the City upon sale of the Bonds, including publication and mailing of redemption notices, on any call date, as specified by the City. The investments held in the Escrow Fund shall be such that the principal and interest payments received thereon will be sufficient, without reinvestment, to pay the principal, interest and redemption premiums on the Prior Bonds as they become due pursuant to maturity or the call for redemption required by this paragraph. Following establishment of the Escrow Fund, any amounts remaining in the debt retirement funds for the Prior Bonds shall be transferred to the Debt Retirement Fund for the Bonds.

6. Bond Form. The Bonds shall be in substantially the following form:

UNITED STATES OF AMERICA
STATE OF MICHIGAN
COUNTY OF JACKSON

CITY OF JACKSON
2013 UNLIMITED TAX GENERAL OBLIGATION REFUNDING BOND

| <u>Interest Rate</u> | <u>Maturity Date</u> | <u>Date of Original Issue</u> | <u>CUSIP</u> |
|----------------------|----------------------|-------------------------------|--------------|
| Registered Owner: | May 1, 20__ | February __, 2013 | |
| Principal Amount: | | | Dollars |

The City of Jackson, County of Jackson, State of Michigan (the "City"), acknowledges itself to owe and for value received hereby promises to pay to the Registered Owner specified above, or registered assigns, the Principal Amount specified above, in lawful money of the United States of America, unless prepaid prior to maturity, on the Maturity Date specified above with interest thereon (computed on the basis of a 360-day year consisting of twelve 30-day months) until paid from the Date of Original Issue specified above or such later date to which interest has been paid, at the Interest Rate per annum specified above, first payable on November 1, 2013 and semiannually thereafter. Principal of this bond is payable at the designated corporate trust office of _____, _____, Michigan, or such other transfer agent as the City may hereafter designate by notice mailed to the registered owner not less than sixty (60) days prior to any interest payment date (the "Transfer Agent"). Interest on this bond is payable to the registered owner of record as of the 15th day of the month preceding the interest payment date as shown on the registration books of the City kept by the Transfer Agent by check or draft mailed by the Transfer Agent to the registered owner of record at the registered address. For prompt payment of this bond, both principal and interest, the full faith, credit and resources of the City are hereby irrevocably pledged.

This bond is one of a series of bonds aggregating the principal sum of \$_____, issued for the purpose of refunding all or part of the City's outstanding General Obligation Unlimited Tax Bonds, Series 2003 and General Obligation Unlimited Tax Bonds, Series 2003B.

Bonds of this issue maturing in the years 2014 to 20__, inclusive, shall not be subject to redemption prior to maturity. Bonds or portions of bonds of this issue in multiples of \$5,000 maturing in the year 20__ and thereafter shall be subject to redemption prior to maturity, at the option of the City, in any order of maturity and by lot within any maturity, on any date on or after May 1, 20__, at par and accrued interest to the date fixed for redemption.

[Reserved for mandatory redemption provisions, if applicable.]

In case less than the full amount of an outstanding bond is called for redemption, the Transfer Agent, upon presentation of the bond called in part for redemption, shall register, authenticate and deliver to the registered owner of record a new bond in the principal amount of the portion of the original bond not called for redemption.

Notice of redemption shall be given to the registered owner of any bond or portion thereof called for redemption by mailing of such notice not less than thirty (30) days prior to the date fixed for redemption to the registered address of the registered owner of record. A bond or portion thereof so called for redemption shall not bear interest after the date fixed for redemption provided funds are on hand with the Transfer Agent to redeem said bond or portion thereof.

This bond is transferable only upon the registration books of the City kept by the Transfer Agent by the registered owner of record in person, or by the registered owner's attorney duly authorized in writing, upon the surrender of this bond together with a written instrument of transfer satisfactory to the Transfer Agent duly executed by the registered owner or the registered owner's attorney duly authorized in writing, and thereupon a new registered bond or bonds in the same aggregate principal amount and of the same maturity shall be issued to the transferee in exchange therefor as provided in the resolution authorizing this bond and upon the payment of the charges, if any, therein prescribed.

This bond is payable out of the City's Debt Retirement Fund for this issue and in order to make such payment, the City is required each year to levy taxes on all taxable property within the boundaries of the City for such payment without limitation as to rate or amount.

It is hereby certified and recited that all acts, conditions and things required by law to be done, precedent to and in the issuance of this bond and the series of bonds of which this is one, exist and have been done and performed in regular and due form and time as required by law, and that the total indebtedness of the City, including this bond and the series of bonds of which this is one, does not exceed any constitutional, statutory or charter debt limitation.

This bond is not valid or obligatory for any purpose until the Transfer Agent's Certificate of Authentication on this bond has been executed by the Transfer Agent.

IN WITNESS WHEREOF, the City, by its City Council, has caused this bond to be signed in the name of the City by the facsimile signatures of its Mayor and City Clerk and a facsimile of its corporate seal to be printed hereon, all as of the Date of Original Issue.

CITY OF JACKSON
County of Jackson
State of Michigan

By: _____
Its: Mayor

(SEAL)

By: _____
Its: City Clerk

(Insert Form of Transfer Agent's Certificate of Authentication)

7. Negotiated Sale. The City Council has considered the option of selling the Bonds through a competitive sale and a negotiated sale and, pursuant to the requirements of Act 34, determines in light of current market conditions based on advantages and opportunities to select and adjust terms for the Bonds, to allow better control over pricing of the Bonds, to allow more flexibility in accessing the municipal bond market, and to price and sell the Bonds at the time that is expected to best achieve the most advantageous interest rates and costs to the City.

8. Sale Order; Award. The City Manager and Finance Director are each individually authorized to negotiate the sale of the Bonds with the Underwriter, negotiate and execute a bond purchase agreement with the Underwriter and/or execute a Sale Order and take all other necessary actions required to effectuate the sale, issuance and delivery of the Bonds within the parameters authorized in this resolution.

9. Adjustment of Bond Details. The City Manager and the Finance Director are each authorized to execute and deliver a sale order approving the final terms of the Bonds, adjust the final bond details set forth herein to the extent necessary or convenient to complete the transaction authorized herein, and in pursuance of the foregoing is authorized to exercise the authority and make the determinations authorized pursuant to Section 315(1)(d) of Act 34, including but not limited to determinations regarding interest rates, prices, discounts, maturities, principal amounts, denominations, dates of issuance, interest payment dates, redemption rights, the place of delivery and payment, designation of series, the portion or portions of the Prior Bonds to be refunded, and other matters, within the parameters established by this resolution.

10. Tax Covenant. The City shall, to the extent permitted by law, take all actions within its control necessary to maintain the exemption of the interest on the Bonds from general federal income taxation (as opposed to any alternative minimum or other indirect taxation) under the Internal Revenue Code of 1986, as amended (the "Code"), including, but not limited to, actions relating to any required rebate of arbitrage earnings and the expenditure and investment of Bond proceeds and moneys deemed to be Bond proceeds.

11. Qualified Tax-Exempt Obligations. The Bonds are hereby designated as "qualified tax-exempt obligations" for purposes of deduction of interest expense by financial institutions.

12. Continuing Disclosure. The City agrees to enter into a continuing disclosure undertaking for the benefit of the holders and beneficial owners of the Bonds in accordance with the requirements of Rule 15c2-12 promulgated by the Securities and Exchange Commission, and the City Manager and Finance Director are each individually hereby authorized to execute such undertaking prior to delivery of the Bonds.

13. Bond Counsel. Miller, Canfield, Paddock and Stone, P.L.C. is hereby approved as bond counsel for the Bonds, notwithstanding periodic representation in unrelated matters of parties or potential parties to the transaction contemplated by this resolution, including the Underwriter.

14. Authorization of other Actions. The City Manager and Finance Director are each hereby authorized and directed to hereby authorized and directed to cause the preparation and circulation of a preliminary and final official statement with respect to the Bonds; to procure a policy of municipal bond insurance with respect to the Bonds or cause the qualification of the Bonds therefor if the acquisition of such insurance would be of economic benefit to the City; to obtain ratings on the Bonds; and to take all other actions necessary or advisable, and make such other filings with the

Michigan Department of Treasury or with other parties, to enable the issuance, sale and delivery of the Bonds as contemplated herein.

15. Rescission. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Members _____

NAYS: Members _____

RESOLUTION DECLARED ADOPTED.

City Clerk

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Jackson, County of Jackson, State of Michigan, at a regular meeting held on December 11, 2012, and that 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.

City Clerk

20,668,613.1\043520-00049

MILLER, CANFIELD, PADDOCK AND STONE, P.L.L.C.

SUMMARY OF REFUNDING RESULTS

**CITY OF JACKSON
COUNTY OF JACKSON, STATE OF MICHIGAN
SERIES 2013 UNLIMITED TAX GENERAL OBLIGATION REFUNDING BONDS**

[CURRENT REFUNDING OF SERIES 2003A AND 2003B BONDS]

| | |
|--|--------------|
| Dated Date | 02/05/2013 |
| Delivery Date | 02/05/2013 |
| Arbitrage yield | 2.752885% |
| Escrow yield | 0.120978% |
| | |
| Bond Par Amount | 8,125,000.00 |
| True Interest Cost | 2.819200% |
| Net Interest Cost | 2.965107% |
| All-In TIC | 3.097068% |
| Average Coupon | 3.755558% |
| Average Life | 8.815 |
| Duration | 7.585 |
| | |
| Par amount of refunded bonds | 8,450,000.00 |
| Average coupon of refunded bonds | 4.732407% |
| Average life of refunded bonds | 8.891 |
| | |
| PV of prior debt to 02/05/2013 @ 2.752885% | 9,824,298.28 |
| Net PV Savings | 901,713.75 |
| Percentage savings of refunded bonds | 10.671169% |
| Percentage savings of refunding bonds | 11.098015% |
| Percentage savings of refunding proceeds | 10.279010% |

SAVINGS

CITY OF JACKSON
 COUNTY OF JACKSON, STATE OF MICHIGAN
 SERIES 2013 UNLIMITED TAX GENERAL OBLIGATION REFUNDING BONDS

 [CURRENT REFUNDING OF SERIES 2003A AND 2003B BONDS]

| Date | Prior Debt Service | Prior Receipts | Prior Net Cash Flow | Refunding Debt Service | Savings | Present Value to 02/05/2013 @ 2.7528846% |
|------------|-----------------------|-------------------|------------------------|---------------------------|---------------------|--|
| 06/30/2013 | 191,941.88 | 191,941.88 | | | | (1,249.58) |
| 06/30/2014 | 693,883.76 | | 693,883.76 | 615,667.50 | 78,216.26 | 75,382.37 |
| 06/30/2015 | 712,341.26 | | 712,341.26 | 632,750.00 | 79,591.26 | 75,477.65 |
| 06/30/2016 | 734,191.26 | | 734,191.26 | 655,650.00 | 78,541.26 | 72,442.84 |
| 06/30/2017 | 789,288.76 | | 789,288.76 | 712,950.00 | 76,338.76 | 68,483.38 |
| 06/30/2018 | 891,538.76 | | 891,538.76 | 809,450.00 | 82,088.76 | 71,593.64 |
| 06/30/2019 | 893,423.76 | | 893,423.76 | 812,650.00 | 80,773.76 | 68,517.29 |
| 06/30/2020 | 888,448.76 | | 888,448.76 | 810,250.00 | 78,198.76 | 64,513.93 |
| 06/30/2021 | 886,886.26 | | 886,886.26 | 807,400.00 | 79,486.26 | 63,753.90 |
| 06/30/2022 | 883,996.26 | | 883,996.26 | 808,000.00 | 75,996.26 | 59,304.80 |
| 06/30/2023 | 879,066.26 | | 879,066.26 | 802,600.00 | 76,466.26 | 58,036.98 |
| 06/30/2024 | 887,363.76 | | 887,363.76 | 811,400.00 | 75,963.76 | 56,074.27 |
| 06/30/2025 | 908,915.00 | | 908,915.00 | 828,800.00 | 80,115.00 | 57,503.76 |
| 06/30/2026 | 933,842.50 | | 933,842.50 | 854,400.00 | 79,442.50 | 55,433.43 |
| 06/30/2027 | 930,500.00 | | 930,500.00 | 852,800.00 | 77,700.00 | 52,703.01 |
| | 12,105,628.24 | 191,941.88 | 11,913,686.36 | 10,814,767.50 | 1,098,918.86 | 897,971.68 |

Savings Summary

| | |
|-------------------------------|------------|
| Dated Date | 02/05/2013 |
| Delivery Date | 02/05/2013 |
| PV of savings from cash flow | 897,971.68 |
| Plus: Refunding funds on hand | 3,742.07 |
| | ----- |
| Net PV Savings | 901,713.75 |



**CITY COUNCIL MEETING
December 11, 2012**

TO: Honorable Mayor and City Councilmembers
FROM: Philip Hones, Finance Director
DATE: December 5, 2012
RE: Request to Adopt Resolution Approving a Fund Balance Policy for the General Fund

RECOMMENDED ACTION:

Adoption of Resolution Approving a Fund Balance Policy for the General Fund

The City Council several years ago indicated a desire for the City's General Fund surplus to never drop below 10 percent of expenditures and that their desire was to maintain that surplus at a level of 15 percent of expenditures, if possible. This verbal commitment has never been formally approved but has been followed during the budget process as a benchmark when determining the extent to which cuts to budget requests are made.

The Governmental Accounting Standards Board (GASB) issued "Statement # 54, Fund Balance Reporting and Governmental Fund Definitions" in February of 2009. This Statement strongly encourages governmental units to adopt a fund balance policy that 1) recognizes various restrictions and commitments on components of fund balance, and 2) adopts a fund balance policy that ensures there will be adequate liquid resources to serve as a financial "cushion" against the potential shock of unanticipated circumstances and events (e.g., revenue shortfalls, unanticipated expenditures, etc...).

Other advantages to the adoption of such a policy include improved bond ratings, maintaining funds for emergencies or natural disasters and cash flow needs. A fund balance policy will also give City staff a better understanding of why cuts are necessary during the budget process and provide more consistency over time as to how City Managers and Councilmembers view what is an adequate fund balance level to be maintained.

Based on the Government Finance Officers Association (GFOA) "Best Practices", municipalities should have a minimum of two months, or about 17 percent, of expenditures in "unassigned" fund balance. This amount should be increased if there are risk factors that warrant a higher amount, such as fluctuations in revenues and expenditures that are not controllable by the municipality.

The City's current unrestricted fund balance at June 30, 2012 is just under 18 percent. Attached is a proposed resolution that would approve a fund balance policy with a minimum of 15 percent and with a desired fund balance level of 30 percent. The length of time that the City would have to "replenish" fund balance and attain these higher levels is spelled out in the proposed policy. These upper and lower limits have been reviewed by the City Manager and members of the finance workgroup.

Please feel free to contact me at 768-6384 if you have any questions.

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, in February of 2009, the Governmental Accounting Standards Board (GASB) issued *Statement # 54, Fund Balance Reporting and Governmental Fund Type Definitions*, and

WHEREAS, this important new standard has left unchanged the total amount reported as *fund balance*, but has substantially altered the categories and terminology used to describe its components, and

WHEREAS, this Statement strongly encourages local units of government to recognize externally enforceable restrictions on how fund resources can be used, and

WHEREAS, this Statement also strongly encourages local units of government to adopt a fund balance policy that addresses the appropriate level of “unrestricted“ fund balance in the General Fund as well as circumstances in which “unrestricted” fund balance can be replenished or spent down;

NOW, THEREFORE, BE IT RESOLVED, that the following Fund Balance Policy for the General Fund, based on the criteria and recommendations as set forth in GASB Statement # 54, is hereby approved.

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

I, Lynn Fessel, City Clerk, in and for the City of Jackson, County and State aforesaid do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 11th day of December, 2012.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the Seal of the City of Jackson, Michigan, on this 12th day of December, 2012.

_____ **City Clerk**

City of Jackson, Michigan

Fund Balance Policy in Accordance with GASB Statement No. 54

Purpose. The following policy has been adopted by the City of Jackson in order to address the implications of Governmental Accounting Standards Board ("GASB") Statement No. 54, Fund Balance Reporting and Governmental Fund Definitions. The policy is created in consideration of unanticipated events that could adversely affect the financial condition of the City of Jackson and jeopardize the continuation of necessary public services. This policy will ensure that the City of Jackson maintains adequate fund balances and reserves in order to:

- a. Provide sufficient cash flow for daily financial needs,
- b. Secure and maintain investment grade bond ratings,
- c. Offset significant economic downturns or revenue shortfalls, and
- d. Provide funds for unforeseen expenditures related to emergencies.

This policy and the procedures promulgated under it supersede all previous regulations regarding the City of Jackson's fund balance and reserve policies.

Fund type definitions. The following definitions will be used in reporting activity in governmental funds across the City of Jackson. The City of Jackson may or may not report all fund types in any given reporting period, based on actual circumstances and activity.

The General Fund is used to account for all financial resources not accounted for and reported in another fund.

Special Revenue funds are used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects.

Debt Service funds are used to account for all financial resources restricted, committed or assigned to expenditure for principal and interest

Capital Projects funds are used to account for all financial resources restricted, committed or assigned to expenditure for the acquisition or construction of capital assets.

Permanent funds are used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the government's purposes.

Fund balance reporting in governmental funds. Fund balance will be reporting in governmental funds under the following categories using the definitions provided by GASB Statement No. 54:

Nonspendable fund balance

Definition-includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained in-tact.

Classification – Nonspendable amounts will be determined before all other classifications and consist of the following items (as applicable in any given fiscal year):

- The City of Jackson will maintain a fund balance equal to the balance of any long-term outstanding balances due from others (including other funds of the government)
- The City of Jackson will maintain a fund balance equal to the value of inventory balances and prepaid items
- The City of Jackson will maintain a fund balance equal to the corpus {principal} of any permanent funds that are legally or contractually required to be maintained in-tact
- The City of Jackson will maintain a fund balance equal to the balance of any land or other nonfinancial assets held for sale

Restricted fund balance

Definition - includes amounts that can be spent only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.

Committed fund balance

Definition – includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority.

Authority to Commit - Commitments will only be used for specific purposes pursuant to a formal action of the City Council. A majority vote is required to approve a commitment and a two-thirds majority vote is required to remove a commitment.

Assigned fund balance

Definition - includes amounts intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

Authority to Assign - The City Council delegates to the City Manager or his/her/their designee the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

Unassigned fund balance

Definition - includes the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

Minimum unassigned fund balance - The City of Jackson will maintain a minimum unassigned fund balance in its General Fund ranging from 15 percent to 30 percent of subsequent year's budgeted expenditures and outgoing transfers. This minimum fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts and to maintain a budget stabilization commitment.

Replenishing deficiencies - when fund balance falls below the minimum 15 percent range/ the City will replenish shortages/deficiencies using the budget strategies and timeframes described below.

The following budgetary strategies shall be utilized by the City to replenish funding deficiencies:

- The City will reduce recurring expenditures to eliminate any structural deficit or,
- The City will increase taxes, fees for services or pursue other funding sources, or,
- Some combination of the two options above

Minimum fund balance deficiencies shall be replenished within the following time periods:

- Deficiency resulting in a minimum fund balance of less than 15 percent shall be replenished over a period not to exceed one year
- Deficiency resulting in a minimum fund balance between 15 percent and 20 percent shall be replenished over a period not to exceed three years
- Deficiency resulting in a minimum fund balance between 20 percent and 25 percent shall be replenished over a period not to exceed five years
- Deficiency resulting in a minimum fund balance of less than 30 percent shall be replenished over a period not to exceed seven years

Surplus fund balance – Should unassigned fund balance of the General Fund ever exceed the maximum 30 percent range, the City will use such fund balance surpluses for one-time expenditures that are nonrecurring in nature and which will not require additional future expense outlays for maintenance, additional staffing or other recurring expenditures.

Implementation and review. Upon adoption of this policy the City Council authorizes the City Manager to establish any standards and procedures which may be necessary for its implementation. The City Manager shall review this policy at least annually and make any recommendations for changes to the City Council.

City of Jackson
General Fund
Summary of Revenues, Expenditures and Changes in Fund Balances
FY 2010 & 2011 Actual, FY 2012 Pre-Audit and FY 2013 Budgeted

| | 2009/10 Actual | 2010/11 Actual | 2011/12 | | 2012/13 Adopted |
|---|--------------------|-------------------|-------------------|-------------------|--------------------|
| | | | Budget | Pre-Audit | |
| Revenues: | | | | | |
| Property Taxes | 7,681,891 | 7,016,183 | 6,803,778 | 6,842,984 | 6,722,592 |
| Income Taxes | 6,519,574 | 6,977,923 | 7,375,000 | 7,297,281 | 7,600,000 |
| Licenses And Permits | 250,602 | 269,548 | 256,931 | 260,632 | 264,425 |
| Federal Grants | 80,213 | 348,239 | 19,318 | 12,511 | 1,881 |
| State Grants | 40,423 | 36,694 | 44,453 | 32,322 | 10,300 |
| State Revenue Sharing | 4,458,912 | 4,458,563 | 3,872,376 | 3,906,181 | 3,918,607 |
| Charges For Services | 1,412,009 | 1,333,138 | 1,138,577 | 1,184,700 | 1,232,141 |
| Fines And Forfeits | 261,677 | 224,881 | 170,290 | 199,215 | 171,290 |
| Investment Income | 23,086 | 19,146 | 21,000 | 10,009 | 26,000 |
| Contributions From Other Funds | 154,839 | 172,848 | 216,627 | 216,983 | 162,300 |
| Miscellaneous | 462,054 | 575,706 | 364,486 | 290,320 | 141,843 |
| General Fund Revenues | 21,345,280 | 21,432,869 | 20,282,836 | 20,253,138 | 20,251,379 |
| Expenditures: | | | | | |
| Legislative/Judicial | 105,922 | 99,213 | 103,833 | 101,628 | 103,533 |
| General Government | 4,445,964 | 4,166,038 | 4,138,675 | 4,088,519 | 4,251,059 |
| Police Department | 8,493,885 | 7,794,214 | 7,464,082 | 7,221,824 | 7,560,143 |
| Fire Department | 4,916,357 | 4,637,979 | 3,437,053 | 3,357,123 | 3,175,335 |
| Other Public Safety | 1,733,216 | 1,605,416 | 1,860,451 | 1,821,027 | 2,091,340 |
| Engineering & Public Works | 1,207,078 | 1,180,121 | 1,113,088 | 917,991 | 994,143 |
| Recreation & Culture | 1,430,860 | 1,277,919 | 1,353,097 | 1,362,127 | 1,405,277 |
| Community Enrichment & Development | 171,586 | 145,051 | 136,066 | 132,750 | 221,803 |
| Contributions to Other Funds | 138,900 | 168,500 | 403,310 | 446,000 | 655,875 |
| General Fund Expenses | 22,643,768 | 21,074,451 | 20,009,655 | 19,448,989 | 20,458,508 |
| Revenues Over (Under) Expenditures | (1,298,488) | 358,418 | 273,181 | 804,149 | (207,129) |
| Fund Balance - Beginning of Year (1) | 3,559,950 | 2,261,462 | 2,619,880 | 2,619,880 | 3,424,029 |
| Fund Balance - End of Year (1) | 2,261,462 | 2,619,880 | 2,893,061 | 3,424,029 | 3,216,900 |
| As a Percent of G/F Expenditures | 9.99% | 12.43% | 14.46% | 17.61% | 15.72% |

(1) Fund Balance includes Budget Stabilization Fund

Julius A. Giglio

City Attorney

Bethany M. Smith

Deputy City Attorney

Gilbert W. Carlson

Assistant City Attorney

OFFICE OF THE



CITY ATTORNEY

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Jackson, MI 49201

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MEMORANDUM

December 6, 2012

TO: Patrick Burch, City Manager

FROM: Julius A. Giglio, City Attorney 

RE: Refusal of Tax Reverted Properties

I have prepared a proposed Resolution for City Council to refuse title to tax reverted properties. Please make sure we wish to refuse title to all properties identified in Exhibit A (see attached). If the attached Resolution and Exhibit meet with your approval, please proceed to place this matter on the City Council Agenda for the December 11, 2012 council meeting.

If you have questions, please contact me.

JAG/dn
Att.

RESOLUTION

**Notification of Release of First Right of Refusal
Under Public Act 123 of 1999 for
The County of Jackson**

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 may not yet have been received) for all foreclosed property within its boundaries, and

WHEREAS the City of Jackson has reviewed a list of 2012 foreclosed properties located within its boundaries which are the Parcels identified in attached Exhibit A, and

WHEREAS pursuant to the aforesaid first right of refusal, the City of Jackson has made a determination that it does not 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 11th day of December, 2012, the City of Jackson hereby declines to exercise its first right of refusal for the 2011 Foreclosed Properties located in the City of Jackson, County of Jackson, State of Michigan, identified in Exhibit A.

Dated this _____ day of December, 2012.

STATE OF MICHIGAN)
COUNTY OF JACKSON)
CITY OF JACKSON)

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on _____.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of the City of Jackson, Michigan, on this ___ day of December, 2012.

Lynn Fessel, City Clerk

Tax Reverted Parcels to Reject

December 11, 2012

| PIN | Address | PIN | Address |
|-------------|-------------------|-------------|-------------------|
| 1-030100000 | 514 Blackman Ave | 5-170000000 | 140 E Mansion St |
| 1-0535.1000 | 1007 Lansing Ave | 5-183600000 | 311 E Euclid Ave |
| 1-053800000 | 416 Hill Pl | 5-1896.1000 | 212 E Prospect St |
| 1-060500000 | 418 McKinley St | 6-032900000 | 329 Johnson St |
| 1-082000000 | Dewey St | 6-112200000 | 1615 Deyo St |
| 2-113500000 | 526 W Ganson St | 6-121200000 | v/l LL |
| 3-002200000 | 707 Second St | 6-149700000 | 930 Russell St |
| 3-200800000 | 1011 Second Ct | 6-1830.1000 | S Gorham St |
| 3-203100000 | 910 First St | 7-025800000 | 410 N Park Ave |
| 3-247000000 | 607 W Prospect St | 7-026100000 | 510 Homewild Ave |
| 4-011500000 | 124 W Mason St | 7-0377.1000 | 809 Homewild Ave |
| 4-029800000 | 322 W Wesley St | 7-0592.1000 | 652 Cooper St |
| 4-033100000 | 310 W Mason St | 7-0597.1000 | v/l LL |
| 4-054800000 | 314 W Biddle St | 7-064700000 | 509 E Trail St |
| 4-060400000 | 108 W Morrell St | 7-068800000 | 406 Burr St |
| 4-064300000 | 915 S Jackson St | 8-252800000 | v/l Hobart St |
| 4-068600000 | 1020 Williams St | | |
| 4-0687.3000 | v/l Williams St | | |
| 4-077100000 | 112 W Wilkins St | | |
| 4-077400000 | 113-15 W Mason St | | |
| 4-077700000 | 605 Williams St | | |
| 4-088700000 | 1025 Maple Ave | | |
| 4-090300000 | 1013 Williams St | | |
| 4-090600000 | 1019 Williams St | | |
| 4-092600000 | 1045 Williams St | | |
| 4-100700000 | 1202 Williams St | | |
| 4-110100000 | Woodsum St | | |
| 4-151600000 | 1306 Maple Ave | | |
| 4-154100000 | 1406 Williams St | | |
| 4-1746.2000 | v/l Woodbridge St | | |
| 5-049600000 | 915 Everhard St | | |
| 5-052800000 | 911 Francis St | | |
| 5-062400000 | 914 Francis St | | |
| 5-064600000 | 933 Chittock Ave | | |
| 5-067400000 | 1019 Chittock Ave | | |
| 5-102000000 | 1025 Pigeon St | | |
| 5-103000000 | 113 Wren St | | |
| 5-104100000 | 1018 Pigeon St | | |
| 5-147800000 | 119 Francis Ct | | |