



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

## **AGENDA – CITY COUNCIL MEETING**

February 23, 2010  
7:00 p.m.

1. **Call to Order.**
2. **Pledge of Allegiance** – Invocation by John R. Polaczyk, 6th Ward City Councilmember.
3. **Roll Call.**
4. **Adoption of Agenda.**
5. **Citizen Comments. (3-Minute Limit)**
6. **Presentations/Proclamations.**
7. **Consent Calendar.**
  - A. Approval of the minutes of the regular City Council meeting of February 9, 2010 and the special City Council meeting of February 17, 2010.
  - B. Approval of the request from the Assistant City Attorney to write-off a delinquent accounts receivable invoice, in the amount of \$1,382.50.
  - C. Receipt of CDBG Financial Summary Report through January 31, 2010.
  - D. Receipt of the Dangerous Building Report for January 31, 2010.
  - E. Receipt of the Jackson Fire Department Fire-Transport Proposal and the Jackson Area Fire Apparatus Maintenance Proposal, and referral to the Finance Committee for their review and recommendation.
  - F. Establishment of March 9, 2010, at the City Council meeting as the time and place to hold a public hearing to rescind the Brownfield Plan for 228 W. Michigan Avenue (former Hayes Hotel).
8. **Committee Reports.**
9. **Appointments.**
10. **Public Hearings.**
  - A. Public hearing of necessity for street construction on W. Mason Street from Jackson to Mechanic Street.
    1. Resolution ordering the construction and preparation of the Special Assessment Roll.
  - B. Public hearing of necessity for street construction on Wesley Street from Jackson to Blackstone Street.
    1. Resolution ordering the construction and preparation of the Special Assessment Roll.

- C. Public hearing of necessity for street construction on E. Mason Street from Mechanic to Francis Street.
  - 1. Resolution ordering the construction and preparation of the Special Assessment Roll.
  
- 11. **Resolutions.**
  - A. Consideration of a resolution amending the Jackson Police Department budget to reflect receipt of a Michigan Commission on Law Enforcement Standards (MCOLES) Justice Training Grant, in the amount of \$37,120.00.
  
- 12. **Ordinances.**
  
- 13. **Other Business.**
  - A. Consideration of the request to make the preliminary allocation for fiscal year 2010-2011 Community Development Block Grant (CDBG) and HOME programs or postpone until the March 9, 2010 City Council meeting. (Postponed at the February 9, 2010, City Council meeting.)
  
- 14. **New Business.**
  - A. Consideration of the request from the City Attorney, City Assessor, and City Clerk to take unpaid furlough days.
  - \*B. Consideration of the following recommendations from the Downtown Development Authority (DDA) regarding the Meterless Parking System and the Parking Advisory Committee:
    - 1. Continuation of the Meterless Parking System for Fiscal Year 2009-2010 leaving the rate per space at \$42.00, and maintaining the minimum charge of \$100 based upon the presentation from the City Assessors Department, and the next assessment begin in July 2011 through June 2012.
    - 2. Establishment of March 23, 2010, at the City Council meeting as the time and place to hold a public hearing for the continuation of the Meterless Parking System.
    - 3. Approval of the Downtown Parking Advisory Committee becoming a subcommittee of the Downtown Development Authority.
  
- 15. **City Councilmembers' Comments.**
  
- 16. **Manager's Comments.**
  
- 17. **Adjournment.**

**\*Item Changed, Added or Deleted**

## **JACKSON CITY COUNCIL MEETING**

### **MINUTES**

**FEBRUARY 9, 2010**

#### **CALL TO ORDER.**

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

#### **PLEDGE OF ALLEGIANCE – INVOCATION.**

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

#### **ROLL CALL.**

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

Also Present: Interim City Manager Christopher W. Lewis, City Attorney Julius A. Giglio and City Clerk Lynn Fessel.

#### **AGENDA.**

Motion was made by Councilmember Greer and seconded by Councilmember Howe to adopt the agenda, as revised due to weather, and with the addition of an executive session for real estate and labor negotiation matters. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Howe, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: Councilmember Breeding--1. Absent: 0.

#### **CITIZEN COMMENTS.**

Earl Poleski introduced himself as a candidate for State Representative – 64<sup>th</sup> District.

Shane LaPorte, on behalf of the POLC-Non-Supervisory Unit; Elmer Hitt, on behalf of the POLC-Supervisory Unit; and Richard Terrell, on behalf of the IAFF, asked the Council to support their Letters of Agreement.

Jason Kildea, on behalf of the Gillespie Group and Pat Gillespie, stated they are excited to move forward with the Carnegie Place development.

**PRESENTATIONS/PROCLAMATIONS.**

None.

**EXECUTIVE SESSION TO DISCUSS A LEGAL OPINION OF SALE OF REAL PROPERTY AND LABOR NEGOTIATIONS.**

Motion was made by Councilmember Greer and seconded by Councilmember Howe to go into closed executive session. The motion was adopted by the following vote. Yeas: Councilmembers Howe, Greer, Frounfelker and Polaczyk—4. Nays: Mayor Dunigan and Councilmembers Breeding and Gaiser—3. Absent: 0.

City Attorney Giglio explained that a 3/5's vote of the Council is required to go into executive session to discuss a legal opinion regarding the sale of real property. Motion was made by Councilmember Greer and seconded by Councilmember Polaczyk to reconsider the vote. The motion to reconsider was adopted by the following vote. Yeas: Councilmembers Howe, Greer, Frounfelker and Polaczyk—4. Nays: Mayor Dunigan and Councilmembers Breeding and Gaiser—3. Absent: 0.

Council voted again with the following outcome. Yeas: Councilmembers Howe, Greer, Frounfelker and Polaczyk—4. Nays: Mayor Dunigan and Councilmembers Breeding and Gaiser—3. Absent: 0. Not receiving the required 3/5's vote, Council went into closed executive session to discuss labor negotiations only and not the legal opinion on the sale of real property.

**RETURN TO OPEN SESSION.**

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

**OTHER BUSINESS.**

- A. CONSIDERATION OF THE FOLLOWING REQUESTS FROM CARNEGIE PLACE, LLC, REGARDING A CITY OWNED VACANT PROPERTY LOCATED NORTH OF THE HAYES HOTEL AND WEST OF THE JACKSON DISTRICT LIBRARY:**
- 1. APPROVE THE OPTION TO PURCHASE, PURCHASE AGREEMENT, AND DEVELOPMENT AGREEMENT AS PROPOSED;**
  - 2. APPROVE THE OPTION TO PURCHASE, PURCHASE AGREEMENT, AND DEVELOPMENT AGREEMENT WITH MODIFICATIONS;**
  - 3. REJECT THE OPTION TO PURCHASE, PURCHASE AGREEMENT, AND DEVELOPMENT AGREEMENT; AND**
- AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE DOCUMENT(S), AND FOR STAFF TO MAKE MINOR MODIFICATIONS IF NEEDED, IN ACCORDANCE WITH THE RECOMMENDATION OF THE CITY ATTORNEY. (POSTPONED BY CITY COUNCIL AT THE JANUARY 26, 2010, MEETING.)**

Motion was made by Councilmember Frounfelker and seconded by Councilmember Greer to approve the Option to Purchase and the Purchase Agreement with the following changes. If the Developer terminates the Development Agreement, the Developer will convey the property back to the City for the purchase price paid for the property and approve the Development Agreement and request

staff and City Attorney to include modifications in the Development Agreement and authorize the Mayor and City Clerk to execute all three documents and make minor modifications to the documents. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

**B. CONSIDERATION OF THE REQUEST TO APPROVE THE FIRST RENEWAL OF THE 2009 MATERIALS TESTING CONTRACT WITH CTI AND ASSOCIATES, INC., WIXOM, IN THE AMOUNT OF \$81,000.00, FOR MATERIAL TESTING SERVICES, AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE DOCUMENT(S), AND FOR STAFF TO MAKE ANY MINOR CHANGES IF NECESSARY, IN ACCORDANCE WITH THE RECOMMENDATION OF THE CITY ENGINEER.**

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

**PUBLIC HEARINGS.**

**A. PUBLIC HEARING ON ST. JOHN'S CATHOLIC CHURCH'S APPEAL OF THE HISTORIC DISTRICT COMMISSION'S DECISION DENYING THE CHURCH'S REQUEST TO DEMOLISH THE ST. JOHN'S RECTORY LOCATED AT 717 FRANCIS STREET.**

Mayor Dunigan opened the public hearing. Jim Schneider, St. John's Parish Business Manager; Father Jim Shaver, Pastor of St. John's Church; and Bob Cole, 109 W. Washington, spoke in support of the Church's appeal. Marilyn Guidinger, HDC Chair, spoke in opposition to the appeal. No correspondence was received; the Mayor closed the public hearing.

**1. CONSIDERATION OF ST. JOHN'S CATHOLIC CHURCH'S APPEAL OF THE HISTORIC DISTRICT COMMISSION'S DECISION.**

Motion was made by Councilmember Polaczyk and seconded by Councilmember Frounfelker to appeal the HRC decision and give St. John's Catholic Church the opportunity to rebuild the rectory.

Motion was made by Councilmember Breeding and seconded by Councilmember Polaczyk to amend the motion by adding that the City Council overrules the decision of the Historic District Commission. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

The main motion, as amended, was voted on and adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

**B. PUBLIC HEARING ON THE REQUEST FILED BY REFRIGERATION SALES, INC., TO AMEND INDUSTRIAL DEVELOPMENT DISTRICT NO. 80. (CITY AFFAIRS COMMITTEE RECOMMENDS APPROVAL.)**

Mayor Dunigan opened the public hearing. No one spoke; no correspondence was received. The Mayor closed the public hearing.

**1. RESOLUTION APPROVING THE AMENDED DISTRICT.**

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

**C. PUBLIC HEARING ON THE APPLICATION FOR AN INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE (IFEC) FILED BY REFRIGERATION SALES, INC., LOCATED AT 910 MYRTLE STREET.**

Mayor Dunigan opened the public hearing. No one spoke; no correspondence was received. The Mayor closed the public hearing.

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

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

**D. PUBLIC HEARING OF NECESSITY FOR THE PROPOSED STREET PAVING ON W. ARGYLE STREET FROM N. WISNER STREET TO N. WEST AVENUE.**

Mayor Dunigan opened the public hearing. No one spoke; no correspondence was received. The Mayor closed the public hearing.

**1. RESOLUTION ORDERING THE STREET PAVING AND PREPARATION OF THE SPECIAL ASSESSMENT ROLL.**

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

**APPOINTMENTS.**

**A. APPROVAL OF THE MAYOR'S RECOMMENDATION TO APPOINT MICHELLE WOODS TO THE ELLA W. SHARP PARK BOARD OF TRUSTEES FILLING A CURRENT VACANCY, BEGINNING IMMEDIATELY, AND ENDING JANUARY 31, 2013.**

Motion was made by Councilmember Breeding and seconded by Councilmember Greer to confirm the Mayor's recommendation. The motion was adopted by the following vote.

Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

**B. APPROVAL OF THE MAYOR'S RECOMMENDATION TO APPOINT KEN STAPLETON TO THE BOARD OF REVIEW FILLING A CURRENT VACANCY, BEGINNING IMMEDIATELY, AND ENDING JANUARY 31, 2013.**

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

**C. APPROVAL OF THE MAYOR'S RECOMMENDATION TO REAPPOINT DIANE CERQUEIRA TO THE LOCAL OFFICERS COMPENSATION COMMISSION FOR A SEVEN-YEAR TERM, BEGINNING MARCH 1, 2010, AND ENDING FEBRUARY 28, 2017.**

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

**D. APPROVAL OF THE MAYOR'S RECOMMENDATION TO REAPPOINT DAVID MIKELONIS AND ROBERT F. COLE TO THE JACKSON TRANSPORTATION AUTHORITY FOR A THREE-YEAR TERM EACH, BEGINNING MARCH 2, 2010, AND ENDING MARCH 1, 2013.**

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

**RESOLUTIONS.**

**A. CONSIDERATION OF A RESOLUTION OF SUPPORT FOR AN APPLICATION FOR FISCAL YEAR 2011 FEDERAL APPROPRIATION FUNDING IN THE AMOUNT OF \$1,500,000.00 TO ASSIST WITH THE DEMOLITION OF THE 212 W. MICHIGAN AVENUE BUILDING, AND AUTHORIZATION FOR THE INTERIM CITY MANAGER TO SUBMIT THE APPLICATION AND THE MAYOR TO EXECUTE THE APPROPRIATE DOCUMENT(S).**

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

**B. CONSIDERATION OF A RESOLUTION SUPPORTING THE CONSTRUCTION OF THE CENTER FOR FAMILY HEALTH'S NEW FACILITY LOCATED AT 505 N. JACKSON STREET.**

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

### **CONSENT CALENDAR.**

Mayor Dunigan requested Item D be removed for separation consideration. Motion was made by Councilmember Frounfelker and seconded by Councilmember Polaczyk to approve the following Consent Calendar, with Item D removed for separation consideration. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

#### Consent Calendar

- A. Approval of the minutes of the regular City Council meeting of January 26, 2010.
- B. Approval of a taxicab license for the year ending April 30, 2010, in accordance with the recommendation of the City Clerk.
- C. Approval of the request to approve the low bid award to Bio Tech Agronomics, Beulah, Michigan, at their low bid price of \$0.03 per gallon, for hauling and land application of sewage sludge, in accordance with the recommendation of the Director of Sewage Treatment and Facilities and the Purchasing Agent.
- D. *Removed for separate consideration.*
- E. Receipt of the 2010 Analysis of Impediments to Fair Housing Choice.
- F. Receipt of the 2009 District Court/Administrative Hearings Bureau (AHB) Annual Report.
- G. Receipt of the City Engineer's report for street construction on W. Mason Street from Jackson to Mechanic Street, and establishment of February 23, 2010, at the City Council meeting as the time and place to hold a public hearing of necessity.
- H. Receipt of the City Engineer's report for street construction on Wesley Street from Jackson to Blackstone Street, and establishment of February 23, 2010, at the City Council meeting as the time and place to hold a public hearing of necessity.
- I. Receipt of the City Engineer's report for street construction on Mason Street from Mechanic to Francis Street, and establishment of February 23, 2010, at the City Council meeting as the time and place to hold a public hearing of necessity.
- J. Receipt of the City Engineer's report for street construction on State Street from Pearl to Ganson Street, and establishment of March 9, 2010, at the City Council meeting as the time and place to hold a public hearing of necessity.
- K. Receipt of the City Engineer's report for street construction on Loomis Street from LeRoy to Argyle Street, and establishment of March 9, 2010, at the City Council meeting as the time and place to hold a public hearing of necessity.

### **CONSENT CALENDAR ITEM D.**

*Consideration of the request to approve Amendment No. 5 to the contract with Hamilton Anderson Associates in the increased amount of \$16,781.75, for a total not-to-exceed price of \$424,967.75, for the Grand River ArtsWalk project, and authorization for the Interim City Manager and City Engineer to execute the appropriate document(s).*

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

Greer, Gaiser and Polaczyk—4. Nays: Mayor Dunigan and Councilmembers Breeding and Frounfelker—3. Absent: 0.

**COMMITTEE REPORTS.**

**A. RECEIPT OF THE CITY AFFAIRS COMMITTEE REPORT AND RECOMMENDATIONS:**

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

**B. RECEIPT OF THE RULES AND PERSONNEL COMMITTEE REPORT AND CONSIDERATION OF THEIR RECOMMENDATION THAT THE CITY COUNCIL BRING WARREN RENANDO IN AT HIS EARLIEST CONVENIENCE FOR DISCUSSION.**

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

Motion was made by Councilmember Greer and seconded by Councilmember Gaiser to concur with the recommendation of the Rules and Personnel Committee.

Councilmembers Greer and Gaiser withdrew their motion and second.

Motion was made by Councilmember Greer and seconded by Councilmember Gaiser to bring Warren Renando in for discussion regarding our City Manager position and to determine whether or not we want him to serve as Interim City Manager for a specific period of time. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Greer and Gaiser—4. Nays: Councilmembers Howe, Frounfelker and Polaczyk—3. Absent: 0.

**ORDINANCES.**

**A. FINAL ADOPTION OF ORDINANCE NO. 2010.03, AMENDING CHAPTER 25, CITY CODE, ADDING SECTION 25-31 THAT WILL AUTHORIZE ISSUING CITATIONS TO DISTRICT COURT, IMPOUNDING VEHICLES, OR IMMOBILIZING OF VEHICLES WHERE THE OWNER OF THE VEHICLE HAS SIX (6) OR MORE UNANSWERED PARKING TICKETS. (CITY AFFAIRS COMMITTEE RECOMMENDS APPROVAL.)**

Motion was made by Councilmember Polaczyk and seconded by Councilmember Greer to adopt Ordinance No. 2010.03. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

**B. FINAL ADOPTION OF ORDINANCE NO. 2010.04, AMENDING CHAPTER 28, CITY CODE, ADDING REGULATIONS GOVERNING WIRELESS TELECOMMUNICATION FACILITIES.**

Motion was made by Councilmember Polaczyk and seconded by Councilmember Greer to adopt Ordinance No. 2010.04. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

**NEW BUSINESS.**

**A. ITEM DELETED.**

**B. CONSIDERATION OF THE REQUEST TO APPROVE AN INTERDEPARTMENTAL FUNDING APPLICATION FROM THE CITY ATTORNEY'S OFFICE FOR FISCAL YEAR 2010-2011 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING.**

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

**C. CONSIDERATION OF THE REQUEST TO APPROVE THE PRELIMINARY ALLOCATION FOR FISCAL YEAR 2010-2011 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME PROGRAMS.**

Motion was made by Councilmember Frounfelker and seconded by Councilmember Polaczyk to postpone consideration of this matter until the February 23, 2010, Council meeting. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

**D. CONSIDERATION OF THE 2010 BUILDING INSPECTION DIVISION FEE ADJUSTMENT REQUEST AND REFERRAL TO THE FINANCE COMMITTEE FOR REVIEW AND RECOMMENDATION.**

Motion was made by Councilmember Polaczyk and seconded by Councilmember Greer to refer the 2010 Building Inspection Division fee adjustment request to the Finance Committee for review and recommendation. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

Motion was made by Councilmember Greer and seconded by Councilmember Polaczyk to also refer to the Finance Committee a matter regarding possible energy savings for the City. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser and Polaczyk—6. Nays: 0. Abstain: Councilmember Frounfelker—1. Absent: 0.

**E. CONSIDERATION OF THE REQUEST TO APPROVE A LETTER OF AGREEMENT BETWEEN THE POLICE OFFICERS LABOR COUNCIL (POLC) –**

**NON-SUPERVISORY UNIT AND THE CITY REGARDING EMPLOYEE WAGE CONCESSIONS BEGINNING FEBRUARY 1, 2010, THROUGH JUNE 30, 2011, AND A CONTRACT EXTENSION UNTIL JUNE 30, 2012, IN ACCORDANCE WITH THE RECOMMENDATION OF THE INTERIM CITY MANAGER.**

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

**F. CONSIDERATION OF A REQUEST TO APPROVE NON-UNION EMPLOYEE WAGE CONCESSIONS AND SUSPENSION OF APPENDIX A-1 AND APPENDIX A-2, CITY PERSONNEL POLICY, BEGINNING FEBRUARY 1, 2010, THROUGH JUNE 30, 2011, IN ACCORDANCE WITH THE RECOMMENDATION OF THE INTERIM CITY MANAGER.**

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

**G. CONSIDERATION OF THE REQUEST TO APPROVE THE INTERIM CITY MANAGER'S TEMPORARY WAGE REDUCTION IN THE AMOUNT OF FIVE PERCENT UNTIL THE CONCLUSION OF HIS APPOINTMENT TO THE POSITION.**

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

**H. CONSIDERATION OF THE REQUEST TO APPROVE A LETTER OF AGREEMENT BETWEEN THE POLICE OFFICERS LABOR COUNCIL (POLC) – SUPERVISORY UNIT AND THE CITY REGARDING EMPLOYEE WAGE CONCESSIONS BEGINNING FEBRUARY 1, 2010, THROUGH JUNE 30, 2011, IN ACCORDANCE WITH THE RECOMMENDATION OF THE INTERIM CITY MANAGER.**

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

**I. CONSIDERATION OF THE REQUEST OF THE INTERIM CITY MANAGER TO REFER TO THE FINANCE COMMITTEE OR THE CITY AFFAIRS COMMITTEE FOR FURTHER DISCUSSION AND ANALYSIS THE CITY'S INVOLVEMENT IN SPECIAL EVENTS.**

Motion was made by Councilmember Breeding and seconded by Councilmember Greer to refer the matter to the City Affairs Committee and the Finance Committee. The motion

was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

**J. CONSIDERATION OF THE REQUEST TO APPROVE A LETTER OF AGREEMENT BETWEEN THE CITY AND THE INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS (IAFF) REGARDING EMPLOYEE WAGE CONCESSIONS BEGINNING FEBRUARY 1, 2010, THROUGH JUNE 30, 2011, IN ACCORDANCE WITH THE RECOMMENDATION OF THE INTERIM CITY MANAGER.**

Motion was made by Councilmember Frounfelker and seconded by Councilmember Polaczyk to approve the request.

Motion was made by Councilmember Gaiser and seconded by Councilmember Greer to postpone consideration of this matter until the next regular Council meeting. The motion FAILED adoption by the following vote. Yeas: Councilmember Gaiser—1. Nays: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Frounfelker and Polaczyk—6. Absent: 0.

The main motion was then voted on and adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Frounfelker and Polaczyk—6. Nays: Councilmember Gaiser—1. Absent: 0.

**CITY COUNCILMEMBERS' COMMENTS.**

Councilmember Gaiser reported that the former City Manager met with Ms. Rawlins and other Hibbard Street neighbors. There were discussions and some promises made and they are now asking the City to move forward. He commended the labor unions for their hard work and stated he hopes that the wisdom of the Council prevails because he thinks we are going to end up with serious financial difficulties as a result of these (Letters of Agreement).

Councilmember Frounfelker remarked that three appointed officials wish to bring concessions before the Council and asked if those could come directly to the Council without first going to the Rules & Personnel Committee. The consensus was that they could. He also noted that dates for special meetings for discussion with Warren Renando and a budget strategy session need to be established. He inquired about changes to the downtown parking. He reported on his trip to Midland, stating that they have some neat development in their downtown and 3-hour parking. He announced the next Town Hall meeting will be held at the Jackson District Library – Carnegie Branch on March 11 at 6:30 p.m. In closing, he thanked the Council for supporting the Gillespie project.

Councilmember Polaczyk thanked all City employees for working with the Interim City Manager on negotiations and apologized to Councilmember Greer for calling his remarks “babble.”

Councilmember Breeding asked, in light of all the concessions, for an up-to-date summary of revenue and expenditures in hard copy.

Councilmember Howe thanked City employees for recognizing tough times and problems and taking concessions.

Councilmember Greer thanked everyone who attended the first Town Hall meeting, stating that it was a great meeting with good discussion. He is looking forward to the compilation of input from the

Town Hall meetings. He encouraged all Councilmembers to attend the MML's Capital Conference on April 13 and 14.

Mayor Dunigan announced that the MML will give a special presentation on February 22 at the Ella Sharp Museum on the future of city government. She also reminded everyone of the importance of participating in the census.

**MANAGER'S COMMENTS.**

None.

**ADJOURNMENT.**

No further business being presented, a motion was made by Councilmember Howe and seconded by Councilmember Greer to adjourn the meeting. The motion was adopted by unanimous voice vote and the meeting adjourned at 8:57 p.m.

Lynn Fessel  
City Clerk

**JACKSON CITY COUNCIL  
SPECIAL MEETING MINUTES  
FEBRUARY 17, 2010**

**CALL TO ORDER.**

The Jackson City Council met in special session in the 2<sup>nd</sup> floor Council Chambers in City Hall and was called to order by Mayor Dunigan at 6:34 p.m.

**ROLL CALL.**

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

Also Present: City Attorney Julius A. Giglio and City Clerk Lynn Fessel.

**AGENDA.**

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

Council recessed at 6:35 p.m. and reconvened at 6:41 p.m.

**CITIZEN COMMENTS.**

None.

**DISCUSSION WITH WARREN RENANDO REGARDING THE POSITION OF INTERIM CITY MANAGER.**

The discussion began with opening remarks by Mr. Renando and continued with a question and answer period with the Council.

Motion was made by Councilmember Greer and seconded by Councilmember Howe to direct the Rules and Personnel Committee to negotiate terms with Mr. Renando and bring back a recommendation for the Council's consideration. *In response to Councilmember Polaczyk's question, Councilmember Greer explained that the motion he made is to discuss in detail what the terms of a contract might be with Mr. Renando and to have that come back before Council for consideration, for a yes or no vote to bring him on board or not.* The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Howe, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Breeding—1.

**ADJOURNMENT.**

No further business being presented, a motion was made by Councilmember Greer and seconded by Councilmember Howe to adjourn the meeting. The motion was adopted by unanimous voice vote and the meeting adjourned at 8:05 p.m.

Lynn Fessel  
City Clerk

**Julius A. Giglio**  
*City Attorney*

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

**OFFICE OF THE**



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

**CITY ATTORNEY**

**MEMORANDUM**  
February 16, 2010

To: Honorable Mayor and City Council  
From: Gilbert W. Carlson, Assistant City Attorney  
Re: Accounts Receivable Write-off request

Pursuant to a 1969 resolution, the Accounting Department (now Finance Department) shall submit to the City Commission (now Council), a list of all accounts over six years old and any other accounts for which collection efforts should not be continued due to impracticability and impossibility, as recommended by the City Attorney's Office.

Attached is a memorandum from the Finance Department dated January 10, 2010, requesting a write-off for the listed debts attachment to their memorandum.

The City Attorney's Office concurs with this request. Although the debts are relatively new, they have all been discharged by order of the United States Bankruptcy Court.

Therefore, it is the recommendation of the City Attorney's Office that Council approve the debts listed for write-off as bad debts.

GC/cr

cc: Christopher Lewis, Interim City Manager  
Phil Hones, Finance Director  
Sandra Sykes



## FINANCE

161 West Michigan Avenue — Jackson, Michigan 49201  
Telephone: (517) 788-4030 — Facsimile: (517) 768-5857

### MEMORANDUM

TO: Gilbert Carlson, City Attorney's Office

Cc: Julius Giglio, City Attorney  
Philip Hones, Finance Director

FROM: Sandy Sykes *SS*

DATE: January 28, 2010

SUBJECT: **Accounts Receivable Write-Off Request – Bankruptcy**

RECEIVED  
CITY OF JACKSON

JAN 28 2010

ATTORNEY'S OFFICE

By: \_\_\_\_\_

Attached please find a list of delinquent accounts receivable totaling \$1,382.50 that the Finance Department is requesting to be written off. They are uncollectible (and non-assessable) due to bankruptcy filings. These individuals still own the properties.

These were derived from the list previously sent to you that were indicated as "Discharged by Bankruptcy" (my memo dated 12/10/09 and your response dated 1/13/10). Please note that an incorrect invoice number was provided on one for Elizabeth McKinch (should be 200900532, not 200100532). Invoice amounts are slightly different also, due to an additional month of interest accrued.

I am requesting these be submitted to the City Council at the next practicable meeting.

If you have any questions about any of the invoices please call me at ext. 6382.

Thank you.

Attachment

Stencil	Name	Address	Invoice	Fund	Amt w/int.	Svc performed	Date performed
6-0540	Fairweather, Marlon/Sherrie	109 E Ganson	201000267	101.455	\$28.40	Weed Mow	7/20/2009
4-0939	McKinch, Elisabeth	1223 Maple	200900525	641.460	\$542.37	Clean Up	9/5/2008
			200900487	641.460	\$219.32	Board Up	8/26/2008
			200900155	641.460	\$543.61	Clean Up	7/22/2008
			200100532	101.455	\$48.80	Weed Mow	8/28/2008
					<b>\$1,382.50</b>		



## Community Development

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

February 16, 2010

**TO:** Christopher Lewis, Interim City Manager  
**FROM:** **Carol L. Konieczki, Community Development Director**  
**RE:** CDBG Financial Summary through January 2010

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Attached is a Financial Summary for the CDBG funds through January 2010.

Please place this item for consideration on the February 23, 2010 City Council agenda.

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

CLK:hls

S:\Heather Soat\City Council\2009-2010\2010-01-26\_CDBG Fin Sum memo.doc

**City of Jackson**  
**Community Development Block Grant**  
**Monthly Financial Summary**  
**For the Seven Months Ended January 31, 2010**

	Budgeted	Expended Prior Year	Actual Month-to-Date	Actual Year-to-Date	Total Funds Expended- to-Date	Balance	Percent Spent
<b><u>Public Services</u></b>							
1 American Red Cross (FY 2008/2009)	2,000	1,899	-	101	2,000	-	100.0%
2 Center for Family Health	15,000	-	-	15,000	15,000	-	100.0%
3 Fair Housing Services (FY 2004/2005)	10,000	-	-	-	-	10,000	0.0%
4 Family Services & Children's Aid	10,000	-	-	1,072	1,072	8,928	10.7%
5 Human Relations Comm (Cool Cities Youth Council)							
FY 2007/2008	5,000	2,503	-	427	2,930	2,070	58.6%
FY 2008/2009	1,000	-	-	-	-	1,000	0.0%
6 JAHC - Homeownership Training	6,000	-	-	3,895	3,895	2,105	64.9%
7 JAHC - Foreclosure Prevention & Housing Counseling							
FY 2008/2009	27,273	11,381	-	8,306	19,687	7,586	72.2%
FY 2009/2010	12,500	-	-	-	-	12,500	0.0%
8 Legal Services of SE Michigan (FY 2007/2008)	1,500	919	-	281	1,200	300	80.0%
9 MLK Summer Program	40,000	-	-	40,000	40,000	-	100.0%
10 Neighborhood Resource Centers (FY 2008/2009)	13,187	13,177	-	10	13,187	-	100.0%
11 Partnership Park-After School Programs	5,000	-	-	-	-	5,000	0.0%
12 Salvation Army - Heating Assistance							
FY 2008/2009	63,000	18,001	-	44,999	63,000	-	100.0%
FY 2009/2010	52,000	-	-	-	-	52,000	0.0%
13 United Way - 211 Services							
FY 2008/2009	10,000	7,500	-	2,500	10,000	-	100.0%
FY 2009/2010	12,000	-	3,000	6,000	6,000	6,000	50.0%
<b><u>Administration</u></b>							
14 Administration & Planning							
FY 2008/2009	248,600	145,276	-	103,324	248,600	-	100.0%
FY 2009/2010	216,425	-	15,607	15,859	15,859	200,566	7.3%
<b><u>Code Enforcement</u></b>							
15 City Code Enforcement Division							
FY 2008/2009	500,000	368,816	-	131,184	500,000	-	100.0%
FY 2009/2010	450,000	-	41,012	166,789	166,789	283,211	37.1%
<b><u>Housing Rehabilitation Projects</u></b>							
16 Owner Occupied Housing Rehabilitation							
FY 2007/2008	309,035	47,053	19,135	102,882	149,935	159,100	48.5%
FY 2008/2009	58,980	-	-	-	-	58,980	0.0%
FY 2009/2010	88,000	-	-	-	-	88,000	0.0%
17 City Emergency Hazard Repair Program							
FY 2008/2009	175,000	99,867	-	75,133	175,000	-	100.0%
FY 2009/2010	75,000	-	-	42,276	42,276	32,724	56.4%
18 New Neighbor Program (FY 2005/2006)	80,000	64,082	-	65	64,147	15,853	80.2%
19 World Changers							

	Budgeted	Expended Prior Year	Actual Month-to-Date	Actual Year-to-Date	Total Funds Expended- to-Date	Balance	Percent Spent
FY 2007/2008	45,000	35,980	-	100	36,080	8,920	80.2%
FY 2008/2009	38,250	-	-	-	-	38,250	0.0%
20 Spring Cleanup (FY 2007/2008)							
FY 2007/2008	5,000	4,428	-	572	5,000	-	100.0%
FY 2009/2010	5,000	-	-	5,000	5,000	-	100.0%
21 City Rehab Administration (Denied Loans)							
FY 2008/2009	3,000	851	-	(586)	265	2,735	8.8%
FY 2009/2010	1,000	-	-	-	-	1,000	0.0%
22 Downtown Development Authority - Façade Loans							
FY 2007/2008	15,000	12,820	-	-	12,820	2,180	85.5%
FY 2008/2009	18,000	-	-	-	-	18,000	0.0%
23 John George Home - building repairs	50,000	-	-	50,000	50,000	-	100.0%
24 Grace Haven - shelter repairs (2008/2009)	18,000	-	-	-	-	18,000	0.0%
<b><u>Street Projects</u></b>							
25 Mason - Jackson to Mechanic	91,000	-	-	-	-	91,000	0.0%
26 Mason - Mechanic to Francis	72,000	-	-	-	-	72,000	0.0%
27 Loomis - Leroy to North	90,000	-	-	-	-	90,000	0.0%
28 Loomis - North to Argyle	47,000	-	-	-	-	47,000	0.0%
29 Monroe Street Sidewalk	30,000	-	-	-	-	30,000	0.0%
30 Special Assessments	22,718	-	-	-	-	22,718	0.0%
<b><u>Other Projects</u></b>							
31 Public Works - curb ramps							
FY 2008/2009	40,000	11,347	-	11,223	22,570	17,430	56.4%
FY 2009/2010	67,523	-	-	-	-	67,523	0.0%
32 Tree Removal/Replacement							
FY 2008/2009	25,000	19,257	-	5,743	25,000	-	100.0%
FY 2009/2010	25,000	-	-	9,402	9,402	15,598	37.6%
<b><u>Economic Development</u></b>							
33 Job Creation Loans (FY 2006/2007)							
FY 2006/2007	30,000	-	-	30,000	30,000	-	100.0%
FY 2008/2009	34,000	-	-	34,000	34,000	-	100.0%
FY 2009/2010	36,000	-	-	36,000	36,000	-	100.0%
<b><u>Public Improvements</u></b>							
34 Riverwalk Project (FY 2005/2006)	35,429	30,781	-	3,785	34,566	863	97.6%
35 Grand River Arts Walk (FY 2008/2009)	328,906	199,878	-	40,326	240,204	88,702	73.0%

NOTE: All funds are FY 2009/2010 allocations unless otherwise indicated

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

**CONDEMNED PROPERTIES (DANGEROUS AND UNSAFE) 2010**

Jan-10	Feb-10	March-10	April-10	May-10	June-10	July-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	YTD Total
1												1
CONDEMNED PROPERTIES (DANGEROUS AND UNSAFE) CARRIED OVER FROM 2009 (8 properties are scheduled to for the BCBA, 9 properties have been upheld and are awaiting demolition) CONDEMNED PROPERTIES (DANGEROUS AND UNSAFE) CARRIED OVER FROM 2008 (1 has a new owner who plans on repairing, 1 has been upheld and is awaiting demolition)												19

**This information reflects the number of properties that have been condemned as dangerous and unsafe and properties that remain condemned from 2008.**

**CONDEMNED PROPERTIES THAT HAVE BEEN REPAIRED**

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

**CONDEMNED PROPERTIES THAT HAVE BEEN DEMOLISHED**

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

**The above two tables reflect the total number of condemned properties that have been repaired or demolished.**

**HAZARDOUS PROPERTIES (OPEN AND ACCESSIBLE)**

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

**This information reflects the number of properties that have found to be open and accessible. Once secured the properties are released.**

**UNFIT FOR HUMAN HABITATION (NOTICE TO VACATE)**

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

**This information reflects the number or properties that have been found to be unfit for human habitation and were posted vacated.**

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2010**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
<b>1815 Chapin St (6-1034)</b> Brian Rockwell House	<b>01/25/2010</b> Fire damage throughout. <b>New this month</b>	01/25/2010 Condemned house. 01/26/2010 Notice and Order mailed to owner(s). Owner given 6 weeks to complete demolition. 03/09/2010 Reinspection scheduled.  Permit Information: No permits issued to date.  Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 04/29/2010 if the owner does not comply with the Notice and Order.

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## CITY OF JACKSON

### CONDEMNED PROPERTIES 2009

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
<b>516 Blackman Ave (1-0300)</b> OSB Community Bank House	12/3/09 Fire damage throughout structure.	12/03/09 Condemned house. 12/07/09 Notice and Order mailed to owner(s). Owner was given 30 days to complete demolition. 01/08/2010 Reinspection scheduled.  Permit Information: Demolition permit issued 12/16/09.  Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 01/28/2010 if the owner does not comply with the Notice and Order.
<b>527-29 N Blackstone St (1-0245)</b> Christopher Real Estate LLC House	07/24/09 Fire damage throughout. Unsafe gas/mechanical systems.	07/24/09 Condemned house. 07/26/09 Notice and Order mailed to owner(s). Owner was given 4 months to complete repairs or demolish structure. 11/30/09 Reinspection conducted, no change in status of property.  12/18/09 Staff recommended continuing until January to allow owner time to get court papers signed dismissing the lawsuit. 12/18/09 Board UPEHLD Notice and Order, bids to be requested for demolition.  Permit Information: No permits issued to date.  Current Status: Bids for demolition requested 01/26/2010.

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
<b>726 N Blackstone St (1-0373)</b> Bonnie/Wendell Thompson House	10/08/09 Fire and smoke damage throughout.	10/08/09 Condemned house. 10/23/09 Notice and Order mailed to owner(s). Owner was given 4 months to complete repairs or demolish structure. 02/26/2010 Reinspection scheduled.  Permit Information: No permits issued to date.  Current Status: Property has been repaired by owner, released from condemnation.
<b>1501 S Jackson St (4-1559)</b> Kenneth Zaggy Commercial	11/24/09 Fire damage throughout structure.	11/24/09 Condemned commercial building. 12/02/09 Notice and Order hand delivered to owner(s). Owner given 7 days to install a fence, provide a timeline for repairs/demolition and pull permit. 180 days from the date of permit to complete.  12/18/09 Staff recommended tabling until the January meeting. Owner looking at selling property to someone who will clean up and rehabilitate. 12/18/09 Board tabled until the January Board meeting.  01/28/2010 Staff recommended continuing until the June meeting. Owner has provided performance agreement and should be done by end of May. 01/28/2010 Board continued until the May Board meeting.  Permit Information: No permits issued to date.  Current Status: Property scheduled for the 05/27/2010 Building Code Board of Appeals meeting.

## CITY OF JACKSON

### CONDEMNED PROPERTIES 2009

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
<b>1111 Lansing Ave (1-0654)</b> Karen Lenardson House	10/01/09 Fire damage throughout.	<p>10/01/09 Condemned house. 10/23/09 Notice and Order mailed to owner(s). Owner was given 4 months to complete repairs or demolish structure. 02/26/2010 Reinspection scheduled.</p> <p>01/28/2010 Staff recommended UPHOLDING Notice and Order. Owner should be receiving insurance funds within a couple of weeks and plans to demolish. 01/28/2010 Board UPHELD Notice and Order, bids for demolition to be requested.</p> <p>Permit Information: No permits issued to date.</p> <p>Current Status: Building Board UPHELD Notice and Order, bids for demolition to be requested 03/01/2010.</p>
<b>711 Leroy St (8-1454)</b> Mark Zaborowski Garage	05/08/09 South roof area has open voids in roof system. Rafter support system weather damaged and buckling.	<p>05/06/09 Condemned garage. 05/19/09 Notice and Order mailed to owner(s). Owner given 60 days to complete repairs. 07/20/09 Reinspection conducted, no change in condition/no work.</p> <p>08/21/09 Staff recommended UPHOLDING Notice and Order. 08/21/09 Board UPHELD Notice and Order, bids to be requested for demolition.</p> <p>Permit Information: Demolition permit for garage issued to owner 09/03/09, has since expired. 11/23/09 demolition permit issued to Dunigan Brothers; no inspections.</p> <p>Current Status: Bids for demolition awarded 10/26/09.</p>

CITY OF JACKSON

CONDEMNED PROPERTIES 2009

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
<b>1317 Locust St (6-1620.1)</b> Laureen McGuire Front Porch	12/28/09 Fire damage to front porch.	12/28/09 Condemned front porch. 12/30/09 Notice and Order mailed to owner(s). Owner given 45 days to complete repairs. 02/16/2010 Reinspection scheduled.  Permit Information: Building permit issued 12/31/09 to repair fire damage; no inspections.  Current Status: Property released from condemnation. Repairs will be monitored by Building Inspector under the open building permit.
<b>1220 Loeser Ave (3-1880)</b> Dale Bartell Garage	09/21/09 Detached garage deteriorated and decayed.	09/21/09 Condemned garage. 09/23/09 Notice and Order mailed to owner(s). Owner was given 45 days to complete repairs or demolition. 11/09/09 Reinspection scheduled. <b>County update – 2008 taxes are delinquent.</b>  11/20/09 Staff recommended continuing until December to allow time to contact the bank. 11/20/09 Board continued until the December meeting.  12/18/09 Staff did not make a recommendation. 12/18/09 Board tabled until the January Board meeting to allow bank time to take possession.  01/28/2010 Staff recommended UPHOLDING Notice and Order. 01/28/2010 Board UPHELD Notice and Order, bids to be requested for demolition.  Permit Information: Demolition permit issued 02/01/2010, no inspections.  Current Status: Building Board UPHELD Notice and Order, bids for demolition to be requested 03/02/2010.

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
<b>902 Maple Ave (4-0857)</b> Anthony Gittens House	10/05/09 Fire and smoke damage.	10/05/09 Condemned house. 10/28/09 Notice and Order mailed to owner(s). Owner given 4 months to complete repairs. 03/01/2010 Reinspection scheduled.  Permit Information: Building permit issued 02/04/2010; no inspections.  Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 03/25/2010 if the owner does not comply with the Notice and Order.
<b>1317 E Michigan Ave (6-0382)</b> Jose Delossantos Stairs	07/09/09 South stairway and south 2 <sup>nd</sup> story guardrail is structurally unsafe.	07/09/09 Condemned stairs. 07/15/09 Notice and Order mailed to owner(s). Owner was given 30 days to complete repairs. 10/14/09 Reinspection conducted, no progress.  11/20/09 Staff recommended UPHOLDING Notice and Order. 11/20/09 Board UPHELD Notice and Order, bids to be requested for demolition.  Permit Information: No permits issued to date.  Current Status: Bids for demolition requested February 8, 2010.

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
<b>1421 E Michigan Ave (6-0566)</b> Hakim/Chaudhri Bashir LLC House	08/06/09 Open and accessible. Porch rotted with open holes through floor system.	08/06/09 Condemned house. 08/14/09 Notice and Order mailed to owner(s). Owner was given 45 days to complete repairs. 11/19/09 Reinspection conducted, no change in status of property. <b>County update – 2006, 2007 and 2008 taxes are delinquent.</b>  12/18/09 Staff recommended UPHOLDING Notice and Order. 12/18/09 Board UPHELD Notice and Order, bids for demolition to be requested.  Permit Information: No permits issued to date.  Current Status: Bids for demolition requested January 26, 2010.

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
<b>416 Oak St (7-0175)</b> <b>Jamie Cox (new owner 9/2009)</b> Gary Cox Single Family Home	05/22/09 Foundation deteriorated and decayed and structure open and accessible.	05/22/09 Condemned house. 05/28/09 Notice and Order mailed to owner(s). Owner was given 90 days to complete repairs. 08/31/09 Reinspection conducted, owner making progress. 10/01/09 Administrative reinspection, still dangerous and unsafe.  10/16/09 Staff recommended tabling until the November meeting. Owner has started repairs but needs more time. 10/16/09 Board tabled until the November meeting.  11/20/09 Staff recommended tabling until the December meeting. Owner continues to make progress, nearing completion. 11/20/09 Board tabled until the December meeting.  12/18/09 Staff recommended UPHOLDING Notice and Order. 12/18/09 Board UPHELD Notice and Order, bids for demolition to be requested.  Permit Information: No permits issued to date.  Current Status: Bids for demolition requested January 26, 2010.
<b>604 Page Ave (6-0752)</b> Fat Jimmy's LLC Commercial	05/21/09 Property deteriorated and decayed.	05/21/09 Condemned structure. 05/28/09 Notice and Order mailed to owner(s). Owner was given 90 days to complete repairs. 08/31/09 Reinspection conducted, owner making progress. 10/01/09 Administrative reinspection, still dangerous and unsafe. <b>County update – 2008 taxes are delinquent.</b>  Permit Information: Demolition permit issued 08/25/09, no inspections. Permit expired.  Current Status: All dangerous conditions have been repaired by owner. Released from condemnation.

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
<b>514 N Pleasant St (8-0365)</b> Daryl Hoskins House	10/01/09 Fire damage throughout structure.	10/01/09 Condemned house. 11/5/09 Notice and Order mailed to owner(s). Owner was given 90 days to complete repairs. 02/08/2010 Reinspection scheduled.  01/28/2010 Staff recommended continuing until the February meeting to allow owner time to work with his insurance company on a settlement. 01/28/2010 Board continued until the February 25, 2010, Board meeting.  Permit Information: No permits issued to date.  Current Status: Property scheduled for the 02/25/2010 Building Code Board of Appeals meeting.
<b>317-19 Union St (4-1208)</b> Dale Bartell Garage	07/21/09 Rear lean too roof system of barn collapsing. Support structure collapsed into center area of roof.	07211/09 Condemned garage. 07/08/09 Notice and Order mailed to owner(s). Owner was given 60 days to complete repairs or demolish. 09/25/09 Reinspection conducted, owner has started repairs.  10/16/09 Staff recommended tabling until December. Owner has pulled the permit and started repairs. 10/16/09 Board tabled until the December Board meeting.  12/18/09 Staff recommended UPHOLDING Notice and Order. 12/18/09 Board UPHELD Notice and Order, bids for demolition to be requested.  Permit Information: Building permit issued 10/12/09, no inspections.  Current Status: Property placed on the February 25, 2010, Building Board agenda for reconsideration.

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
322 W Wesley St (4-0298) Thomas Wilson House	10/01/09 Fire damage throughout house.	10/01/09 Condemned house. 10/06/09 Notice and Order mailed to owner(s). Owner was given 4 months to complete repairs or demolish. 02/08/2010 Reinspection scheduled.  Permit Information: No permits issued to date.  Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 03/25/2010 if the owner does not comply with the Notice and Order.

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**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

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

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
<b>605 Williams St (4-0777)</b> Starting Point Financial Porch	08/06/09 Front porch system rotted. Second story stair system fire damaged and unsafe. Rotted floor landing (2 <sup>nd</sup> story).	08/06/09 Condemned porch. 08/13/09 Notice and Order mailed to owner(s). Owner was given 30 days to complete repairs. 10/14/09 Reinspection conducted, no progress.  11/20/09 Staff recommended UPHOLDING Notice and Order. 11/20/09 Board UPHELD Notice and Order, bids to be requested for demolition.  Permit Information: No permits issued to date.  Current Status: Bids for demolition requested February 8, 2010.
<b>1013 Williams St (4-0903)</b> Enroy Tomlinson Garage	11/09/09 Fire damage to garage.	11/09/09 Condemned garage. 11/10/09 Notice and Order mailed to owner(s). Owner was given 30 days to demolish garage. 12/11/2010 Reinspection scheduled.  Permit Information: No permits issued to date.  Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 01/28/2010 if the owner does not comply with the Notice and Order.

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
<b>1228 Williams St (4-0998)</b> Christopher Lloyd-Bowser Garage	02/20/09 Roof system is rotted and caving in; open holes throughout roof system. Entry doors missing.	02/20/09 Condemned garage. 02/27/09 Notice and Order mailed to owner(s). Owner was given 45 days to demolish. 04/17/09 Reinspection revealed owner has pulled permit and work has started.  Permit Information: Building permit to repair roof issued 05/08/09, no inspections. Permit expired 11/4/09.  12/18/09 Staff recommended UPHOLDING Notice and Order. 12/18/09 Board UPHELD Notice and Order, bids for demolition to be requested.  Permit Information: No permits issued to date.  Current Status: Bids for demolition requested January 26, 2010.

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2008**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
<b>320 W Biddle St (4-0549)</b> <b>Teri Pedersen (new owner 1/2010)</b> County of Jackson (new owner 5/2009) MoHawk United LLC Deutsche Bank Natl Trust Single Family Dwelling	10/17/08 Open front and back door and broken windows. Interior unfit for human habitation.	10/17/08 Condemned house. 10/24/08 Emergency Order signed. 10/27/08 Property secured by DPW. 10/29/08 Notice and Order mailed to owner(s). 12/08/08 Reinspection conducted; property is secured and roof is tarped.  01/23/09 Staff recommended UPHOLDING Notice and Order. 01/23/09 Board UPHELD Notice and Order, bids to be requested for demolition.  Permit Information: No permits issued to date.  Current Status: Bid for demolition awarded 08/24/09.  County sold property, awaiting deed. Demolition on hold, new owner plans to repair.
<b>316 W Mason St (4-0337)</b> Cortez/Sarah Cain Two Unit Dwelling	09/26/08 Fire damage to back porch and kitchen.	09/26/08 Condemned house. 10/07/08 Notice and Order mailed to owner(s). 11/24/08 Reinspection conducted; porch has been removed.  12/19/08 Staff recommended continuing until January to see if we receive ACT 495 Funds. 12/19/08 Board continued until the January Board meeting.  01/23/09 Staff recommended continuing until the February meeting for contractor to pull permit and start repairs. 01/23/09 Board continued until the February Board meeting.  02/20/09 Staff had no recommendation. 02/20/09 Board UPHELD Notice and Order, action failed due to lack of majority of vote. 02/20/09 Board continued until the March Board meeting.  03/20/09 Staff recommended continuing until April to allow owner/contractor time to get permits pulled and start repairs. 03/20/09 Board continued until the April Board meeting.

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2008**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
<b>316 W Mason St (4-0337) (continued)</b>		<p>04/17/09 Staff recommended continuing until May for owners to get required permits pulled. 04/17/09 Board continued until the May Board meeting.</p> <p>05/22/09 Staff recommended continuing until July for owners to continue with repairs. 05/22/09 Board continued until the July Board meeting.</p> <p>07/17/09 Staff recommended continuing until August for owner to get deed and apply for lead rehab. 07/17/09 Board continued until the August Board meeting.</p> <p>08/21/09 Staff recommended continuing until 10/16/09 for owner to get deed signed and apply for rehab loan. 08/21/09 Board continued until the October Board meeting.</p> <p>10/16/09 Staff recommended UPHOLDING Notice and Order. 10/16/09 Board UPHELD Notice and Order, bids for demolition to be requested.</p> <p>11/02/09 Owner filed for reconsideration. Placed on the 11/20/09 Building Board agenda.</p> <p>11/20/09 Staff recommended continuing until 01/28/2010 to allow owner to continue repairing. 11/20/09 Board continued until the January Board meeting.</p> <p>Permit Information: Building permit issued 05/11/09, no inspections. Permit expired 11/07/09.</p> <p>Current Status: Dangerous conditions have been repaired by owner. Released by building inspector.</p>

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2008**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
<b>800 S Mechanic St (4-0600)</b> Gregory Cole Multi Family Dwelling	08/06/08 Open doors and windows, damaged walls and floor in back bathroom on first floor.	08/06/08 Condemned house. 08/08/08 Emergency Order signed. 08/08/08 Property secured by DPW. 08/13/08 Notice and Order mailed to owner(s). 09/17/08 Reinspection conducted; no change in status.  02/20/09 Staff recommended continuing until March. 02/20/09 Board continued until the March Board meeting.  03/20/09 Staff recommended UPHOLDING Notice and Order. 03/20/09 Board UPHELD Notice and Order, bids to be requested for demolition.  06/19/09 Staff recommended UPHOLDING Notice and Order. 06/19/09 Board UPHELD Notice and Order, bids to be requested for demolition.  Permit Information: Electrical permit issued 12/23/08; 01/14/09 rough approved. Building permit reinstated 04/22/09, no inspections.  Current Status: Bids for demolition requested on January 26, 2010.

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2008**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
<b>416 Wilson St (6-0320)</b> Melissa Wallace Single Family Dwelling	09/04/08 Open windows and doors.	09/04/08 Condemned house. 09/10/08 Emergency Order signed. 09/11/08 Property secured by DPW. 09/24/08 Notice and Order mailed to owner(s). 12/08/08 Reinspection conducted; property secured and exterior cleaned by DPW. <b>County update – Forfeiture, 2007 and 2008 taxes delinquent.</b>  12/19/08 Staff had no recommendation. 12/19/08 Board continued until the January meeting due to the weather.  01/23/09 Staff recommended UPHOLDING Notice and Order. 01/23/09 Board UPHELD Notice and Order, bids to be requested for demolition.  03/20/09 Staff recommended tabling until May for owner to start repairs. 03/20/09 Board tabled until the May Board meeting.  05/22/09 Staff recommended tabling until July for owner to get help from Habitat. 05/22/09 Board tabled until the July Board meeting,  07/17/09 Staff recommended UPHOLDING Notice and Order. 07/17/09 Board UPHELD Notice and Order, bids to be requested for demolition.  Permit Information: Demolition permit issued 12/04/09..  <b>Current Status: Property demolished per Building Board order.</b>

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2008**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
<b>502 Wilson St (6-0319)</b> Bryan Haywood Single Family Dwelling	09/04/08 Open windows and doors and incomplete renovation, missing exterior sheathing and siding.	09/04/08 Condemned house. 09/10/08 Emergency Order signed. 09/11/08 Property secured by DPW. 09/23/08 Notice and Order mailed to owner(s). 12/08/08 Reinspection conducted; property secured and cleaned by DPW.  12/19/08 Staff had no recommendation. 12/19/08 Board continued until the January meeting due to the weather.  01/23/09 Staff recommended UPHOLDING Notice and Order. 01/23/09 Board UPHELD Notice and Order, bids to be requested for demolition.  02/20/09 Staff recommended tabling until March to see if owner is able to start on repairs. 02/20/09 Board tabled until the March Board meeting.  03/20/09 Staff recommended tabling until May for owner to apply for rehab. 03/20/09 Board tabled until the May Board meeting.  05/22/09 Staff recommended tabling until July to check status of rehab loan application. 05/22/09 Board tabled until the July Board meeting.  07/17/09 Staff recommended tabling until November for owners rehab application to be processed. 07/17/09 Board tabled until the November meeting.  11/20/09 Staff recommended tabling until January, owners rehab application still in process. 11/20/09 Board tabled until the January meeting.  Permit Information: No permits issued to date.  Current Status: Property is no longer dangerous and unsafe. Released from condemnation and posted as unfit for human habitation until property is rehabbed.

**CITY OF JACKSON**

**HAZARDOUS PROPERTIES**

(Secured and Released)

<b>Property Address (Stencil #)</b>	<b>Date of Compliant</b>	<b>Date Owner Notified</b>	<b>Date Referred to DPW or Contractor</b>	<b>Date Secured</b>
<b>1109 Francis St (5-1069)</b> John Colvin House	01/25/2010	01/26/2010	02/01/2010	02/04/2010
<b>505 N Jackson St (1-0145)</b> Center for Family Health Inc Commercial	12/28/09	12/30/09	01/07/2010	01/08/2010
<b>800 Third St (3-1942)</b> Matthew Ryan House	12/18/09	12/21/09	12/28/09	01/05/2010
<b>332 W Wilkins St (4-0404)</b> Samuel Squires Apartment	01/25/2010	01/26/2010	02/01/2010	

**CITY OF JACKSON**

**UNFIT FOR HUMAN HABITATION**

(Notice to Vacate)

<b>Property Address (Stencil #)</b>	<b>Reason Vacated</b>	<b>Date of Complaint</b>	<b>Date Vacated</b>	<b>Reported by</b>	<b>Vacated by</b>	<b>Date Released</b>
<b>2019 First St (3-3211)</b> Cynthia Rowen House	Unfit for human habitation	01/08/2010	01/08/2010	Neighbor	Brian Taylor	
<b>1034 Hamilton St (8-2434)</b> Terry Cox House	Unfit for human habitation	01/04/2010	01/04/2010	JPD	Brian Taylor	



# Department of Community Development

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

Administrative Services  
(517) 788-4060

Building Inspection  
(517) 788-4012

Rehabilitation Services & Information  
(517) 788-4070

Date: February 16, 2010

To: Building Code Board of Examiners and Appeals Members

From: Frank Donovan, Chief Building Official

Subject: Dangerous Building Report

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

Page 1	Dangerous Building Report Summary Sheet
Page 2	Condemned Properties (Dangerous and Unsafe) 2010
Page 3 – 14	Condemned Properties (Dangerous and Unsafe) 2009
Page 15 - 19	Condemned Properties (Dangerous and Unsafe) 2008
Page 20	Hazardous Properties (Secured and Released)
Page 21	Unfit for Human Habitation (Notice to Vacate)

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

FD/smp



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

**CONDEMNED PROPERTIES (DANGEROUS AND UNSAFE) 2010**

Jan-10	Feb-10	March-10	April-10	May-10	June-10	July-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	YTD Total
1												1
CONDEMNED PROPERTIES (DANGEROUS AND UNSAFE) CARRIED OVER FROM 2009 (8 properties are scheduled to for the BCBA, 9 properties have been upheld and are awaiting demolition) CONDEMNED PROPERTIES (DANGEROUS AND UNSAFE) CARRIED OVER FROM 2008 (1 has a new owner who plans on repairing, 1 has been upheld and is awaiting demolition)												19

**This information reflects the number of properties that have been condemned as dangerous and unsafe and properties that remain condemned from 2008.**

**CONDEMNED PROPERTIES THAT HAVE BEEN REPAIRED**

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

**CONDEMNED PROPERTIES THAT HAVE BEEN DEMOLISHED**

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

**The above two tables reflect the total number of condemned properties that have been repaired or demolished.**

**HAZARDOUS PROPERTIES (OPEN AND ACCESSIBLE)**

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

**This information reflects the number of properties that have found to be open and accessible. Once secured the properties are released.**

**UNFIT FOR HUMAN HABITATION (NOTICE TO VACATE)**

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

**This information reflects the number or properties that have been found to be unfit for human habitation and were posted vacated.**

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2010**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
<b>1815 Chapin St (6-1034)</b> Brian Rockwell House	<b>01/25/2010</b> Fire damage throughout. <b>New this month</b>	01/25/2010 Condemned house. 01/26/2010 Notice and Order mailed to owner(s). Owner given 6 weeks to complete demolition. 03/09/2010 Reinspection scheduled.  Permit Information: No permits issued to date.  Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 04/29/2010 if the owner does not comply with the Notice and Order.

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**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
<b>516 Blackman Ave (1-0300)</b> OSB Community Bank House	12/3/09 Fire damage throughout structure.	12/03/09 Condemned house. 12/07/09 Notice and Order mailed to owner(s). Owner was given 30 days to complete demolition. 01/08/2010 Reinspection scheduled.  Permit Information: Demolition permit issued 12/16/09.  Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 01/28/2010 if the owner does not comply with the Notice and Order.
<b>527-29 N Blackstone St (1-0245)</b> Christopher Real Estate LLC House	07/24/09 Fire damage throughout. Unsafe gas/mechanical systems.	07/24/09 Condemned house. 07/26/09 Notice and Order mailed to owner(s). Owner was given 4 months to complete repairs or demolish structure. 11/30/09 Reinspection conducted, no change in status of property.  12/18/09 Staff recommended continuing until January to allow owner time to get court papers signed dismissing the lawsuit. 12/18/09 Board UPEHLD Notice and Order, bids to be requested for demolition.  Permit Information: No permits issued to date.  Current Status: Bids for demolition requested 01/26/2010.

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
<b>726 N Blackstone St (1-0373)</b> Bonnie/Wendell Thompson House	10/08/09 Fire and smoke damage throughout.	10/08/09 Condemned house. 10/23/09 Notice and Order mailed to owner(s). Owner was given 4 months to complete repairs or demolish structure. 02/26/2010 Reinspection scheduled.  Permit Information: No permits issued to date.  Current Status: Property has been repaired by owner, released from condemnation.
<b>1501 S Jackson St (4-1559)</b> Kenneth Zaggy Commercial	11/24/09 Fire damage throughout structure.	11/24/09 Condemned commercial building. 12/02/09 Notice and Order hand delivered to owner(s). Owner given 7 days to install a fence, provide a timeline for repairs/demolition and pull permit. 180 days from the date of permit to complete.  12/18/09 Staff recommended tabling until the January meeting. Owner looking at selling property to someone who will clean up and rehabilitate. 12/18/09 Board tabled until the January Board meeting.  01/28/2010 Staff recommended continuing until the June meeting. Owner has provided performance agreement and should be done by end of May. 01/28/2010 Board continued until the May Board meeting.  Permit Information: No permits issued to date.  Current Status: Property scheduled for the 05/27/2010 Building Code Board of Appeals meeting.

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
<b>1111 Lansing Ave (1-0654)</b> Karen Lenardson House	10/01/09 Fire damage throughout.	10/01/09 Condemned house. 10/23/09 Notice and Order mailed to owner(s). Owner was given 4 months to complete repairs or demolish structure. 02/26/2010 Reinspection scheduled.  01/28/2010 Staff recommended UPHOLDING Notice and Order. Owner should be receiving insurance funds within a couple of weeks and plans to demolish. 01/28/2010 Board UPHELD Notice and Order, bids for demolition to be requested.  Permit Information: No permits issued to date.  Current Status: Building Board UPHELD Notice and Order, bids for demolition to be requested 03/01/2010.
<b>711 Leroy St (8-1454)</b> Mark Zaborowski Garage	05/08/09 South roof area has open voids in roof system. Rafter support system weather damaged and buckling.	05/06/09 Condemned garage. 05/19/09 Notice and Order mailed to owner(s). Owner given 60 days to complete repairs. 07/20/09 Reinspection conducted, no change in condition/no work.  08/21/09 Staff recommended UPHOLDING Notice and Order. 08/21/09 Board UPHELD Notice and Order, bids to be requested for demolition.  Permit Information: Demolition permit for garage issued to owner 09/03/09, has since expired. 11/23/09 demolition permit issued to Dunigan Brothers; no inspections.  Current Status: Bids for demolition awarded 10/26/09.

CITY OF JACKSON

CONDEMNED PROPERTIES 2009

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
1317 Locust St (6-1620.1) Laureen McGuire Front Porch	12/28/09 Fire damage to front porch.	12/28/09 Condemned front porch. 12/30/09 Notice and Order mailed to owner(s). Owner given 45 days to complete repairs. 02/16/2010 Reinspection scheduled.  Permit Information: Building permit issued 12/31/09 to repair fire damage; no inspections.  Current Status: Property released from condemnation. Repairs will be monitored by Building Inspector under the open building permit.
1220 Loeser Ave (3-1880) Dale Bartell Garage	09/21/09 Detached garage deteriorated and decayed.	09/21/09 Condemned garage. 09/23/09 Notice and Order mailed to owner(s). Owner was given 45 days to complete repairs or demolition. 11/09/09 Reinspection scheduled. <b>County update – 2008 taxes are delinquent.</b>  11/20/09 Staff recommended continuing until December to allow time to contact the bank. 11/20/09 Board continued until the December meeting.  12/18/09 Staff did not make a recommendation. 12/18/09 Board tabled until the January Board meeting to allow bank time to take possession.  01/28/2010 Staff recommended UPHOLDING Notice and Order. 01/28/2010 Board UPHELD Notice and Order, bids to be requested for demolition.  Permit Information: Demolition permit issued 02/01/2010, no inspections.  Current Status: Building Board UPHELD Notice and Order, bids for demolition to be requested 03/02/2010.

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
<b>902 Maple Ave (4-0857)</b> Anthony Gittens House	10/05/09 Fire and smoke damage.	10/05/09 Condemned house. 10/28/09 Notice and Order mailed to owner(s). Owner given 4 months to complete repairs. 03/01/2010 Reinspection scheduled.  Permit Information: Building permit issued 02/04/2010; no inspections.  Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 03/25/2010 if the owner does not comply with the Notice and Order.
<b>1317 E Michigan Ave (6-0382)</b> Jose Delossantos Stairs	07/09/09 South stairway and south 2 <sup>nd</sup> story guardrail is structurally unsafe.	07/09/09 Condemned stairs. 07/15/09 Notice and Order mailed to owner(s). Owner was given 30 days to complete repairs. 10/14/09 Reinspection conducted, no progress.  11/20/09 Staff recommended UPHOLDING Notice and Order. 11/20/09 Board UPHELD Notice and Order, bids to be requested for demolition.  Permit Information: No permits issued to date.  Current Status: Bids for demolition requested February 8, 2010.

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
<b>1421 E Michigan Ave (6-0566)</b> Hakim/Chaudhri Bashir LLC House	08/06/09 Open and accessible. Porch rotted with open holes through floor system.	08/06/09 Condemned house. 08/14/09 Notice and Order mailed to owner(s). Owner was given 45 days to complete repairs. 11/19/09 Reinspection conducted, no change in status of property. <b>County update – 2006, 2007 and 2008 taxes are delinquent.</b>  12/18/09 Staff recommended UPHOLDING Notice and Order. 12/18/09 Board UPHELD Notice and Order, bids for demolition to be requested.  Permit Information: No permits issued to date.  Current Status: Bids for demolition requested January 26, 2010.

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
<b>416 Oak St (7-0175)</b> <b>Jamie Cox (new owner 9/2009)</b> Gary Cox Single Family Home	05/22/09 Foundation deteriorated and decayed and structure open and accessible.	05/22/09 Condemned house. 05/28/09 Notice and Order mailed to owner(s). Owner was given 90 days to complete repairs. 08/31/09 Reinspection conducted, owner making progress. 10/01/09 Administrative reinspection, still dangerous and unsafe.  10/16/09 Staff recommended tabling until the November meeting. Owner has started repairs but needs more time. 10/16/09 Board tabled until the November meeting.  11/20/09 Staff recommended tabling until the December meeting. Owner continues to make progress, nearing completion. 11/20/09 Board tabled until the December meeting.  12/18/09 Staff recommended UPHOLDING Notice and Order. 12/18/09 Board UPHELD Notice and Order, bids for demolition to be requested.  Permit Information: No permits issued to date.  Current Status: Bids for demolition requested January 26, 2010.
<b>604 Page Ave (6-0752)</b> Fat Jimmy's LLC Commercial	05/21/09 Property deteriorated and decayed.	05/21/09 Condemned structure. 05/28/09 Notice and Order mailed to owner(s). Owner was given 90 days to complete repairs. 08/31/09 Reinspection conducted, owner making progress. 10/01/09 Administrative reinspection, still dangerous and unsafe. <b>County update – 2008 taxes are delinquent.</b>  Permit Information: Demolition permit issued 08/25/09, no inspections. Permit expired.  Current Status: All dangerous conditions have been repaired by owner. Released from condemnation.

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
<b>514 N Pleasant St (8-0365)</b> Daryl Hoskins House	10/01/09 Fire damage throughout structure.	10/01/09 Condemned house. 11/5/09 Notice and Order mailed to owner(s). Owner was given 90 days to complete repairs. 02/08/2010 Reinspection scheduled.  01/28/2010 Staff recommended continuing until the February meeting to allow owner time to work with his insurance company on a settlement. 01/28/2010 Board continued until the February 25, 2010, Board meeting.  Permit Information: No permits issued to date.  Current Status: Property scheduled for the 02/25/2010 Building Code Board of Appeals meeting.
<b>317-19 Union St (4-1208)</b> Dale Bartell Garage	07/21/09 Rear lean too roof system of barn collapsing. Support structure collapsed into center area of roof.	07211/09 Condemned garage. 07/08/09 Notice and Order mailed to owner(s). Owner was given 60 days to complete repairs or demolish. 09/25/09 Reinspection conducted, owner has started repairs.  10/16/09 Staff recommended tabling until December. Owner has pulled the permit and started repairs. 10/16/09 Board tabled until the December Board meeting.  12/18/09 Staff recommended UPHOLDING Notice and Order. 12/18/09 Board UPHELD Notice and Order, bids for demolition to be requested.  Permit Information: Building permit issued 10/12/09, no inspections.  Current Status: Property placed on the February 25, 2010, Building Board agenda for reconsideration.

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
322 W Wesley St (4-0298) Thomas Wilson House	10/01/09 Fire damage throughout house.	10/01/09 Condemned house. 10/06/09 Notice and Order mailed to owner(s). Owner was given 4 months to complete repairs or demolish. 02/08/2010 Reinspection scheduled.  Permit Information: No permits issued to date.  Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 03/25/2010 if the owner does not comply with the Notice and Order.

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**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

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

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
<b>605 Williams St (4-0777)</b> Starting Point Financial Porch	08/06/09 Front porch system rotted. Second story stair system fire damaged and unsafe. Rotted floor landing (2 <sup>nd</sup> story).	08/06/09 Condemned porch. 08/13/09 Notice and Order mailed to owner(s). Owner was given 30 days to complete repairs. 10/14/09 Reinspection conducted, no progress.  11/20/09 Staff recommended UPHOLDING Notice and Order. 11/20/09 Board UPHELD Notice and Order, bids to be requested for demolition.  Permit Information: No permits issued to date.  <b>Current Status: Bids for demolition requested February 8, 2010.</b>
<b>1013 Williams St (4-0903)</b> Enroy Tomlinson Garage	11/09/09 Fire damage to garage.	11/09/09 Condemned garage. 11/10/09 Notice and Order mailed to owner(s). Owner was given 30 days to demolish garage. 12/11/2010 Reinspection scheduled.  Permit Information: No permits issued to date.  <b>Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 01/28/2010 if the owner does not comply with the Notice and Order.</b>

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
<b>1228 Williams St (4-0998)</b> Christopher Lloyd-Bowser Garage	02/20/09 Roof system is rotted and caving in; open holes throughout roof system. Entry doors missing.	02/20/09 Condemned garage. 02/27/09 Notice and Order mailed to owner(s). Owner was given 45 days to demolish. 04/17/09 Reinspection revealed owner has pulled permit and work has started.  Permit Information: Building permit to repair roof issued 05/08/09, no inspections. Permit expired 11/4/09.  12/18/09 Staff recommended UPHOLDING Notice and Order. 12/18/09 Board UPHELD Notice and Order, bids for demolition to be requested.  Permit Information: No permits issued to date.  Current Status: Bids for demolition requested January 26, 2010.

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2008**

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
<b>320 W Biddle St (4-0549)</b> <b>Teri Pedersen (new owner 1/2010)</b> County of Jackson (new owner 5/2009) MoHawk United LLC Deutsche Bank Natl Trust Single Family Dwelling	10/17/08 Open front and back door and broken windows. Interior unfit for human habitation.	10/17/08 Condemned house. 10/24/08 Emergency Order signed. 10/27/08 Property secured by DPW. 10/29/08 Notice and Order mailed to owner(s). 12/08/08 Reinspection conducted; property is secured and roof is tarped.  01/23/09 Staff recommended UPHOLDING Notice and Order. 01/23/09 Board UPHELD Notice and Order, bids to be requested for demolition.  Permit Information: No permits issued to date.  Current Status: Bid for demolition awarded 08/24/09.  County sold property, awaiting deed. Demolition on hold, new owner plans to repair.
<b>316 W Mason St (4-0337)</b> Cortez/Sarah Cain Two Unit Dwelling	09/26/08 Fire damage to back porch and kitchen.	09/26/08 Condemned house. 10/07/08 Notice and Order mailed to owner(s). 11/24/08 Reinspection conducted; porch has been removed.  12/19/08 Staff recommended continuing until January to see if we receive ACT 495 Funds. 12/19/08 Board continued until the January Board meeting.  01/23/09 Staff recommended continuing until the February meeting for contractor to pull permit and start repairs. 01/23/09 Board continued until the February Board meeting.  02/20/09 Staff had no recommendation. 02/20/09 Board UPHELD Notice and Order, action failed due to lack of majority of vote. 02/20/09 Board continued until the March Board meeting.  03/20/09 Staff recommended continuing until April to allow owner/contractor time to get permits pulled and start repairs. 03/20/09 Board continued until the April Board meeting.

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2008**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
<b>316 W Mason St (4-0337) (continued)</b>		<p>04/17/09 Staff recommended continuing until May for owners to get required permits pulled. 04/17/09 Board continued until the May Board meeting.</p> <p>05/22/09 Staff recommended continuing until July for owners to continue with repairs. 05/22/09 Board continued until the July Board meeting.</p> <p>07/17/09 Staff recommended continuing until August for owner to get deed and apply for lead rehab. 07/17/09 Board continued until the August Board meeting.</p> <p>08/21/09 Staff recommended continuing until 10/16/09 for owner to get deed signed and apply for rehab loan. 08/21/09 Board continued until the October Board meeting.</p> <p>10/16/09 Staff recommended UPHOLDING Notice and Order. 10/16/09 Board UPHELD Notice and Order, bids for demolition to be requested.</p> <p>11/02/09 Owner filed for reconsideration. Placed on the 11/20/09 Building Board agenda.</p> <p>11/20/09 Staff recommended continuing until 01/28/2010 to allow owner to continue repairing. 11/20/09 Board continued until the January Board meeting.</p> <p>Permit Information: Building permit issued 05/11/09, no inspections. Permit expired 11/07/09.</p> <p>Current Status: Dangerous conditions have been repaired by owner. Released by building inspector.</p>

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2008**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
<b>800 S Mechanic St (4-0600)</b> Gregory Cole Multi Family Dwelling	08/06/08 Open doors and windows, damaged walls and floor in back bathroom on first floor.	08/06/08 Condemned house. 08/08/08 Emergency Order signed. 08/08/08 Property secured by DPW. 08/13/08 Notice and Order mailed to owner(s). 09/17/08 Reinspection conducted; no change in status.  02/20/09 Staff recommended continuing until March. 02/20/09 Board continued until the March Board meeting.  03/20/09 Staff recommended UPHOLDING Notice and Order. 03/20/09 Board UPHELD Notice and Order, bids to be requested for demolition.  06/19/09 Staff recommended UPHOLDING Notice and Order. 06/19/09 Board UPHELD Notice and Order, bids to be requested for demolition.  Permit Information: Electrical permit issued 12/23/08; 01/14/09 rough approved. Building permit reinstated 04/22/09, no inspections.  Current Status: Bids for demolition requested on January 26, 2010.

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2008**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
<b>416 Wilson St (6-0320)</b> Melissa Wallace Single Family Dwelling	09/04/08 Open windows and doors.	09/04/08 Condemned house. 09/10/08 Emergency Order signed. 09/11/08 Property secured by DPW. 09/24/08 Notice and Order mailed to owner(s). 12/08/08 Reinspection conducted; property secured and exterior cleaned by DPW. <b>County update – Forfeiture, 2007 and 2008 taxes delinquent.</b>  12/19/08 Staff had no recommendation. 12/19/08 Board continued until the January meeting due to the weather.  01/23/09 Staff recommended UPHOLDING Notice and Order. 01/23/09 Board UPHELD Notice and Order, bids to be requested for demolition.  03/20/09 Staff recommended tabling until May for owner to start repairs. 03/20/09 Board tabled until the May Board meeting.  05/22/09 Staff recommended tabling until July for owner to get help from Habitat. 05/22/09 Board tabled until the July Board meeting,  07/17/09 Staff recommended UPHOLDING Notice and Order. 07/17/09 Board UPHELD Notice and Order, bids to be requested for demolition.  Permit Information: Demolition permit issued 12/04/09..  <b>Current Status: Property demolished per Building Board order.</b>

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2008**

(Dangerous and Unsafe)

<b>Property Address (Stencil #)</b>	<b>Date and reason for condemnation</b>	<b>Summary of Activities and Building Code Board of Appeals actions</b>
<b>502 Wilson St (6-0319)</b> Bryan Haywood Single Family Dwelling	09/04/08 Open windows and doors and incomplete renovation, missing exterior sheathing and siding.	09/04/08 Condemned house. 09/10/08 Emergency Order signed. 09/11/08 Property secured by DPW. 09/23/08 Notice and Order mailed to owner(s). 12/08/08 Reinspection conducted; property secured and cleaned by DPW.  12/19/08 Staff had no recommendation. 12/19/08 Board continued until the January meeting due to the weather.  01/23/09 Staff recommended UPHOLDING Notice and Order. 01/23/09 Board UPHELD Notice and Order, bids to be requested for demolition.  02/20/09 Staff recommended tabling until March to see if owner is able to start on repairs. 02/20/09 Board tabled until the March Board meeting.  03/20/09 Staff recommended tabling until May for owner to apply for rehab. 03/20/09 Board tabled until the May Board meeting.  05/22/09 Staff recommended tabling until July to check status of rehab loan application. 05/22/09 Board tabled until the July Board meeting.  07/17/09 Staff recommended tabling until November for owners rehab application to be processed. 07/17/09 Board tabled until the November meeting.  11/20/09 Staff recommended tabling until January, owners rehab application still in process. 11/20/09 Board tabled until the January meeting.  Permit Information: No permits issued to date.  Current Status: Property is no longer dangerous and unsafe. Released from condemnation and posted as unfit for human habitation until property is rehabbed.

**CITY OF JACKSON**

**HAZARDOUS PROPERTIES**

(Secured and Released)

<b>Property Address (Stencil #)</b>	<b>Date of Compliant</b>	<b>Date Owner Notified</b>	<b>Date Referred to DPW or Contractor</b>	<b>Date Secured</b>
<b>1109 Francis St (5-1069)</b> John Colvin House	01/25/2010	01/26/2010	02/01/2010	02/04/2010
<b>505 N Jackson St (1-0145)</b> Center for Family Health Inc Commercial	12/28/09	12/30/09	01/07/2010	01/08/2010
<b>800 Third St (3-1942)</b> Matthew Ryan House	12/18/09	12/21/09	12/28/09	01/05/2010
<b>332 W Wilkins St (4-0404)</b> Samuel Squires Apartment	01/25/2010	01/26/2010	02/01/2010	

**CITY OF JACKSON**

**UNFIT FOR HUMAN HABITATION**

(Notice to Vacate)

<b>Property Address (Stencil #)</b>	<b>Reason Vacated</b>	<b>Date of Complaint</b>	<b>Date Vacated</b>	<b>Reported by</b>	<b>Vacated by</b>	<b>Date Released</b>
<b>2019 First St (3-3211)</b> Cynthia Rowen House	Unfit for human habitation	01/08/2010	01/08/2010	Neighbor	Brian Taylor	
<b>1034 Hamilton St (8-2434)</b> Terry Cox House	Unfit for human habitation	01/04/2010	01/04/2010	JPD	Brian Taylor	

# Jackson Fire Department Fire- Transport Proposal

City Manager, Mayor & Council Members



## CITY OF JACKSON FIRE DEPARTMENT

February 11, 2010



# Proposal for Fire- Based EMS Transport

## How will Fire-transport save tax dollars?

The Jackson Fire Department will provide emergency medical transport service inside the City of Jackson at rates lower than taxpayers are paying the organization currently providing the service. (Jackson Community Ambulance) Above and beyond these savings, the revenue generated will exceed program costs, allowing for significant tax relief, or general fund improvement. The combination of the current two-tiers into a single, total-care service, will result in a new, streamlined, and efficient emergency health care delivery system.

## Why is Fire Based Transport better for the patient?

Many firefighters already have the same paramedic training, certification, and the ability to provide the same Advanced Life Support (ALS) service as Jackson Community Ambulance (JCA) employees do. Patients will get faster service, with the same caregiver throughout the encounter; no more delays waiting for a second-tier ambulance before going to the hospital--when every minute counts. This is a value added service for our taxpayers while allowing them to spend less of their hard earned money on emergency medical care costs. Revenue captured by Fire-based EMS transport will go directly into the City's general fund, reducing the tax burden on the citizens of Jackson. Fire-based transport is **Faster, Cheaper, and Better.**

## Will Fire-based Transport affect response times?

Firefighter/Paramedics already respond within American Heart Association (AHA) and National Fire Protection Association (NFPA) guidelines, providing first-response within four minutes. JCA's contract allows for a 10-minute response, 90% of the time. With fire-based transport, the patient will no longer have to wait for a 2nd-Tier responder before they can be transported to the hospital. You will get to the emergency room at Allegiance Hospital faster, improving your overall health system experience.

## Has fire-based transport been done successfully anywhere else?

Yes, an independent EMS trade journal in a 1996 survey of the EMS market determined that the fire service comprised 45.3% of all transporting agencies. The next closest category of transporting agency was non-fire based volunteer squads at 17%; clearly the fire service is the predominate provider of EMS transport services in the country. Thousands of fire departments in Michigan, and across the country are providing Advanced Life Support (ALS) and transport services to their citizens. Firefighter/Paramedics providing total patient care, including transport, are the norm, allowing significant tax relief, a better quality of service, and maximizing efficiency in emergency medical service delivery.

## What is the impetus for this program?

The new administration of the Jackson Fire Department has been encouraged to challenge the status quo. As part of a comprehensive analysis of Fire Department needs and capabilities, the *two-tier* Emergency Medical Services system has been identified as an area that could easily be improved upon, while generating badly needed general fund dollars for the City. Currently, the fire department responds as the 1st-tier to every medical call, uses manpower, vehicles, equipment, and medical supplies to treat the patient, and then waits for the 2nd-tier private ambulance company to transport the patient to the hospital (Allegiance Hospital). *None* of the Fire Department costs are recoupable, yet the ambulance company (JCA) can recover their costs from transport fees. Recently we had a revenue analysis completed by Accumed Billing Incorporated. Accumed is a Michigan based EMS billing company that currently handles more than 150 municipalities in 6 states, and will handle more than \$125 million in EMS bills this year.

## Does Fire-based Transport Fragment the EMS System?

The current *two-tier* EMS system is already fragmented; with Fire Department 1st-tier responders forced to "*Hand-Off*" every patient to the 2nd-tier private ambulance company. Each patient is evaluated, interviewed, and treated by two (2) different agencies during the course of their pre-hospital care and transport... that's fragmentation.

Continuity of Care is provided when the first responder provides total patient care, including transport, so that the same paramedic that first evaluates, interviews, and treats the patient, also provides transport and continues patient care all the way to the hospital. No "*Hand-Off*" prevents:

- Redundant or lost information
- Unnecessary delays
- Possible cross-contamination
- Patient discomfort

Closest Unit Response, automatic aid, and mutual aid agreements provide a seamless network of contiguous rapid response to both Fire and EMS incidents throughout Jackson County.

The current two-tier EMS system is fragmented by artificially separating the natural final step of patient care (transport to the hospital) from all other pre-hospital medical care (which the fire department is already performing).

## Why try Fire-based Transport in Jackson?

- Jackson Fire Department is the oldest professional fire department in Jackson County, with more than 125 years of experience to draw from.
- Lower ambulance bills for the citizens of Jackson.
- Significant revenue generated, and designated for the general fund, allowing for tax relief to the citizens of Jackson.
- Consolidation of EMS First Responder and Transport into a single-tier fire service based component.
- Provide continuity of patient care from first patient contact to arrival to the hospital (Allegiance Hospital).
- Reduced overall ambulance transport times.

## Is Jackson's FireTransport Program the End Product?

Fire-transport's success in Jackson will serve as a model for the fire service throughout Jackson County, and a catalyst for further levels of cooperation and additional opportunities for efficiency. Fire Departments of the future will provide a faster, better, lower cost, alternative; not only for transport to the hospital, but treat & release programs, follow-up care visits, immunization programs, and partnership clinics for healthcare access when & where you need it.

## What guarantees does fire-based transport have?

Emergency medical calls have been over the 3100-call level for 3 years in a row. Transport fees are steady or increasing; tax revenues are shrinking; available ambulances have decreased. These factors present an unprecedented opportunity to improve service to our citizens, while being good financial stewards of the finite resources in the City.

Jackson City Firefighters have more than a 125-year history of rapid response and professional service to the community. Fire-based EMS transport works across the country and throughout the state. We can ignore this trend and stay with the status quo, or we can improve service, generate revenue, and reduce the tax burden on our citizens - guaranteed.

## Time

It's a precious commodity, and it waits for no one. When lives are on the line, seconds count. Fractions of seconds count. Few individuals in our lives better understand the importance of time than the men and women of the fire service. Highly trained Firefighter/Paramedics can handle crises affecting both people and property – often simultaneously. The dedication and training of these professionals and their commitment to quality of care are just two of the many reasons why fire based EMS-Emergency Medical Service is the clear choice for public officials and the communities they serve.

# General Information and Attachments

## When can we start?

The City and Jackson Community Ambulance are in an agreement that requires the City to give JCA a 1- year notice if we wish to transport. This will allow us to do some refresher training, acquire necessary equipment, and have the billing and electronic reporting systems at 100% when we begin transporting.

## Attachments

**Attachment A---** Accumed revenue forecast for the City of Jackson

**Attachment B--** Jackson Fire Department cost and benefit analysis

**Attachment C—**Accumed's Southern Michigan Fire Department clients cost recovery and billing statistics

**Attachment D—**Ambulance lease agreement with Halt / Medtec

## HIGHER SURVIVAL RATES

As communities evaluate their present EMS - emergency medical service needs, they may focus exclusively on patient transportation issues. Most research, however, has demonstrated that rapid, on-scene medical intervention produces the best patient outcomes. The fire service is best positioned to deliver this critical care, as well as rapid patient transport. Fire based EMS provides a comprehensive approach to emergency care, with cross-trained Firefighter/Paramedics capable of handling any complication. The bottom line – a better chance for survival, and patient survival is the true measure of quality for any pre-hospital EMS - emergency medical system

## RAPID RESPONSE TIMES

The fire service is unique in its capabilities for rapidly mobilizing highly trained Firefighter/Paramedics to work under extreme conditions. These capabilities are already in place to combat fires and other emergencies. Fire fighters are the nation's first responders. A comprehensive response within time limits set by the emergency medical community should be the goal for other EMS providers. It is routine for the fire service.



**Fire-based Transport is the next step in the evolution of Jackson's Fire Service, providing faster, cheaper, better patient care, greater efficiency, and real savings to taxpayers.**

Fire Chief Michael Beyerstedt

518 N. Jackson St.

Jackson, MI 49201

**P-** 517-788-4150

**F-** 517-788-4637

**E-** [mbeyerstedt@cityofjackson.org](mailto:mbeyerstedt@cityofjackson.org)



**ACCU MED  
BILLING, INC.**  
*"The Experts In Ambulance Billing"*

January 25, 2010

City of Jackson Fire Department

Dear Chief Beyersstedt:

Thank you for expressing interest in the full-service claims management services of AccuMed Billing, Inc. Per your request, I have compiled the following revenue forecast for the Jackson Fire Department based on the estimated number of annual transports and the estimated number of BLS transports vs. ALS transports that you provided to me. Please take note that Medicare has strict definitions for Levels of Care which determines both how a particular run is categorized and how it is reimbursed.

Approximate Annual Runs Transported: 3,100. (BLS-930; ALS-2,100; ALSII -70; Avg. miles patient transported 3)

Using the provided incident information and proposed charges provided of Basic Life Support (BLS) - \$525.00; Advanced Life Support (ALS) - \$600.00; ALSII - \$750.00; and \$12.00 per loaded mile, the Jackson Fire Department will generate \$1,912,350.00 in annual Gross Charges.

Given the demographic make up in Jackson, we project a 51% - 58% NET recovery yield (dollars deposited in the Jackson Bank account divided by total Gross Charges) or total annual recovery range between \$975,298.00 and \$1,109,163.00. These estimates are calculated using performance averages taken from our current client database, including the demographic "benchmark" communities of Madison Township, Wayne and Taylor Michigan.

It should be understood that the following factors will influence final charge and recovery outcomes:

- Incident Report Documentation Quality
- Collection Policies
  - Resident Vs. Non- Resident Billing Strategy
  - Hardship Criteria
  - Prison Contracts (in the event you will be providing transporting services to the local prison – potentially lower recovery rates)
- Evolving Community Demographics and Payor Mix
- Fee structure
- Data Capture Method (Manual vs. Electronic)

**A**

## **About AccuMed**

AccuMed is a privately held and operated business, which was incorporated in 1989 to exclusively service public sector EMS/Fire supplier's medical billing; coding, reporting and data capture needs. AccuMed maintains a perfect record of full compliance with CMS and supports a robust compliance program in adherence with Medicare Law, Department of Health and Human Services and the Office of Inspector General requirements for third party medical billing agents.

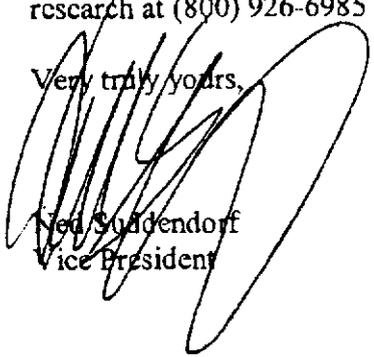
In 2009 AccuMed processed in excess of 125 million in EMS/Fire billings and surpassed 63 million in recovery. As of this submission, AccuMed supports 152 clients in 6 states, including 124 Michigan based municipal EMS/Fire Departments.

AccuMed is comprised of 64 highly trained EMS billing professionals, committed and focused on exclusively supporting public sector EMS/Fire systems through the deployment of leading edge technology and processes, and the utilization of customer service advocates. Because of this commitment, we are able to devote 100% of all available resources to support our public sector EMS/Fire clients. AccuMed clients benefit from the most comprehensive medical claims management system available in the marketplace.

AccuMed is in an exclusive position to deliver a fully accountable, end to end, best in class field data capture through final collection solution, as a sole source. This is possible because AccuMed founded our affiliate EMS software company AccuMedWeb. AccuMedWeb, featuring eMedicReports, a NEMESIS 2.2.1 compliant Gold certified, web based field data capture and reporting software application. AccuMed is the best in class EMS billing solution; AccuMedWeb is the best in class field data capture and reporting solution; the combination is the best in class, accountable, end to end solution.

Please call upon me should you require additional information in support of your feasibility research at (800) 926-6985 extension 215 or email at [ned@accumedbilling.com](mailto:ned@accumedbilling.com).

Very truly yours,



Ned Suddendorf  
Vice President

# A

ATTACHMENT

Summary of Revenue & Expenses for F.D. Transport with 1 transport vehicle.						5 Year
	2011	2012	2013	2014	2015	Totals
<b>Revenue Potential</b>	1,042,230	1,042,230	1,042,230	1,042,230	1,042,230	5,211,150
<b>Expense Potential</b>						
Ambulance lease	23,827	23,827	23,827	23,827	23,827	119,135
Additional personnel costs	516,372	516,372	516,372	516,372	516,372	2,581,860
Disposable equipment	16,000	16,000	16,000	16,000	16,000	80,000
<b>Potential Net Revenue</b>	486,031	486,031	486,031	486,031	486,031	2,430,155
x 70%	340,222	340,222	340,222	340,222	340,222	1,701,109
x 65%	315,920	315,920	315,920	315,920	315,920	1,579,601

5 year potential revenue over expenses would be \$1,579,601 in a worst case scenario and the Jackson Fire Department running 1 transport vehicle.  
 If we are approved for the 3 SAFER Grant positions I have applied for, the revenue over expenditure would improve to \$2,095,973 over a 5 year period, with the positive revenue from the first two year period of the SAFER grant improving to \$574,106 per year.  
 The reason there is a 70% and 65% factor applied to the revenue is that operating 1 transport vehicle will allow us to only transport approximately that percentage of EMS calls.

The table below details expenses and revenues from putting 2 transport vehicles into service.

Summary of Revenue & Expenses for F.D. Transport with 2 transport vehicles.						5 Year
	2011	2012	2013	2014	2015	Totals
<b>Revenue Potential</b>	1,042,230	1,042,230	1,042,230	1,042,230	1,042,230	5,211,150
<b>Expense Potential</b>						
Ambulance lease	23,827	23,827	23,827	23,827	23,827	119,135
Additional personnel costs	774,558	774,558	774,558	774,558	774,558	3,872,790
Disposable equipment	25,000	25,000	25,000	25,000	25,000	25,000
<b>Potential Net Revenue</b>	218,845	218,845	218,845	218,845	218,845	1,094,225
x 90%	196,961	196,961	196,961	196,961	196,961	984,803

The 5 year potential revenue over expenses would be \$984,803 in a worst case scenario and the Jackson Fire Department running 2 transport vehicles.  
 If we are approved for the 3 SAFER Grant positions I have applied for, the revenue over expenditure would improve to \$1,501,175 over the 5 year period, with positive revenue from the first two year period of the SAFER grant improving to \$455,147 per year.  
 The reason there is a 90% factor applied to revenue in this example is estimating on the side of caution, we should be able to transport more than 95% of patients with 2 transport vehicles.

**B**

## Cost Recovery and Billing Summary

City	Total EMS Runs 2008	Total Runs Billed 2008	Total Amount Billed	Total Amount Collected	Collectio %
Allen Park	2388	1659	\$893,083	\$611,733	68%
Trenton	2246	1096	\$638,663	\$406,298	64%*
Eastpointe	2408	1633	\$826,226	\$504,483	61%
Wyandotte	2369	1578	\$904,079	\$678,059	75%
Ferndale	1733	1061	\$480,000	\$295,381	65%
Garden City	N.R.	1313	\$709,373	\$408,232	58%*
Dearborn Heights	N.R.	2737	\$1,545,805	\$899,907	58%*
Southgate	3067	2498	\$0	\$0	66% (1)
* Estimated in Survey		N.R= Not Reported			(1) 2 year average per CEMS data received

# C

ATTACHMENT



# **Jackson Fire Department Jackson Area Fire Apparatus Maintenance Proposal**

City Manager, Mayor & Council Members

**CITY OF JACKSON  
FIRE DEPARTMENT**

February 16, 2010

# Jackson Area Wide Maintenance Facility Proposal

## **History**

The Jackson Fire Department has a long tradition of providing fire apparatus maintenance from its three bay garage facility located at Fire Station 1 on North Jackson Street. More recently, Ralph Riley served as the Fire Department mechanic from 1992 through 2002. It was during this time that the seeds for the area wide fire apparatus maintenance facility were planted. Mr. Riley began doing maintenance for other area fire departments, generating revenue for the City of Jackson. Re-organization of the garage, and Mr. Riley being moved to the DPW garage ended the fledgling cooperative efforts between the City of Jackson and the other fire departments in the county on fire apparatus repair. Mr. Riley left employment with the City and began his own business doing fire apparatus repair, while the City of Jackson has had DPW mechanics perform its apparatus maintenance. In 2008, the Region 2 did a study on a possible Metropolitan Fire Authority in Jackson County. One of its immediate recommendations was to develop a Countywide Fire Apparatus Maintenance Facility. The author of this proposal is unclear as to why this has not been pursued before now, but in my discussions with Fire Chiefs from across the county this idea is very popular. Mr. Riley and I both spoke at a recent County Fire Chiefs meeting and handed out questionnaires to all of the Chiefs; the response was overwhelmingly supportive of the program. Since the meeting in January, several departments from outside Jackson County have expressed interest in becoming part of this initiative, hence the name change from Jackson County Fire Maintenance Facility to Jackson Area Fire Apparatus Maintenance Facility.

## **Why Should We Do This?**

As previously noted, one of the suggestions from the Region 2 study on Fire Department Consolidation efforts was the establishment of this type of facility. The report did not recommend one department over another to serve as the host and reap the benefits of the maintenance facility; however the City of Jackson is particularly well suited to take the lead. We have the necessary facilities, the experience, and Mr. Riley has agreed to return to work for the City, bringing along the necessary customer base to make this both a financial and operational success.

When the Fire Department switched from its own maintenance program to hiring out the work, the average age of our front line apparatus was 3 years old. These new trucks needed relatively little maintenance; we had a vehicle maintenance budget of more than \$100,000 and things worked well for the most part. Move forward to today, and the average age of our frontline trucks is now over 12 years old, their maintenance requirements have grown exponentially, and our budget for maintenance has shrunk to \$60,000. Our revenue projections show that at a bare minimum, the Area Wide Fire Apparatus Maintenance Facility should result in financial gain of more than \$20,000 in its first year. While making sense financially, an equally important benefit will be the improved operational readiness gains realized in our own vehicles.

## **The Nuts and Bolts**

### **Facility**

- ❖ Three service bays
- ❖ Heavy hoist (75000 lbs) for apparatus
- ❖ Overhead hoisting capabilities
- ❖ Fully equipped and tooled with Fire Department assets
- ❖ Stocked parts room
- ❖ Fire pump testing pit

### **Services to be provided**

- ❖ Fire apparatus preventive maintenance and inspections
- ❖ General fire apparatus repair
- ❖ Fire pump annual testing
- ❖ Ground ladder annual testing
- ❖ In station service for outlying departments
- ❖ Small equipment repair
- ❖ Assistance in specifying fire apparatus and equipment
- ❖ Additional potential could include hose testing and repair

### **Benefits To The City Of Jackson:**

- ❖ Better maintenance management with in house repair facility
- ❖ Superior technician experience, diagnostic abilities, and time savings
- ❖ Jackson Fire Department Labor cost would be at technician cost, no mark up, estimated to be at \$48.00 per hour, which is less than we are currently paying.
- ❖ A significant reduction in the cost of parts will be experienced through larger volume parts purchases, and connections developed through an area wide facility.
- ❖ Labor will be charged to outside Departments at approximately 15% under Riley's current charge of \$78.00 per hour. Based on last year's statistics, the revenue is projected at \$70,000 annually.
- ❖ Parts charges to outside departments would be marked up an average of 20%, projected profit based on last years gross sales of \$87,000, would be \$17,400.
- ❖ Additional charges and fees (mileage, shop supplies, etc.) would be in the area of \$9,000.
- ❖ The City of Jackson would save \$2,000+ on current expenses to engine repairs on Ladder 1. (If this program is implemented by March 1<sup>st</sup>)
- ❖ Use of DPW mechanics will provide the career development necessary for the continuation of the program.

### **Compensation Requests:**

A major portion of this proposal is the compensation package proposed by Mr. Riley. Mr. Riley worked for the City of Jackson from 1992-2002 with 10 years of experience, specifically in fire apparatus repair and maintenance as well as a previous background in heavy truck repair and garage management. His continued employment as a Fire Apparatus Mechanic from 1992 to the present shows a full 18 years total experience in this field. Based on this information the following is a requested compensation package:

- ❖ Master Mechanic Position at Grade 54, 2L step, (\$68,703. currently)
- ❖ Historically the master mechanic position was compensated at pay Grade 58 or \$82,567. This has been proposed at a lower rate of Grade 54, 2L or \$68,703 at a reduction of \$14,000.00.
- ❖ Mr. Riley is requesting that the probationary period of one year be waived and his vacation be calculated as a ten-year employee, as he has 10 years previous service with the City.
- ❖ In exchange for these considerations, he will liquidate his private business and bringing his customer base into the proposed program.

Well-constructed cooperative efforts are the wave of the future, and provide benefit to all parties involved. The City of Jackson is positioned to show leadership through this collaborative effort, while at the same time reaping operational and financial benefits for itself and its taxpayers. Our partners in this effort will reap improved efficiency, and a slight decrease in the costs of their own maintenance programs. All that is needed for us to unleash this synergy is your approval, shall we begin?

Fire Chief Michael Beyerstedt

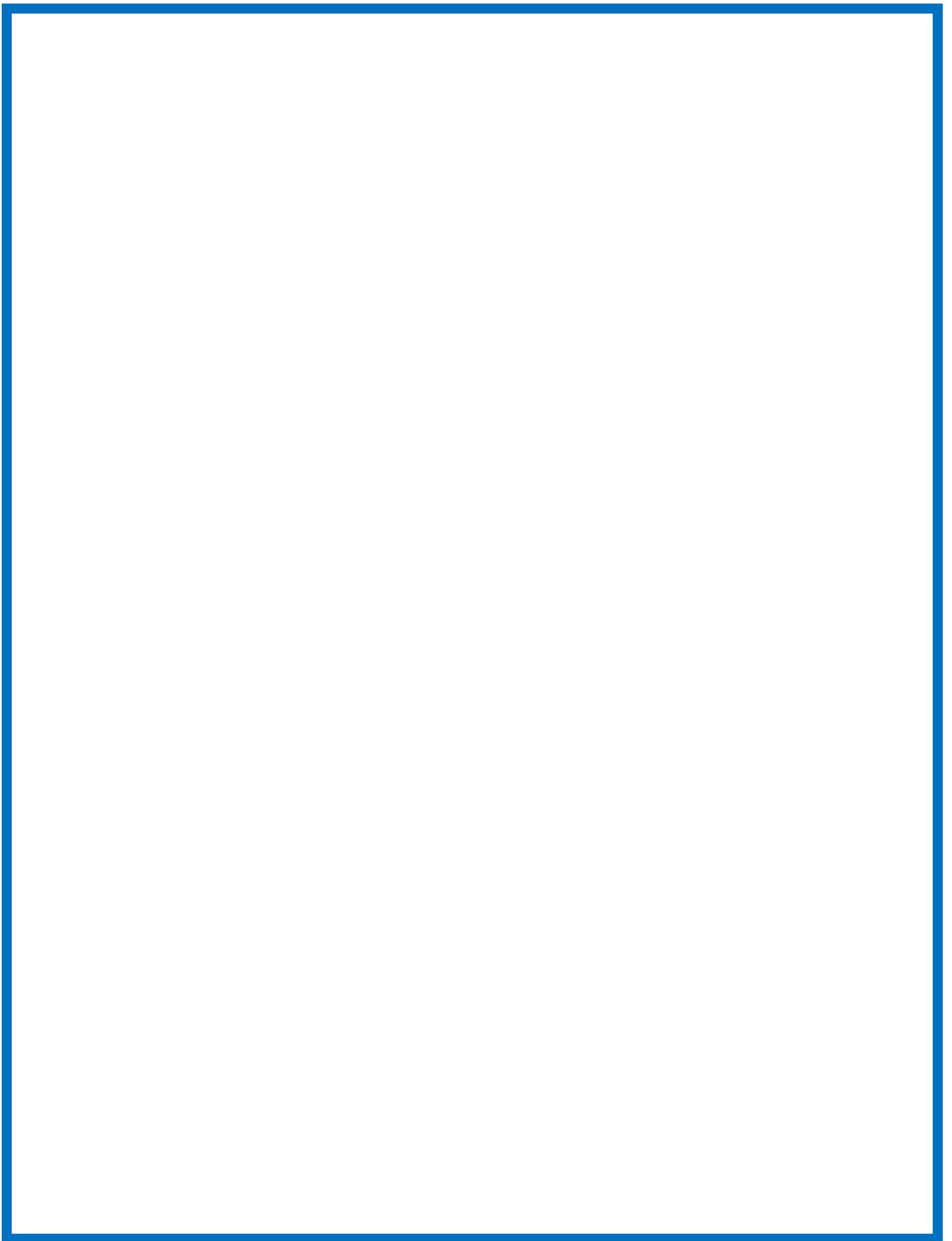
518 N. Jackson St.

Jackson, MI 49201

**P-** 517-788-4150

**F-** 517-788-4637

**E-** [mbeyerstedt@cityofjackson.org](mailto:mbeyerstedt@cityofjackson.org)





## Community Development

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

February 18, 2010

**TO:** Christopher W. Lewis, Interim City Manager

**FROM:** Carol Konieczki, Community Development Director

**RE: Request to Establish the March 9, 2010 City Council Meeting as the Time and Place to Hold a Public Hearing for the Consideration of Rescinding a Brownfield Plan for 228 W. Michigan Ave. (Former Hayes Hotel)**

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At their regularly scheduled meeting on December 10, 2008, the Jackson Brownfield Redevelopment Authority recommended a Brownfield Plan to City Council for consideration for Hayes Commons Development, LLC to apply for a Michigan Business Tax Credit. City Council approved the Brownfield Plan after a public hearing on January 20, 2009. The Brownfield Plan was prepared in order to allow the developer to pursue a Michigan Business Tax Credit. The purchase and development agreement expired on August 21, 2009, and the developer did not request an extension of the agreements. Rescinding the current Brownfield Plan will allow the City of Jackson to pursue future opportunities with other interested parties.

Requested action at this time is to establish the March 9, 2010 City Council meeting as the time and place to hold a Public Hearing to rescind the Brownfield Plan for 228 W. Michigan Avenue (former Hayes Hotel). Please place this item on the February 23, 2010 agenda for consideration.

CK:lc

cc: Barry Hicks, Economic Development Project Manager  
Tom Wackerman, ASTI  
Bruce Inosencio, Inosencio and Fisk, PLLC  
Jackson Brownfield Redevelopment Authority



City Clerk

161 W. Michigan Avenue - Jackson, MI 49201  
Telephone: (517) 788-4025 — Facsimile: (517) 788-4651

February 17, 2010

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Angela Arnold, Deputy City Clerk *Angela Arnold*  
**RE:** Public Hearing and Resolution Regarding the Necessity of Street Paving  
on W. Mason Street from Jackson Street to Mechanic Street

Attached please find a resolution determining the necessity of street paving as described above. Notification of the public hearing has been placed in the Jackson Citizen Patriot and letters have been mailed to property owners notifying them of the public hearing, estimate of the proposed project and funding sources, along with an estimate of individual property assessments, which can be paid in ten (10) annual installments.

Please place this resolution on the February 23rd agenda for the Council to consider after the public hearing is held.

Thank you.

Attachment

C: Christopher Lewis, Interim City Manager  
Jon Dowling, Director of Engineering/DPW  
David Taylor, City Assessor

**RESOLUTION**  
**STREET CONSTRUCTION**

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance No. 98-6 and 98-20, the City Council has reviewed the report regarding the necessity of street paving on W. Mason Street from Jackson Street to Mechanic Street the following estimated costs, to wit:

<b>Local Street Funds (CDBG)</b>	<b>\$ 82,000.00</b>
<b>Street Paving (Assessments)</b>	<b>\$ 30,591.81</b>
<b>Total Project Cost</b>	<b>\$112,591.81</b>

WHEREAS, notice has been duly given that the City Council would hold a public hearing in the City of Jackson on Tuesday, the 23rd day of February, 2010 at 7:00 p.m. to hear any and all objections and suggestions by interested parties to said public improvement; and

WHEREAS, the City Council and Assessor having heard all suggestions and objections made thereto and having fully considered the same;

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby determines that the street paving is a necessary public improvement and directs staff to proceed with the street paving, in accordance with plans, maps, and specifications in the City Engineer's office; and

BE IT FURTHER RESOLVED that the City Assessor is ordered to assess the cost of said improvement to the property owners who benefit therefrom on a front footage basis and prepare an assessment roll covering this assessment district as soon as possible after the public improvement has been completed.

\* \* \* \* \*

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 23rd day of February, 2010.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of the City of Jackson, Michigan, on this 24th day of February, 2010.

\_\_\_\_\_  
Lynn Fessel, City Clerk



City Clerk

161 W. Michigan Avenue - Jackson, MI 49201  
Telephone: (517) 788-4025 — Facsimile: (517) 788-4651

February 17, 2010

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Angela Arnold, Deputy City Clerk *Angela Arnold*  
**RE:** Public Hearing and Resolution Regarding the Necessity of Street Paving  
on Wesley Street from Jackson Street to Blackstone Street

Attached please find a resolution determining the necessity of street paving as described above. Notification of the public hearing has been placed in the Jackson Citizen Patriot and letters have been mailed to property owners notifying them of the public hearing, estimate of the proposed project and funding sources, along with an estimate of individual property assessments, which can be paid in ten (10) annual installments.

Please place this resolution on the February 23rd agenda for the Council to consider after the public hearing is held.

Thank you.

Attachment

C: Christopher Lewis, Interim City Manager  
Jon Dowling, Director of Engineering/DPW  
David Taylor, City Assessor

**RESOLUTION**  
**STREET CONSTRUCTION**

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance No. 98-6 and 98-20, the City Council has reviewed the report regarding the necessity of street paving on Wesley Street from Jackson Street to Blackstone Street the following estimated costs, to wit:

<b>Local Street Funds (CDBG-ARRA)</b>	<b>\$179,000.00</b>
<b>Street Paving (Assessments)</b>	<b><u>\$ 24,414.53</u></b>
<b>Total Project Cost</b>	<b>\$203,414.53</b>

WHEREAS, notice has been duly given that the City Council would hold a public hearing in the City of Jackson on Tuesday, the 23rd day of February, 2010 at 7:00 p.m. to hear any and all objections and suggestions by interested parties to said public improvement; and

WHEREAS, the City Council and Assessor having heard all suggestions and objections made thereto and having fully considered the same;

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby determines that the street paving is a necessary public improvement and directs staff to proceed with the street paving, in accordance with plans, maps, and specifications in the City Engineer's office; and

BE IT FURTHER RESOLVED that the City Assessor is ordered to assess the cost of said improvement to the property owners who benefit therefrom on a front footage basis and prepare an assessment roll covering this assessment district as soon as possible after the public improvement has been completed.

\* \* \* \* \*

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 23rd day of February, 2010.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of the City of Jackson, Michigan, on this 24th day of February, 2010.

\_\_\_\_\_  
Lynn Fessel, City Clerk



City Clerk

161 W. Michigan Avenue - Jackson, MI 49201  
Telephone: (517) 788-4025 — Facsimile: (517) 788-4651

February 17, 2010

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Angela Arnold, Deputy City Clerk *Angela Arnold*  
**RE:** Public Hearing and Resolution Regarding the Necessity of Street Paving  
on E. Mason Street from Mechanic Street to Francis Street

Attached please find a resolution determining the necessity of street paving as described above. Notification of the public hearing has been placed in the Jackson Citizen Patriot and letters have been mailed to property owners notifying them of the public hearing, estimate of the proposed project and funding sources, along with an estimate of individual property assessments, which can be paid in seven (7) annual installments.

Please place this resolution on the February 23rd agenda for the Council to consider after the public hearing is held.

Thank you.

Attachment

C: Christopher Lewis, Interim City Manager  
Jon Dowling, Director of Engineering/DPW  
David Taylor, City Assessor

**RESOLUTION**  
**STREET CONSTRUCTION**

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance No. 98-6 and 98-20, the City Council has reviewed the report regarding the necessity of street paving on E. Mason Street from Mechanic Street to Francis Street the following estimated costs, to wit:

<b>Local Street Funds (CDBG)</b>	<b>\$ 66,000.00</b>
<b>Street Paving (Assessments)</b>	<b>\$ 14,355.24</b>
<b>Water Funds</b>	<b><u>\$ 90,000.00</u></b>
<b>Total Project Cost</b>	<b>\$170,355.24</b>

WHEREAS, notice has been duly given that the City Council would hold a public hearing in the City of Jackson on Tuesday, the 23rd day of February, 2010 at 7:00 p.m. to hear any and all objections and suggestions by interested parties to said public improvement; and

WHEREAS, the City Council and Assessor having heard all suggestions and objections made thereto and having fully considered the same;

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby determines that the street paving is a necessary public improvement and directs staff to proceed with the street paving, in accordance with plans, maps, and specifications in the City Engineer's office; and

BE IT FURTHER RESOLVED that the City Assessor is ordered to assess the cost of said improvement to the property owners who benefit therefrom on a front footage basis and prepare an assessment roll covering this assessment district as soon as possible after the public improvement has been completed.

\* \* \* \* \*

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 23rd day of February, 2010.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of the City of Jackson, Michigan, on this 24th day of February, 2010.

\_\_\_\_\_  
Lynn Fessel, City Clerk



## Police Department

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

February 12, 2010

### MEMORANDUM

TO: Christopher W. Lewis  
Interim City Manager

FROM: Matthew R. Heins  
Chief of Police

SUBJECT: Justice Training Grant

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Our department has been awarded a grant from the State of Michigan, through the Michigan Commission on Law Enforcement Standards (MCOLES).

The grant award of \$37,120 will be used to conduct Emergency Vehicle Operation training for Southern Michigan Criminal Justice Training Consortium (SMCJTC) members, which includes the Jackson Police Department. A twenty-five percent in-kind match is required and that match will be absorbed by the Consortium. The Jackson Police Department is the fiscal agent for the Consortium.

The Police Department is now requesting the City Council adopt the attached resolution amending the 2009/2010 budget. Please place this as an agenda item for the February 23, 2010 City Council meeting. I or a representative will be present to answer any questions.

## Resolution

Whereas, the City has been awarded a Justice Training Grant from the State of Michigan, Michigan Commission on Law Enforcement Standards (MCOLES);

Whereas, the purpose of the grant is to ensure law enforcement personnel possess the necessary skills to reduce risks associated with emergency vehicle operation;

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

NOW, THEREFORE, BE IT RESOLVED, that the 2009/10 Budget be amended as follows:

### General Fund

	<u>Increase</u>
<b>REVENUES:</b>	
101.315.210.539.000 MCOLES - State Justice Training Grant	37,120
	<u><u>                    </u></u>
<b>EXPENDITURES:</b>	
101.315.210.706.000 Salaries	5,644
101.315.210.715.000 FICA	82
101.315.210.724.001 Workers' Compensation	85
101.315.210.751.000 Gasoline	2,625
101.315.210.818.000 Contractual Services	12,000
101.315.210.873.000 Travel	609
101.315.210.914.000 Insurance	75
101.315.210.939.000 Vehicle Maintenance	16,000
	<u>                    </u>
	<u><u>37,120</u></u>

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

I, Lynn Fessel, Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that foregoing is a true and complete copy of a Resolution adopted by the Jackson City Council on February 23, 2010.

IN WITNESS WHEREOF, I have hereunto affixed my signature and  
the seal of the City of Jackson, on the 24th day of February 2010.

\_\_\_\_\_ City Clerk



## Community Development

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

February 17, 2010

**TO:** Christopher W. Lewis, Interim City Manager

**FROM:** Carol L. Konieczki, Community Development Director

**RE:** Preliminary Allocation of Community Development Block Grant (CDBG) and HOME Investment Partnerships Program Funds for Fiscal Year 2010-2011  
**TABLED FROM FEBRUARY 9, 2010**

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On February 9, 2010, City Council voted to table making preliminary CDBG and HOME allocations to February 23, 2010. This action had been anticipated by Community Development staff and the alternate preliminary allocation date of February 23, 2010 was built into the CDBG/HOME Timetable of events. Community Development staff revisited the CDBG/HOME Timetable of events to determine if preliminary allocations could be tabled until the March 9, 2010 City Council meeting.

Although staff would be under tight time constraints within which to complete a draft Action Plan, a shift in the date to make preliminary allocations is entirely possible. Tabling preliminary allocations until March 9, 2010 will still allow for timely submission to HUD on May 14, 2010. Please keep in mind if Council makes a substantial change (10% or more of entitlement grant amount) during the final allocation process on April 27, 2010, all steps taken so far will have to be repeated, including public hearings and the 30-day comment period for the Annual Action Plan. This would create a significant delay in submitting the Annual Action Plan to HUD and for the City to receive its funding.

Based on this information, City Council is presented with two options for action:

- 1) Make preliminary funding allocations for the anticipated CDBG and HOME grants; or,
- 2) Table preliminary allocations until March 9, 2010 and direct staff to provide a revised Timetable for approval at that time.

Please place this item on the February 23, 2010 City Council agenda for consideration.

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

S:\Employee Files\Michelle Pultz\CDBG\FY 10-11\Agenda Items\CDBG & HOME Prelim Alloc Table to 3-9-10.doc



## Community Development

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

February 2, 2010

**TO:** Christopher W. Lewis, City Manager

**FROM:** Carol L. Konieczki, Community Development Director

**RE:** Preliminary Allocation of Community Development Block Grant (CDBG) and HOME Investment Partnerships Program Funds for Fiscal Year 2010-2011

---

On December 15, 2009, City Council adopted a Timetable for the 2010-2011 CDBG and HOME programs. The Timetable included the February 9, 2010 City Council meeting for Council to make its preliminary allocation decisions for CDBG and HOME Program funds for fiscal year 2010-2011. An alternate date of February 23, 2010 was also instituted should Council want to table the preliminary allocations until then; however, in order to meet the balance of deadlines to receive the grant funds on time, preliminary allocations must be made by February 24. Staff anticipates receiving \$1,466,364 in CDBG grant funds plus program income, and \$329,378 in HOME grant funds for use in program year 2010-2011. As always, these amounts are subject to change once HUD announces its formula allocations, which were not released last year until April 2009.

Attached is a matrix of each eligible application received (including the late submission by Community Development for Jobs Creation Initiative funding, which City Council voted to receive at its January 26, 2010 meeting), the amount each agency is requesting, and the funding recommendations made by City Administrative staff. City Administrative staff met on January 28, 2010; their written summary of funding recommendations is also attached.

Program year 2010-2011 marks the first of five years for the City's upcoming Consolidated Plan, which is currently under development. To give Council a snapshot of funding allocations it made during the previous five years, a Historical Overview of 2005-2009 CDBG/HOME Allocations is attached. The information presented relates only for the amounts originally allocated by City Council and does not take into consideration additional funding provided through budget amendments and reallocations made periodically.

Please keep in mind if Council makes a substantial change (10% or more of entitlement grant amount) during the final allocation process on April 27, 2010, all steps taken so far will have to be repeated, including public hearings and the 30-day comment period for the Annual Action Plan (currently scheduled to take place between March 19 and April 20, 2010). This would create a significant delay in submitting the Annual Action Plan to HUD and for the City to receive its funding.

Requested action is for City Council to make preliminary funding allocations for the anticipated CDBG and HOME grants. Please place this item on the February 9, 2010 City Council agenda for consideration.

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



# Department of Community Development

161 W. Michigan Avenue • Jackson, MI 49201-1303•

Facsimile (517) 780-4781

Administrative Services  
(517) 788-4060

Building Inspection  
(517) 788-4012

Rehabilitation Services & Information  
(517) 788-4070

To: Christopher W. Lewis, Interim City Manager  
DATE: February 2, 2010  
FROM: Carol L. Konieczki, Community Development Director  
SUBJECT: City Administration Recommendations for CDBG/HOME Allocations

Thank you for meeting with Community Development staff and the City Clerk on January 28, 2010 to formulate recommendations to the City Council for CDBG and HOME allocations for fiscal year 2010-2011. The continuing economic struggles in the City made this year's recommendation decisions especially arduous. During our meeting, we reviewed each funding request using an Application Rating System; however, when it came right down to it, difficult decisions had to be made in order to attain goals set forth by City Council in April 2008. It is possible the City will receive a slightly larger entitlement grant than what is anticipated; however, our recommendations were based on the estimated amount based on historical allocations.

It is with deep regret to those agencies that also desperately need funding support that we arrived at the following decisions:

## CDBG

### Public Services – cannot exceed \$219,955

AWARE, Inc.	\$22,189
The AWARE shelter has been fortunate to receive several grants this year to assist domestic violence and sexual assault survivors; however, none of it is available for staffing.	
Center for Family Health	20,000
Continue providing funding for the emergency adult dental care program as it is valuable to the community; however, based on concerns during the past two annual monitoring visits, a reduced amount is recommended to be allocated.	
Family Service & Children's Health	10,000
Administrative staff felt it was important to continue to fund this very valuable, proven program. Not enough grant funds to provide the full amount requested.	
Jackson Affordable Housing Corp. (JAHC) – Homeownership Counseling	9,200
JAHC continues to meet performance and outcome goals with this program, which fills a need in the community.	



King Center Summer Youth Program	\$40,000
The continuation of this very successful program was deemed vital to the development of the City's low- to moderate-income youth.	
Partnership Park Downtown Neighborhood Association	5,000
The continued expansion and growth of this after school program demonstrates the success and need of youths in the Partnership Park Neighborhood.	
The Salvation Army	50,000
Requests for assistance from low- and moderate-income residents has increased significantly due to the current economy.	
United Way of Jackson County	10,000
The need to continue supporting this vital information and referral service has been demonstrated through increased calls for assistance.	
<b><i>Subtotal Public Service Recommendation (11.4%):</i></b>	
	<b>\$166,389</b>
 <b>Administration and Planning – cannot exceed \$293,723</b>	
Community Development Department	\$249,700
Staffing and operation costs to administer the CDBG grant. An allocation less than requested would require cuts in staffing/services.	
<b><i>Subtotal Administration and Planning Recommendation (17%):</i></b>	
	<b>\$249,700</b>
 <b>Other Projects</b>	
Community Development Department	
Code Enforcement	\$565,275
Staffing and operation costs to perform blight ordinance enforcement, housing maintenance code enforcement, and specification writing and oversight of the rehabilitation program. An allocation less than requested would require cuts in staffing and services.	
Residential Rehabilitation	200,000
Includes funding for emergency hazard loans, which cannot be paid for from HOME program funding.	
Jobs Creation Initiative	50,000
Provide funding for loans to create or retain jobs by a for-profit business investing in new construction, rehabilitation or expansion of its business.	
Engineering	225,000
Funding for street reconstruction with water main upgrades on Forest (bend to Edgewood) and Homewild (Ellery to Edgewood).	
John George Home	10,000
Provide a safe, ADA compliant bathroom for the elderly residents, alleviating the current conditions causing numerous falls each week.	
<b><i>Subtotal Other Projects Recommendation:</i></b>	
	<b><u>\$1,050,275</u></b>
 <b>Total CDBG Recommendations Based on Estimated Funding:</b>	
	<b><u>\$1,466,364</u></b>



Community Development has slashed funding requests for Administration/Planning, Rehab and Code Enforcement to absolute bare minimums. Administration/Planning and Code Enforcement fund current staff and operating costs. Building Inspection is funded from the General Fund.

## HOME

### **Community Housing Development Organization (CHDO) – must be at least 15% (\$49,407)**

Jackson Affordable Housing Corp. \$70,000  
Acquisition of single family home, rehabilitation and resale to low- to moderate-income family.

### **CHDO Operating Expenses (optional) – cannot exceed 5% (\$16,469)**

Jackson Affordable Housing Corp. 14,000  
Staffing and operational costs to perform CHDO activities.

***Subtotal CHDO Recommendation: \$84,000***

### **Administration and Planning – cannot exceed 10% (\$32,938)**

Community Development Department \$26,900  
Staffing and operational costs to administer the HOME grant.

Jackson Affordable Housing Corp. 6,000  
Staffing and operational costs to administer Down Payment Assistance Program.

***Subtotal Administration Recommendation: \$32,900***

### **Other Projects**

Community Development Department  
Rehabilitation Assistance Program \$172,478  
Provide funding for rehabilitation loans to qualified homeowners to bring residences up to local code.

Jackson Affordable Housing Corp. 40,000  
Down Payment Assistance Program  
Payment of costs associated with home buying, such as down payment assistance, closing costs, etc.

***Subtotal Other Projects Recommendation: \$212,478***

**Total CDBG Recommendations Based on Estimated Funding: \$329,378**

While Residential Rehabilitation was reduced on the CDBG side, it was increased utilizing HOME Program funds, allowing for allocation of more CDBG funds towards projects that cannot be paid for with the HOME grant.

Keeping in mind City Administration recommendations are based on amounts estimated to be received, and the possibility of the City receiving slightly larger grants than expected, we



encourage City Council to consider the following recommendations should the City receive additional funding:

**CDBG Public Service – cannot exceed 15% of total CDBG grant**

*AWARE, Inc.* – City Administration arrived at an allocation of nearly one-half of the requested amount. AWARE has received several grants to provide very specific program delivery to domestic violence and sexual assault survivors, but no additional money for staffing to deliver the programs. AWARE's original request of \$45,584 amounts to only 36.7% of total estimated project cost. Consider a larger allocation if funding allows.

*Family Service and Children's Aid* – The FAST program is very well run and a proven success, and Family Service & Children's Aid has demonstrated excellent performance during monitoring visits. However, as with the other allocations, and especially staying within the 15% public service cap, consideration was given to provide an allocation smaller than requested to reserve funds for other projects. This activity should also be considered for a larger allocation if funds allow.

*The Salvation Army* – Due to the current economy, more residents are requesting assistance to keep their utilities on. With this program, participants may receive assistance only once during a 12-month timeframe. Should additional funds become available and the City stays within the 15% public service cap, additional funding is recommended.

*United Way of Jackson County* – Also caused by the City's economic crisis, Central Michigan 2-1-1 is receiving a significant increase in calls, many times from persons who have never had to rely on assistance from non-profits and other agencies addressing basic needs. If available, an increase to the allocation recommended by City Administration staff would be appropriate.

**CDBG Other Projects**

*DPW Curb Ramps* – Unspent funds from 2008-2009 and 2009-2010 remain; curb ramps will be installed as part of several local street reconstruction activities planned in 2010. City Administration recommends no funding for the 2010-2011 program year unless additional grant funds are received.

*Forestry – Ash Tree Removal/Replacement* – City Administration staff felt other projects would fulfill more essential services at this time than would additional tree removal/replacement. However, should additional grant funds become available, Council should consider an allocation to continue this neighborhood beautification project.

**No Funding Recommended**

For various reasons, City Administration staff recommended no funding for several projects. While all would serve a needed service or activity to City residents, with limited funding and a continued focus on fixing local streets, based on City Council's April 15, 2008 goal setting session, not all can receive an allocation.



*Allegiance Health Emergency Room* – While transportation would meet a basic need, City Administration staff felt Allegiance Health would have other funding sources available to continue this service.

*American Red Cross* – City Administration staff felt providing funding to assist City residents with disaster relief (usually after a fire) is extremely vital; however, in order to allocate enough funding to Engineering for local streets, we decided against funding this activity. The American Red Cross has proved itself in program delivery and required recordkeeping during monitoring visits.

*Center for Women Pregnancy Counseling Services* – City Administration staff felt this was a good program for pregnant women and infants, but does not recommend funding at this time.

*Elnora V. Moorman Community Help Center* – City Administration staff appreciates the services this new agency wants to provide to City residents, however, they are duplicative in nature to services already being provided by experienced non-profits.

*Fair Housing Center of Southeastern Michigan* – The Analysis of Impediments to Fair Housing Choice recommends providing annual funding for fair housing activities to the Fair Housing Center of Southeastern Michigan. City Administrative staff identified unspent CDBG funds from prior years that can be reallocated for this purpose.

*Jackson Affordable Housing Corp. – Foreclosure Prevention* – No funding was recommended for the 2010-2011 program year as approximately \$20,000 remains unspent from program years 2008-2009 and 2009-2010.

*Jackson School of the Arts* – While it is undeniable this project would provide wonderful experiences to the City's youth, there were not enough funds available to consider an allocation that would provide a benefit to the activity.

*LifeSpan . . . A Community Service* – While this agency provided documentation of its aging vehicle fleet, City Administration staff felt the risk due to depreciation or loss through an accident or mechanical failure was too great to risk funding at this time.

*Community Action Agency* – CAA requested \$297,000 (90% of the anticipated annual allocation) to assist in funding a project to create 18 rental units on Greenwood Avenue. There were several considerations taken when reviewing this application:

- The City has historically encouraged projects designed to promote homeownership over creation of additional rental units;
- When completed, the project would likely remain owned by CAA - being a non-profit, they are exempt from paying property taxes;
- HOME regulations require a long-term affordability period of 20 years with significant administrative oversight and recordkeeping on the part of both parties;
- HOME regulations require a minimum of 15% of the total grant be set-aside for CHDO activities;



- HOME funds cannot be used as non-federal match in obtaining additional funding, as planned by CAA.

*Renovations Your Way* – The applicant has no other source of funding for this project and lacks the knowledge and experience required to remain in compliance (see CAA requirements above). The application also showed a need for additional, in-depth planning. HOME regulations require the City to conduct oversight of rental projects by analyzing the projects for financial stability, management capacity, and other long-term viability issues to identify financial/management issues before they affect the project's ability to remain a viable component of the City's housing stock. The application, as received, did not meet this requirement.

*Greater Jackson Habitat for Humanity* – While Greater Jackson Habitat for Humanity has been a recipient of both CDBG and HOME funds in the past, it is under new direction and staffing. A recent monitoring visit revealed several issues that need correction, including accurate reporting for HUD. Community Development staff is working with Habitat staff to get these issues corrected, but until Habitat demonstrates it is capable of program delivery, no additional funding is recommended at this time. Habitat has a small amount of unspent HOME funds from 2008-2009 remaining to use.

As always, the amount of requests far exceeded the amount of funds which will be available through CDBG and HOME grants. City Administrative staff considered each application carefully based on past performance and meeting the immediate needs of City of Jackson's residents or City Council's goals.

cc: Heather Soat, Financial Analyst  
Michelle L. Pultz, Community Development Project Coordinator  
Lynn Fessel, City Clerk



## 2010-2011 Community Development Block Grant Funding Proposal Recommendations

Applicants	Funding Request	City Admin.	Prelim. Allocation 2/9/10 City Council	Final Allocation 4/27/10 City Council
<b>Public Services</b>				
1 Allegiance Health Emergency Room - Cab Transportation Assistance	\$20,340	0		
2 American Red Cross	5,500	0		
3 AWARE, Inc.	45,584	22,189		
4 Center for Family Health - Emergency Adult Dental Care	50,000	20,000		
5 Center for Women Pregnancy Counseling Services	10,000	0		
6 Elnora V Moorman Community Help Center	168,000	0		
7 Fair Housing Center of Southeastern Michigan	20,000	0		
8 Family Service & Children's Aid - FAST Program	30,000	10,000		
9 Jackson Affordable Housing Corp - Foreclosure Prevention	15,000	0		
10 Jackson Affordable Housing Corp - Homeownership Counseling	9,200	9,200		
11 Jackson School of the Arts	22,398	0		
12 King Center Summer Youth Program	40,000	40,000		
13 LifeSpan - Wheelchair Vans	60,000	0		
14 Partnership Park Downtown Neighborhood Assoc.	10,000	5,000		
15 The Salvation Army - Utility Shutoff Prevention	75,000	50,000		
16 United Way - Central Michigan 2-1-1	24,500	10,000		
<b>Public Services Subtotal</b>	<b>\$605,522</b>	<b>\$166,389</b>		
Public Services canNOT exceed \$219,955				
<i>Estimated allocation \$1,366,364 + \$100,000 program income = \$1,466,364</i>				
<b>Administration and Planning</b>				
17 Community Development	\$249,700	\$249,700		
<b>Administration and Planning Subtotal</b>	<b>\$249,700</b>	<b>\$249,700</b>		

Applicants Other Projects	Funding Request	City Admin.	Prelim.	Final Allocation
			Allocation 2/9/10 City Council	4/27/10 City Council
18 Community Development - Code Enforcement	\$565,275	565,275		
19 Community Development - Residential Rehab	200,000	200,000		
20 Community Development - Jobs Creation Initiative**	50,000	50,000		
21 DPW - Curb Ramps	100,000	0		
22 Engineering - Street Paving/Reconstruction	778,000	225,000		
23 Forestry - Ash Tree Removal/Replacement	20,000	0		
24 John George Home - Handicap Bathroom Renovation	10,000	10,000		
<b>Other Projects Subtotal</b>	<b>\$1,723,275</b>	<b>\$1,050,275</b>		

\*\* Application received 1/8/2010

**Ineligible Application**

25 Jessica's Daycare - Construct new daycare facility with 3-bedroom apartment on 2nd floor (new housing construction not eligible CDBG activity; not a non-profit organization)	165,000	0	0	0
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<b>Total Requested / Recommended</b>	<b>\$2,578,497</b>	<b>\$1,466,364</b>		
<b>Total Funding Available</b>	<b>\$1,466,364</b>	<b>\$1,466,364</b>		
	(estimate)	(estimate)		

## 2010-2011 HOME Allocation Table

<b>Applicants</b>	<b>Funding Request</b>	<b>City Admin</b>	<b>City Council Recommendation 2/9/10</b>	<b>Final City Council Recommendation 4/27/10</b>
Community Development - Rehabilitation Assistance (RAP)	\$75,000	\$172,478		
Community Development - Administration <sup>1</sup>	26,900	26,900		
Jackson Affordable Housing Corp - Downpayment Assistance	40,000	40,000		
Jackson Affordable Housing Corp - Administration <sup>1</sup>	6,000	6,000		
Jackson Affordable Housing Corp. - Acquisition/Rehab/Resale <sup>2</sup>	70,000	70,000		
CHDO Operating Expenses <sup>3</sup>	14,000	14,000		
Community Action Agency - Greenwood Housing Development (new construction)	270,000	0		
Community Action Agency - Administration <sup>1</sup>	27,000	0		
Renovations Your Way - app 1	92,175	0		
Renovations Your Way - app 2	92,175	0		
Habitat for Humanity	82,500			
<b>Total Requests:</b>	<b>\$795,750</b>			
<b>Total Budget:</b>	<b>\$329,378</b>	<b>\$329,378</b>		
	(estimate)	(estimate)		

### Restrictions

<sup>1</sup>Admin - no more than 10% (\$32,938)

<sup>2</sup>CHDO Set-aside (mandatory) at least 15% (\$49,407)

<sup>3</sup>CHDO Operating Expenses (optional) - no more than 5% (\$16,469)

## Historical Overview of 2005-2009 CDBG/HOME Allocations

(does not include budget amendments made thereafter)

Applicants	2005-2006 Allocation	2006-2007 Allocation	2007-2008 Allocation	2008-2009 Allocation	2009-2010 Allocation	Totals
<b>Public Services</b>						
1 American Red Cross	\$0	\$10,000	\$3,000	\$2,000	\$0	15,000
2 Big Brothers Big Sisters of Jackson County	0	7,939	2,500	2,000	0	12,439
3 Center for Family Health (added by City Council vote to receive late application on 1/20/09)	18,014	25,000	25,000	25,000	15,000	93,014
4 Center for Women	0	0	0	0	0	0
5 CAA (Fair Housing)	41,027	37,000	0	0	0	78,027
6 Community Action Agency (Foreclosure Prevention)	0	0	0	0	0	0
7 Community Development (Neighborhood Resource Center)	15,000	5,000	15,000	12,000	0	47,000
8 Family Service & Children's Aid	8,000	10,000	2,500	5,000	10,000	25,500
9 Flo Critt (both programs)	4,788	4,788	10,188	5,500	0	25,264
10 Helping All People Excel (HAPE)	0	0	0	0	0	0
11 Human Relations Commission (Youth Council)	0	0	5,000	1,000	0	6,000
12 Jackson Affordable Housing (Foreclosure Prevention)	10,000	14,500	27,700	27,273	12,500	79,473
13 Jackson Affordable Housing (Homeownership Program)	5,000	5,000	1,500	3,000	6,000	14,500
14 Jackson School of the Arts	0	0	0	1,500	0	1,500
15 Legal Services of South Central Michigan	0	2,500	1,500	0	0	4,000
16 Parks & Recreation (King Center Summer Youth Program)	18,000	30,000	25,000	35,000	40,000	108,000
17 Partnership Park Downtown Neighborhood Assoc.	5,500	10,000	5,000	5,000	5,000	25,500
18 The Salvation Army	0	58,102	60,000	63,000	52,000	181,102
19 United Way of Jackson County	7,000	12,500	5,000	10,000	12,000	34,500
	<b>132,329</b>	<b>232,329</b>	<b>188,888</b>	<b>197,273</b>	<b>152,500</b>	<b>750,819</b>
<b>Administration and Planning</b>						
20 Community Development	\$342,170	\$0	\$344,100	\$248,600	\$216,425	<b>934,870</b>
<b>Other Projects</b>						
21 BRINCS	\$0	\$0	\$0	\$0	\$0	0
22 Aware	\$0	\$4,000	\$0	\$0	\$0	4,000
23 Community Development (Code Enforcement)	548,350	100,000	484,500	500,000	450,000	1,632,850
24 Community Development (Residential Rehabilitation)	395,000	70,000	418,451	275,230	200,000	1,158,681
25 Comm Dev - Jobs Creation	0	30,000	0	34,000	0	64,000
26 CAA - sidewalks	3,000	0	0	0	0	3,000
27 DDA	0	60,000	15,000	18,000	0	93,000
28 Department of Engineering (Monroe Street Sidewalk)	0	0	0	0	30,000	0

<b>Applicants</b>	<b>2005-2006 Allocation</b>	<b>2006-2007 Allocation</b>	<b>2007-2008 Allocation</b>	<b>2008-2009 Allocation</b>	<b>2009-2010 Allocation</b>	<b>Totals</b>
<b>29</b> Department of Engineering (Street Paving/Reconstruction)	200,000	774,491	0	0	302,801	974,491
<b>30</b> Department of Public Services (Handicap Ramps)	0	0	0	40,000	67,523	40,000
<b>31</b> Enterprise Group	10,000	40,000	7,500	0	0	57,500
<b>32</b> Grace Haven	0	0	0	18,000	0	18,000
<b>33</b> Habitat for Humanity	15,000	47,500	0	0	0	62,500
<b>34</b> Michigan Theatre	0	0	0	4,000	0	4,000
<b>35</b> Parks & Rec - various park projects	65,000	135,000	40,000	35,000	0	275,000
<b>36</b> Word of Light Empowerment Ctr	0	58,780	0	0	0	58,780
<b>37</b> Jackson Friendly Home	0	0	0	30,000	0	30,000
<b>38</b> John George Home	0	0	50,000	50,000	50,000	100,000
<b>39</b> Parks & Recreation (Forestry)	0	0	0	25,000	25,000	25,000
	<b>1,236,350</b>	<b>1,319,771</b>	<b>1,015,451</b>	<b>1,029,230</b>	<b>1,125,324</b>	<b>4,600,802</b>
<b>Total Grant:</b>	<b>1,710,849</b>	<b>1,552,100</b>	<b>1,548,439</b>	<b>1,475,103</b>	<b>1,494,249</b>	<b>6,286,491</b>

### HOME

<b>26</b> Rehabilitation Assistance (RAP)	\$233,120	\$92,469	\$119,409	\$113,048	\$260,975	\$819,021
<b>27</b> Administration (CD)	22,000	34,219	33,800	32,000	35,000	\$157,019
<b>28</b> Downpayment Assistance	30,000	40,000	40,000	40,000	0	\$150,000
<b>29</b> Administration (JAHC)	3,000	6,000	6,000	6,000	0	\$21,000
<b>30</b> Jackson Affordable Housing - Acquisition/Rehab/ Resale	35,000	37,500	77,500	60,000	55,000	\$265,000
<b>31</b> CHDO Operating Expenses	10,000	12,000	12,000	12,000	15,000	\$61,000
<b>32</b> Habitat for Humanity	10,000	0	50,000	66,500	0	\$126,500
	<b>\$343,120</b>	<b>\$222,188</b>	<b>\$338,709</b>	<b>\$329,548</b>	<b>\$365,975</b>	<b>\$1,599,540</b>

# MEMORANDUM

February 10, 2010

MEMO TO: Honorable Mayor and City Councilmembers

FROM: City Attorney Giglio, City Assessor Taylor and City Clerk Fessel

SUBJECT: Furlough Days

As contractual appointees of the City Council, the undersigned wish to participate in the unpaid furlough days being imposed on the non-union city employees. Accordingly, we all agree to take 20 hours of unpaid leave by June 30, 2010.

We are cognizant of the dire financial straits the city is currently facing, and we hope that this small gesture on our part demonstrates our willingness to help be part of the solution. We do not believe it necessary to execute amendments to our existing employment contracts. Hopefully, this correspondence indicating our willingness to participate in the unpaid furlough days will suffice.

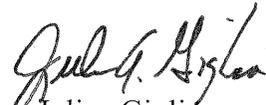
If Council has any questions, please feel free to contact us.



Lynn Fessel  
City Clerk



David Taylor  
City Assessor



Julius Giglio  
City Attorney



Downtown Development Authority (DDA)

# Memorandum

Date: February 18, 2010  
To: Honorable Mayor and City Council  
From: Jonathan Greene, Executive Director  
RE: DDA Board Recommendations

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The DDA Board respectfully requests approval of the following recommendations:

The continuation of the Meterless Parking system for FY 09/10 leaving the rate per space at \$42.00 and maintaining the minimum charge of \$100 based upon the presentation from the City of Jackson Assessing Department and the next assessment begin in July 2011 through June 2012.

Establish a public hearing at the March 23, 2010 City Council meeting as a public hearing for the continuation of the Meterless Parking System.

At the February 11, 2010 DDA Board meeting the DDA Board voted to recommend to the City Council the Parking Advisory Committee become a subcommittee of the DDA.