



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

## **AGENDA – CITY COUNCIL MEETING**

May 11, 2010  
7:00 p.m.

1. **Call to Order.**
2. **Pledge of Allegiance** – Invocation by John R. Polaczyk, 6<sup>th</sup> 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 April 27, 2010.
  - B. Approval of City license renewals for the year ending April 30, 2011, in accordance with the recommendation of the City Clerk.
  - C. Approval of the request from The Sierra Club to hold their “Beyond Coal” rally and press conference at the Riverwalk Amphitheater on Friday, May 21, 2010, beginning at 9:30 a.m. (event time 10:30 a.m.) (Approval recommended by the Police, Fire and Parks/Forestry Departments, and the Downtown Development Authority. Proper insurance coverage received.)
  - D. Approval of the request from the Jackson County Veterans Council to: (1) conduct their annual Memorial Day Parade, with police assistance, and memorial service in Mount Evergreen Cemetery on Monday, May 31, 2010, (2) to close requested streets at 9:15 a.m., and (3) request a contribution of \$250.00. (Recommended approval received from the Police, Fire, Traffic Engineering, Public Services, and Parks/Forestry Departments, and the Downtown Development Authority. Hold Harmless Agreement executed in lieu of insurance coverage.)
  - E. Approval of the request from Jackson County Parks to close Brown Street at Randolph Street and Brown Street at Denton Road at 12:00 p.m., Saturday, May 29, Saturday, July 3 and, Saturday, September 4, 2010 (rain dates, May 30, July 5 and September 5, respectively), to conduct the 2010 Fireworks Display at Cascade Falls Park, with police assistance. (Recommended approval received from the Police, Fire and Traffic Engineering Departments. Proper insurance coverage received.)
  - F. Approval of the request from the American Cancer Society to conduct the Relay for Life beginning on Friday, August 6, 2010, at 6:00 p.m., and concluding on Saturday, August 7, 2010, at 6:00 p.m., and to close Randolph Boulevard between Brown and High Streets, and northbound Brown Street from Denton Road to

Randolph Boulevard with Class 3 barricades. (Recommended approval received from the Police, Fire, Traffic Engineering, and Public Services Departments. Insurance coverage received and approved.)

- G. Approval of the request from the HIV/AIDS Resource Center (HARC) to conduct their 5K Aids Walk Michigan on Saturday, September 25, 2010 at 9:00 a.m., on city sidewalks, beginning and ending at the Riverwalk Amphitheater. (Recommended approval received from the Police, Fire, Traffic Engineering and Parks/Forestry Departments and the Downtown Development Authority. Proper insurance coverage received.)
- H. Approval of the request from Spring Arbor University Radio (HOME.fm) to hold their 5<sup>th</sup> Birthday Party at Bucky Harris Park on Tuesday, May 18, 2010, from 11:00 a.m. to 2:00 p.m. (Approval recommended by the Police, Fire, Traffic Engineering, and Parks/Forestry Departments, and the Downtown Development Authority. Proper insurance coverage received.)
- I. Approval of Traffic Control Order No. (TCO) 2061, regarding the installation of “Autistic Child Area” signs on Gilbert Street between Leroy and Ganson Streets.
- J. Receipt of the City Engineer’s report for street construction on North Street from Lansing Avenue to Cooper Street, and establishment of May 25, 2010, at the City Council meeting as the time and place to hold a public hearing of necessity.
- K. Establishment of the May 25, 2010, City Council meeting as the time and place to hold a public hearing to consider the application for a United States Environmental Protection Agency (USEPA) Brownfield Area-Wide Planning Pilot Program Grant.

8. **Committee Reports.**

- A. Receipt of the City Affairs Committee report.

9. **Appointments.**

10. **Public Hearing.**

- A. Public hearing on an application for an Industrial Facilities Exemption Certificate (IFEC) filed by American Tooling Center, Inc., at 1150 S. Elm Street.
  - 1. Resolution approving the application. (City Affairs Committee recommends approval.)

**Recess as a City Council and convene as a Board of Review.**

- B. Public hearing on Special Assessment Roll No. 4189 for Delinquent Miscellaneous General Fund Accounts Receivable.
  - 1. Resolution confirming Special Assessment Roll No. 4189.
- C. Public hearing on Special Assessment Roll No. 4190 for Delinquent Miscellaneous Building Department Fund Accounts Receivable.
  - 1. Resolution confirming Special Assessment Roll No. 4190.
- D. Public hearing on Special Assessment Roll No. 4191 for Delinquent Miscellaneous Community Development Block Grant Fund Accounts Receivable.
  - 1. Resolution confirming Special Assessment Roll No. 4191.
- E. Public hearing on Special Assessment Roll No. 4192 for Delinquent Miscellaneous Wastewater Fund Accounts Receivable.
  - \*1. Resolution Deleted.
- F. Public hearing on Special Assessment Roll No. 4193 for Delinquent Miscellaneous Water Fund Accounts Receivable.
  - 1. Resolution confirming Special Assessment Roll No. 4193.

- G. Public hearing on Special Assessment Roll No. 4194 for Delinquent Miscellaneous Public Works Fund Accounts Receivable.
  - 1. Resolution confirming Special Assessment Roll No. 4194.

**Adjourn as a Board of Review and reconvene as a City Council.**

- H. Public hearing on the City's fiscal year 2010-2011 proposed budget.

11. **Resolutions.**

- A. Consideration of a resolution amending the Jackson Police Department budget to reflect receipt of an American Recovery Reinvestment Act, Energy Efficiency and Conservation Multipurpose Block Grant in the amount of \$137,069.00, which will enable the Police and Fire Departments to reduce fossil fuel emissions and total energy use while improving energy efficiency.
- B. Consideration of a resolution renaming Jay Street to United Way, pursuant to the City's Code of Ordinances.

12. **Ordinances.**

- A. Final adoption of Ordinance No. 2010.06, amending Chapter 28, Section 28-32, City Code, responding property located at 721 and 723 W. Franklin Street, from R-2 (one-and two-family residential) to R-6 (residential and low-density office). (City Planning Commission and Staff recommend approval.)

13. **Other Business.**

- A. Consideration of a proposed employment contract with Warren D. Renando to serve as Interim City Manager for a one-year term, and authorization for the Mayor and City Clerk to execute the appropriate document(s), and for the City Attorney to make minor modifications to the contract.
- B. Consideration of the appointment/confirmation of Warren D. Renando to serve as Interim City Manager on various boards and commissions until a new City Manager is named.
- C. Consideration of the options proposed by Education Associates of Michigan, LLC, regarding the City Manager search, and approval of the payment of an outstanding invoice in the amount of \$1,250.00, fulfilling contractual obligations for the City Manager search, in accordance with the recommendation of the City Attorney.

14. **New Business.**

- A. Consideration of the request to award a low bid contract to Hamlin Grading and Excavating, Stockbridge, in the amount of \$8.26 per cubic yard (estimated contract amount of \$189,980.00), for spent lime removal at the Water Treatment Plant, and authorization for the Mayor and City Clerk to execute the appropriate document(s), in accordance with the recommendation of the Interim Water Director, and the Purchasing Coordinator.
- B. Consideration of the following requests from the Community Development Department regarding the fiscal year 2010-2011 One-Year Action Plan of Community Development Block Grant (CDBG) and HOME Investment Partnership program (HOME) Funds:
  - 1. Approval of the 2010-2011 One-Year Action Plan;
  - 2. Adoption of the Resolution of Certifications, and
  - 3. Authorization for the Mayor to sign Form SF-424, the Certifications, and any other documentation required for submittal of the One-Year Action Plan to HUD.

- C. Consideration of the request to give City residents until May 30, 2010, to select a City-owned vacant lot for the Community/Urban Gardening Program, and after May 30, 2010, non-City residents may be permitted to select a City-owned vacant lot to cultivate under the Community/Urban Gardening guidelines.
- \*D.** Consideration of the request to approve the low bid award to West Shore Fire, Inc., in the amount of \$135,798.00, for the purchase of new self-contained breathing apparatus, in accordance with the recommendation of the Fire Chief.

15. **City Councilmembers' Comments.**

16. **Manager's Comments.**

17. **Adjournment.**

\*Items Added, Deleted or Changed.

## **JACKSON CITY COUNCIL MEETING**

### **MINUTES**

**APRIL 27, 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.**

Mayor Dunigan recognized Boy Scout Troop No. 322 and asked them to lead the Council in the pledge of allegiance. Councilmember Frounfelker delivered the invocation, remembering community leader and former City Commissioner Tom Ratchford who passed away this past weekend.

#### **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 Frounfelker to adopt the agenda. 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.

#### **CITIZEN COMMENTS.**

Tom Mijal, Hendrik Schuur, Travis Fojtasek and Barbara Thayer addressed the Council speaking about and in support of the request from Allegiance Health Systems to conduct a farmers' market.

Michael Wisniewski spoke in opposition to the increase in building inspection fees.

Alice Lewis, Teresa Delph and Kathleen Conley all spoke in support of the Human Relations Commission and their staff person Frank Weathers.

Judy Krasnow, Marilyn Guidinger and John Schaub all spoke in opposition to the demolition of a structure at 744 W. Michigan Avenue

**PRESENTATIONS/PROCLAMATIONS.**

**A. PRESENTATION OF THE DRAFT 2010 EDITION OF THE CITY OF JACKSON COMPREHENSIVE PLAN BY THE CITY PLANNING COMMISSION.**

Grant Bauman, Region 2 Planning Commission Principal Planner, highlighted the Comprehensive Plan, discussing additions to the Master Street Plan and the Zoning Plan, census estimate updates, updates to City programs and that references to Foote Hospital were changed to Allegiance Health.

**1. CONSIDERATION OF A RESOLUTION APPROVING THE REQUEST TO RELEASE THE DRAFT PLAN FOR REVIEW BY ADJACENT TOWNSHIPS, AND OTHER PERTINENT AGENCIES, AND RESERVING THE RIGHT TO ADOPT THE COMPREHENSIVE PLAN AT THE COMPLETION OF THE APPROVAL PROCESS AS REQUIRED BY THE MUNICIPAL PLANNING ENABLING ACT.**

Motion was made by Councilmember Polaczyk and seconded by Councilmember Gaiser to consider the approval and the release of the draft plan to the adjacent townships and other pertinent agencies, as directed by the Planning Commission 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.

**B. PRESENTATION BY MR. ED RUTKOWSKI, ENGINEERING DEPARTMENT, REGARDING THE 100<sup>TH</sup> ANNIVERSARY OF PRESIDENT TAFT'S VISIT TO JACKSON, MICHIGAN, ON JUNE 4, 1910, TO DEDICATE THE "UNDER THE OAKS."**

Mr. Rutkowski provided history of the Jackson train station, which opened on September 1, 1873, explaining that it is the oldest passenger station in continuous operation in the nation. He invited everyone to attend the National Train Day event to be held on May 8 at the Jackson Amtrak Station.

He continued by explaining that the Chamber of Commerce invited President Taft to come to Jackson on June 4, 1910, to dedicate the "Under the Oaks" marker (rock and bronze plaque). This is historically significant for our community, which is considered the birthplace of the Republican Party. He also asked the Council to consider erecting a bronze statue of President Taft next to the "Under the Oaks" marker.

**CONSENT CALENDAR.**

Councilmember Breeding requested Item G be removed for separate consideration. Mayor Dunigan requested Item L be removed for separate consideration. Motion was made by Councilmember Polaczyk and seconded by Councilmember Frounfelker to approve the following Consent Calendar, with Items G and L 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 April 13, 2010, and special City Council meetings of April 20 and April 21, 2010.
- B. Approval of the payment of the Region 2 Planning Commission invoice in the amount of \$3,604.89, for planning services for the month of March 2010, in accordance with the recommendation of the City Manager.
- C. Approval of City license renewals for the year ending April 30, 2011, in accordance with the recommendation of the City Clerk.
- D. Approval of a request from Allegiance Health Systems to conduct a farmers' market on Wednesdays from 2:30 until 6:00 p.m., beginning April 28 or May 5, 2010, and ending the last week of October 2010.
- E. Approval of the request from the Jackson Community College Office of Multicultural Relations to hold the 2010 Juneteenth Event at the Riverwalk Amphitheater on Saturday, June 19, 2010, from 4:00 p.m. until 10:00 p.m. (event 6:00 p.m. until 9:00 p.m.). (Approval recommended by the Police, Fire and Public Services Departments, and the Downtown Development Authority. Proper insurance coverage received.)
- F. Approval of the request from Daryl Hoskins, Daryl's Downtown, LLC, for authorization for temporary outdoor service on May 28, June 4, June 11, June 18, June 25, July 2, July 9, July 16, July 23, July 30, August 27 and September 25, 2010, for a series of events. (Approval recommended by the Police and Fire Departments, and the Downtown Development Authority. Proper insurance coverage received.)
- G. *Removed for separate consideration.*
- H. Receipt of actuarial valuations as of June 30, 2009, communication from the Boards of Trustees of the City of Jackson Employees Retirement System, Act 345 Retirement System and City of Jackson Policemen's and Firemen's Pension System, and certifying funding necessary for fiscal year 2010-2011.
- I. Receipt of CDBG Financial Summary Report through March 31, 2010.
- J. Receipt of the Dangerous Building Report through March 31, 2010.
- K. Establishment of May 11, 2010, at the City Council meeting as the time and place to hold a public hearing on an application for an Industrial Facilities Exemption Certificate filed by American Tooling Center, Inc., at 1150 S. Elm Street, and referral to the City Affairs Committee for review and recommendation.
- L. *Removed for separate consideration.*

**CONSENT CALENDAR ITEM G.**

***Approval of the offer to purchase the City –owned property located at 905 Orchard, Stencil #5-0539.1 (vacant lot), in the amount of \$2,000.00, waive a development agreement, conditioned upon the homeowner's combining this parcel with their current property, and authorization for the Mayor and City Clerk to execute the appropriate document(s), subject to approval and minor modifications by the City Attorney, in accordance with the recommendation of the Community Development Director.***

Motion was made by Councilmember Breeding and seconded by Councilmember Frounfelker to approve the offer to purchase the City-owned property located at 905 Orchard, Stencil #5-0539.1 (vacant lot), in the amount of **\$1,000.00**, waive a development agreement, conditioned upon the homeowner's combining this parcel with their current property, and authorization for the Mayor and City Clerk to execute the appropriate document(s), subject to approval and minor modifications by the City Attorney, in accordance with the recommendation

of the Community Development Director. 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 ITEM L.**

*Receipt of a Claim of Appeal of Historic District Commission decision regarding 744 W. Michigan Avenue (Tony Pinson, M.D.), referral of the matter to the City Attorney's office for appropriate action, and establishing May 11, 2010, at 7:00 p.m., as the date and time to hear the appeal before the City Council, in accordance with the City Code, Chapter 13, Section 13-9(b)(2)a.*

Motion was made by Mayor Dunigan and seconded by Councilmember Polaczyk to receive the Claim of Appeal and establish **May 25, 2010**, as the date to hear the appeal. 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.

### **COMMITTEE REPORTS.**

#### **A. CONSIDERATION AND RECEIPT OF THE FINANCE COMMITTEE REPORT FOR APRIL 20, 2010.**

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.

#### **1. RESOLUTION AMENDING SECTION 13.8 OF THE CITY CHARTER, TO PROVIDE THAT NO PERSON OR FIRM SHALL CONDUCT THE AUDIT OF THE CITY'S FUNDS FOR MORE THAN FOUR YEARS IN SUCCESSION. (FINANCE COMMITTEE RECOMMENDS THIS BE WITHDRAWN AS A BALLOT ISSUE.)**

Motion was made by Councilmember Breeding and seconded by Councilmember Greer to place the proposal on the November election ballot. The motion FAILED adoption by the following vote. Yeas: Councilmembers Breeding and Gaiser—2. Nays: Mayor Dunigan and Councilmembers Howe, Greer, Frounfelker and Polaczyk—5. Absent: 0.

### **APPOINTMENTS.**

None.

### **PUBLIC HEARINGS.**

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

Motion was made by Councilmember Greer and seconded by Councilmember Polaczyk to recess as a City Council and convene as a Board of Review. 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.

**A. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4187 FOR THE OPERATION OF A METERLESS PARKING SYSTEM IN THE DOWNTOWN AREA.**

Mayor Dunigan opened the public hearing. No one spoke. The City Clerk reported on correspondence received from the Commonwealth Commerce Center, 209 E. Washington Avenue, protesting their special assessment. The Mayor closed the public hearing.

**1. RESOLUTION CONFIRMING SPECIAL ASSESSMENT ROLL NO. 4187.**

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.

**B. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4188 FOR THE OPERATION OF A METERLESS PARKING SYSTEM IN THE DOWNTOWN AREA.**

Mayor Dunigan opened the public hearing. Patrick Colligan, owner of The Rocket, 216 Francis Street, would like to see his special assessment reduced. No correspondence was received. The Mayor closed the public hearing.

**1. RESOLUTION CONFIRMING SPECIAL ASSESSMENT ROLL NO. 4188.**

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

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

Motion was made by Councilmember Polaczyk and seconded by Councilmember Greer to adjourn as a Board of Review and reconvene as a City Council. 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 TO CONSIDER A REQUEST TO REZONE PROPERTIES LOCATED AT 721 AND 723 W. FRANKLIN STREET, FROM R-2 (ONE- AND TWO-FAMILY RESIDENTIAL) TO R-4 (HIGH-DENSITY APARTMENT AND OFFICE). (CITY PLANNING COMMISSION AND STAFF RECOMMEND DENIAL OF REZONING TO R-4, AND RECOMMEND REZONING TO R-6 (RESIDENTIAL AND LOW-DENSITY OFFICE).)**

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

**1. CONSIDERATION OF AN ORDINANCE AMENDING CHAPTER 28, SECTION 28-32, CITY CODE, REZONING PROPERTY LOCATED AT 721 AND 723 W.**

**FRANKLIN STREET, FROM R-2 (ONE- AND TWO-FAMILY RESIDENTIAL) TO R-4 (HIGH-DENSITY APARTMENT AND OFFICE).**

*OR*

- 2. CONSIDERATION OF AN ORDINANCE AMENDING CHAPTER 28, SECTION 28-32, CITY CODE, REZONING PROPERTY LOCATED AT 721 AND 723 W. FRANKLIN STREET, FROM R-2 (ONE- AND TWO-FAMILY RESIDENTIAL) TO R-6 (RESIDENTIAL AND LOW-DENSITY OFFICE. (CITY PLANNING COMMISSION AND STAFF RECOMMEND APPROVAL.)**

Motion was made by Councilmember Howe and seconded by Councilmember Polaczyk to approve the ordinance (No. 2 above) rezoning the property from R-2 to R-6 and place it on the next regular Council meeting agenda for final adoption. 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.

### **RESOLUTIONS.**

- A. CONSIDERATION OF A RESOLUTION FROM THE LIQUOR CONTROL COMMISSION REGARDING THE REQUEST TO TRANSFER OWNERSHIP OF 2009 CLASS C LICENSED BUSINESS WITH DANCE-ENTERTAINMENT PERMIT AND TOPLESS ACTIVITY PERMIT, LOCATED AT 621 E. MICHIGAN, FROM POTTER'S PUB, INC., TO NANCY MINIX ENTERPRISES.**

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

- B. CONSIDERATION OF A RESOLUTION RECOGNIZING COMMUNITY MINDED SERVICE CLUB-CMS CLUB AS A NON-PROFIT ORGANIZATION OPERATING IN THE COMMUNITY FOR THE PURPOSE OF OBTAINING CHARITABLE GAMING LICENSES.**

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 Howe, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: Councilmember Breeding—1. Absent: 0.

- C. CONSIDERATION OF THE FOLLOWING RESOLUTIONS REGARDING A PROPERTY TRANSFER AFFIDAVIT (PTA) FINE:**

- 1. RESOLUTION WAIVING A PENALTY LEVIED FOR PROPERTY OWNERS WHO FAIL TO FILE A PROPERTY TRANSFER AFFIDAVIT (PTA) IN A TIMELY FASHION (FINANCE COMMITTEE RECOMMENDS APPROVAL.)**

Motion was made by Councilmember Greer and seconded by Councilmember Gaiser to adopt the resolution (No. 1 above) waiving a penalty. The motion was adopted

by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer and Gaiser—5. Nays: Councilmembers Frounfelker and Polaczyk—2. Absent: 0.

**OR**

- 2. RESOLUTION IMPLEMENTING A FINE PROCESS TO BE LEVIED FOR PROPERTY OWNERS WHO FAIL TO FILE A PROPERTY TRANSFER AFFIDAVIT (PTA) IN A TIMELY FASHION.**
- D. CONSIDERATION OF THE FOLLOWING RESOLUTIONS REVISING THE CITY'S BUILDING INSPECTION FEES, 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 COMMUNITY DEVELOPMENT DIRECTOR:**

**1. ADOPTION OF A DANGEROUS STRUCTURES ORDINANCE FEE SCHEDULE.**

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 Howe, Greer, Frounfelker and Polaczyk—5. Nays: Councilmembers Breeding and Gaiser—2. Absent: 0.

**2. ADOPTION OF A BUILDING PERMIT FEE SCHEDULE.**

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 Howe, Greer, Frounfelker and Polaczyk—5. Nays: Councilmembers Breeding and Gaiser--2. Absent: 0.

**3. ADOPTION OF AN ELECTRICAL PERMIT FEE SCHEDULE.**

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 Howe, Greer, Frounfelker and Polaczyk—5. Nays: Councilmembers Breeding and Gaiser--2. Absent: 0.

**4. ADOPTION OF A FENCE PERMIT FEE SCHEDULE.**

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 Howe, Greer, Frounfelker and Polaczyk—5. Nays: Councilmembers Breeding and Gaiser—2. Absent: 0.

**5. ADOPTION OF A MECHANICAL PERMIT FEE SCHEDULE.**

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 Howe, Greer, Frounfelker and Polaczyk—5. Nays: Councilmembers Breeding and Gaiser--2. Absent: 0.

**6. ADOPTION OF A PLUMBING PERMIT FEE SCHEDULE.**

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 Howe, Greer, Frounfelker and Polaczyk—5. Nays: Councilmembers Breeding and Gaiser--2. Absent: 0.

**E. ADOPTION OF A RESOLUTION ORDERING A LEVY OF 1.9996 MILLS IN THE DOWNTOWN DEVELOPMENT DISTRICT.**

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

**ORDINANCES.**

None.

**OTHER BUSINESS.**

**A. CONSIDERATION OF THE FINAL ALLOCATIONS FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME FUNDING FOR FISCAL YEAR 2010-2011, AND RECEIPT OF AND RESPONSE TO ANY ORAL OR WRITTEN COMMUNICATION RECEIVED FROM THE PUBLIC REGARDING THE ACTION PLAN.**

Motion was made by Councilmember Frounfelker and seconded by Councilmember Greer to approve the following final allocations for CDBG and HOME funds:

**CDBG**

AWARE, Inc.	\$ 15,000
Center for Family Health – Dental	\$ 20,000
Family Service/Children’s Aid – FAST	\$ 7,000
JAHG – Homeownership Counseling	\$ 8,000
King Center Youth Program	\$ 40,000
Partnership Park After School Program	\$ 5,000
The Salvation Army – Shutoff Prevention	\$ 60,000
United Way 211 Service	\$ 10,000
<b>PUBLIC SERVICE SUBTOTAL</b>	<b>\$165,000</b>
Administration and Planning	\$249,700
<b>ADMINISTRATION AND PLANNING SUBTOTAL</b>	<b>\$249,700</b>
Community Development – Code Enforcement	\$503,345
Community Development – Residential Rehab	\$186,000
Community Development – Jobs Creation	\$ 50,000

City Attorney's Office – Code Enforcement	\$ 63,000
DPW – Curb Ramps	\$ 20,000
Engineering – Street Paving/Reconstruction	\$ 355,000
Forestry – Ash Tree Removal/Replacement	\$ 14,000
John George Home – Handicapped bathroom	\$ 10,000
OTHER PROJECTS SUBTOTAL	\$1,201,345
TOTAL REQUESTED	\$1,616,045

**HOME**

Community Development Rehab Assistance	\$ 179,945
Community Development Administration	\$ 30,400
JAHC – Downpayment Assistance	\$ 40,000
JAHC – Administration	\$ 6,000
JAHC – Ac/Rehab/Resale	\$ 90,000
JAHC – CHDO Operating	\$ 18,000
TOTAL	\$ 364,345

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 MOTION TO OFFER A ONE-YEAR CONTRACT TO WARREN RENANDO TO PROVIDE SERVICES OF INTERIM CITY MANAGER WITH THE SAME CONDITIONS IRONED OUT APPROXIMATELY THREE WEEKS AGO. (POSTPONED AT THE APRIL 13, 2010, CITY COUNCIL MEETING.)**

Motion was made by Councilmember Gaiser and seconded by Councilmember Greer to offer a one-year contract to Warren Renando to provide the services of Interim City Manager with the same conditions ironed out approximately three weeks ago.

Motion was made by Councilmember Gaiser and seconded by Councilmember Greer to call for the question. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer and Gaiser—5. Nays: Councilmembers Frounfelker and Polaczyk—2. Absent: 0.

The motion was voted on and adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Greer and Gaiser—4. Nays: Councilmembers Howe, Frounfelker and Polaczyk—3. Absent: 0.

Motion was made by Mayor Dunigan and seconded by Councilmember Greer for a unity vote for hiring Warren Renando. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, and Polaczyk—6. Nays: Councilmember Frounfelker—1. Absent: 0.

**C. CONSIDERATION OF THE CONTINUATION OF THE SERVICES OF EDUCATION ASSOCIATES OF MICHIGAN, LLC, THE SEARCH FOR A CITY MANAGER, AND**

**OTHER RELATED MATTERS TO THE MANAGER. (POSTPONED AT THE APRIL 13, 2010, CITY COUNCIL MEETING.)**

City Attorney Giglio stated he will contact Education Associates and relay Council's discussion. Mr. Giglio will also bring a proposed contract for Mr. Renando's services to the May 11, 2010, City Council meeting.

**NEW BUSINESS.**

- A. CONSIDERATION OF THE REQUEST TO APPROVE A MEMORANDUM OF AGREEMENT (MOA) BETWEEN THE CITY, AND BUSINESS WATCH INTERNATIONAL, INC. ("BWI"), ESTABLISHING AN INTERNET SERVICE IN REFERENCE TO THE NEW PAWNBROKER AND SECOND HAND DEALER ORDINANCE, AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE DOCUMENT(S), AND FOR STAFF TO MAKE MINOR MODIFICATIONS TO THE AGREEMENT, IN ACCORDANCE WITH THE RECOMMENDATION OF THE CITY ATTORNEY.**

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

- B. CONSIDERATION OF THE REQUEST RECEIVED APRIL 20, 2010, FROM THE DOWNTOWN DEVELOPMENT AUTHORITY FOR AN ALLOCATION OF \$25,000.00 FOR FISCAL YEAR 2010-2011 FOR CONTINUED DOWNTOWN DEVELOPMENT.**

Motion was made by Councilmember Breeding and seconded by Councilmember Greer to postpone consideration of this matter until after the City budget is considered.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Polaczyk to refer this to the Finance Committee at the next regularly scheduled meeting and bring back a recommendation.

Motion was made by Councilmember Greer and seconded by Councilmember Gaiser to amend the motion to refer by adding that the recommendation be brought back to the City Council at the 2<sup>nd</sup> meeting in May. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser and Polaczyk—6. Nays: Councilmember Frounfelker—1. Absent: 0.

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

- C. CONSIDERATION OF THE REQUEST OF THE DOWNTOWN DEVELOPMENT AUTHORITY TO DIRECT THE CITY ENGINEER OR HIS DESIGNEE TO SEEK OUTSIDE BIDS IN CONJUNCTION WITH A COST PROPOSAL FROM CITY ENGINEERING/PUBLIC WORKS TO PERFORM "JOINT FILL" MAINTENANCE OF THE CITY-OWNED PARKING LOTS WITHIN THE METERLESS PARKING SYSTEM, WITH BIDS COLLECTED AND AWARDED BY JUNE 30, 2010, AND**

**ALL WORK COMPLETED BY NOVEMBER 15, 2010. (PARKING ADVISORY COMMITTEE RECOMMENDS APPROVAL.)**

Motion was made by Councilmember Polaczyk and seconded by Councilmember Gaiser 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.

**D. CONSIDERATION OF THE ELLA SHARP MUSEUM DIRECTOR'S REQUEST TO EXTEND THE CURRENT BOUNDARIES OF THE ELLA SHARP MUSEUM PROPERTY TO MOVE THE SCHOOLHOUSE TO ITS ORIGINAL LOCATION PENDING GRANT APPROVAL, IN ACCORDANCE WITH THE RECOMMENDATION OF THE ELLA SHARP PARK BOARD OF TRUSTEES.**

Motion was made by Councilmember Polaczyk and seconded by Councilmember Greer 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.

**CITY COUNCILMEMBERS' COMMENTS.**

Councilmember Greer offered condolences to the family of Tom Ratchford and remarked that he was a great servant to the community. He requested that a resolution or proclamation be prepared in his honor for the next Council meeting.

Councilmember Gaiser thanked Mr. Rutkowski for his presentation and also thanked him for all of his efforts in decorating the Jackson train depot at Christmas. He believes the idea of promoting the historic significance of President Taft's visit is wonderful and he would like to begin entertaining the idea of raising community funds for the erection of a statue of the President, as suggested by Mr. Rutkowski. He thanked everyone for their continuing interest in City Council meetings.

Councilmember Frounfelker announced he will conduct a neighborhood meeting on Thursday, April 29 at 7:00 p.m. in the Council Chambers. Kelli Hoover, Acting Parks and Recreation Director, will be his guest. He also remarked that last Wednesday he was in the downtown area with out-of-state visitors and they remarked on how charming Jackson is and how it reminded them of Raleigh, North Carolina.

Councilmember Polaczyk stated that the Parks and Recreation Commission has put money aside for improvements to "Under the Oaks." With a chuckle, he asked Mr. Renando to call and let the Council know if he wants the job. He concluded by thanking Chris Lewis for his hard work as Interim City Manager.

Councilmember Howe echoed Councilmember Polaczyk's sentiments, thanking Mr. Lewis for his hard work and a job well done. He stated he attended Tom Ratchford's funeral and the expression of condolences and the number of people attending is a testament to how greatly he was respected.

Mayor Dunigan offered her condolences to the Ratchford family and stated Tom was a great guy and a great friend. She also thanked Mr. Lewis for keeping everyone together and on track.

**MANAGER'S COMMENTS.**

None.

**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 8:50 p.m.

Lynn Fessel  
City Clerk

# **MEMORANDUM**

**Lynn Fessel, City Clerk**

May 4, 2010

**TO:** Honorable Mayor and City Councilmembers

**SUBJECT:** City License Approvals for the Year Expiring April 30, 2011

City Council approval is required for the following types of business licenses:

Dry Cleaners  
Exterminators

Gasoline Pumps  
Poolrooms

Laundromats

The listing below represents the companies that returned new or renewal applications for the above types of businesses. I am requesting City Council approve these licenses at the May 11 meeting. All appropriate department approvals, insurance certificates and fees have been received.

**Dry Cleaners**

Mini-Maxi Coin Laundry  
906 N. Wisner

Snow White Laundry  
432 N. Blackstone

**Gasoline Pumps**

Admiral Petroleum  
846 N. West  
1910 E. Michigan  
250 W. Prospect

**Gasoline Pumps**

Corrigan Oil  
710 E. South  
1612 N. West  
1601 E. Michigan

**Exterminators/  
Fumigators**

Aardvark Pest Control  
2932 Page

Durite Exterminators  
117 E. Wilkins

Orkin Extermination  
Lansing MI

Shell Food Mart  
801 Wildwood

Meezo Express  
1504 E. Michigan

West & High Mobil  
1240 S. West

Kelly Fuels  
740 E. South

**Laundromats**

Bre-Z-Coin Laundry  
1701 Woodbridge

Laundry Land of Jax  
258 Cooper

Mini-Maxi Laundry  
906 N. Wisner

**Poolroom**

Game on Sports Bar  
1715 E. Michigan

Consumers Energy  
One Energy Plaza



City Clerk

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

May 5, 2010

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Angela Arnold, Deputy City Clerk *Angela Arnold*  
**RE:** The Sierra Club/Beyond Coal Rally

The Sierra Club is requesting use of the Riverwalk Amphitheatre for a "Beyond Coal Rally, and press release on Friday May 21, 2010, beginning at 9:30 a.m.

Recommended approvals have been received from the Police, Fire, and Parks/Forestry Departments and the Downtown Development Authority. Proper insurance coverage has been received.

Please consider this request at the May 11th City Council meeting. Thank you.

Attachment

C: Chris Lewis, Interim City Manager



**CITY OF JACKSON  
SPECIAL EVENT APPLICATION**  
City Clerk's Office \* 161 W. Michigan Avenue \* Jackson, MI 49201  
(517) 788-4025

Date Received By Clerk's Office: 5/3/10 Time: \_\_\_\_\_ By: A. Arnold

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

Sponsoring Organization's Legal Name: The Sierra Club  
 Organization Address: 1723 W. 14 mile Rd, Royal Oak, MI 48073  
 Organization Agent: Tiffany Hartung Title: Assoc. Regional Representative  
 Phone: Work 248-549-6213 Home \_\_\_\_\_ During event 248-933-2451 (cell)  
 Agent's Address: 1723 W. 14 mile Rd, Royal Oak, MI 48073  
 Agent's E-Mail Address: tiffany.hartung@sierraclub.org  
 Event Name: Beyond Coal Rally  
 Please give a brief description of the proposed special event: small rally/press conference

Event Day(s) & Date(s): Friday, May 21, 2010 Event Time(s): 10:30 - noon  
 Set-Up Date & Time: 5/21/10, 9:30 am Tear-Down Date & Time: 5/21/10 1:00 pm  
 Event Location: Riverwalk Amphitheater Park

**ANNUAL EVENT:** Is this event expected to occur next year?  YES  NO How many years has this event occurred? 0

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

**STREET CLOSURES:** Start Date/ Time: NA through Date/ Time: \_\_\_\_\_

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

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

**DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT?** YES  NO   
 If yes, are liquor license and liquor liability insurance attached? YES  NO   
 If yes, what time? NA until NA



**CITY OF JACKSON**  
**SPECIAL EVENT APPLICATION, Page 2**  
 City Clerk's Office \* 161 W. Michigan Avenue \* Jackson, MI 49201  
 (517) 788-4025

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

**ATTENDANCE:** What is the expected (estimated) attendance for this event? 30

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

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

**OTHER REQUESTS:** (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)  
None

**INSURANCE:** All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson as an additional insured party on the policy. A sponsor of a Low Hazard event may request that City Council waive the insurance requirement and execute a Hold Harmless and Indemnification Agreement. This event qualifies consideration for Low Hazard because:  
Liability insurance certificate is attached

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

May 3, 2010  
 Date

Tiffany Hartung  
 Signature of Sponsoring Organization's Agent (ARF)

RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:  
 CITY CLERK'S OFFICE - ATTN: ANGELA ARNOLD  
 161 W. MICHIGAN AVENUE - JACKSON, MI 49201

**CITY OF JACKSON**  
**SPECIAL EVENT APPLICATION – Page 3**  
City Clerk's Office \* 161 W. Michigan Avenue \* Jackson, MI 49201  
(517) 788-4025

Event Title: **Beyond Coal Rally – Friday, May 21, 2010**

**DEPARTMENTAL USE ONLY: Please contact applicant directly with any questions or concerns. Sign and return to the City Clerk's office, as soon as possible.**

Approvals noted below by departments, indicate they have been made aware of the request and the responsibility of their department has been met.

Police Dept: C. Simpson Recommend Approval: **YES** NO Est. Economic Impact: \$ -0-

Fire Dept.: M. Beyerstedt Recommend Approval: **YES** NO Est. Economic Impact: \$ -0-

Traffic Eng.: FYI Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Public Serv. Dept.: FYI Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Parks/Forestry: T. Steiger Recommend Approval: **YES** NO Est. Economic Impact: \$ -0-

DDA: J. Greene Recommend Approval: **YES** NO Est. Economic Impact: \$ -0-

Have businesses been notified for street closures?: YES NO

Reason for disapproval: \_\_\_\_\_

Any special requirements/conditions:

Insurance/Indemnification Received: 05/03/10

Insurance Approved: 05/04/10

City Council Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Approval/Denial Mailed: \_\_\_\_\_



City Clerk

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

May 3, 2010

**TO: Honorable Mayor and City Councilmembers**  
**FROM: Angela Arnold, Deputy City Clerk**   
**RE: Jackson County Veterans Council – Memorial Day Parade & Memorial Service**

The Jackson County Veterans Council is requesting approval to (1) conduct their annual Memorial Day Parade, Monday, May 31, 2010 beginning at 9:30 a.m., with police assistance and Memorial Service in Mount Evergreen Cemetery; and (2) to close requested streets at 9:00 a.m. and (3) request a contribution of \$250.00.

Recommended approvals have been received from the Police, Fire, Traffic Engineering, Public Works and Parks/Forestry Departments and the Downtown Development Authority. A Hold Harmless Agreement has been executed in lieu of insurance.

Please consider this request at Council's May 11<sup>th</sup> meeting.

Thank you.

Attachments

C: Christopher Lewis, Interim City Manager



CITY OF JACKSON  
SPECIAL EVENT APPLICATION  
City Clerk's Office \* 161 W. Michigan Avenue \* Jackson, MI 49201  
(517) 788-4025

Date Received By Clerk's Office: 4/19/10 Time: \_\_\_\_\_ By: \_\_\_\_\_

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

Sponsoring Organization's Legal Name: JACKSON COUNTY VETERAN AFFAIRS

Organization Address: 3200 LANSING AVE, JACKSON, MI 49202

Organization Agent: DAVID M. WELIHAN Title: COMMANDER

Phone: Work 517-788-4425 Home 517-784-3696 During event 517-750-7127

Agent's Address: 3919 ZYGUNT DR, JACKSON, MI 49201

Agent's E-Mail Address: ~~David~~ dwelihan@co.jackson.mi.us

Event Name: MEMORIAL DAY PARADE & MEMORIAL CEREMONY

Please give a brief description of the proposed special event: \_\_\_\_\_  
\_\_\_\_\_

Event Day(s) & Date(s): MONDAY, MAY 31, 2010 Event Time(s): 0930 - 1200

Set-Up Date & Time: N/A Tear-Down Date & Time: N/A

Event Location: DOWNTOWN & AT MT EVERGREEN CEREMONY

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? \_\_\_\_\_

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

STREET CLOSURES: Start Date/ Time: 5/31/10 9:00 am through Date/ Time: 5/31/10 12:00 pm

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

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

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES (NO)  
If yes, are liquor license and liquor liability insurance attached? YES NO  
If yes, what time? \_\_\_\_\_ until \_\_\_\_\_

788 4425



# JACKSON COUNTY VETERANS COUNCIL

**RECEIVED**  
CITY of JACKSON  
APR 26 2010  
CLERK'S OFFICE  
BY \_\_\_\_\_

April 23, 2010

City Council of Jackson  
City of Jackson  
161 W Michigan Ave  
Jackson, MI 49201

Monday, May 31, 2010, the Veterans Organizations of Jackson County will participate in the annual Memorial Day Parade and Memorial Service in memory of our departed Veterans.

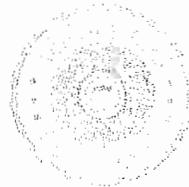
The parade will proceed from Michigan Avenue to Mr. Evergreen Cemetery. We request your approval.

We are also requesting a contribution of \$250.00 (two hundred fifty dollars) to help with costs. This money is given to the bands who participate.

Thank you in advance for your consideration and cooperation on this Memorial Day observance.

Yours in Comradeship.

David M. Welihan  
3919 Zygmunt Dr  
Jackson, MI 49201  
517-764-3696 – h  
517-788-4425 - w



## JACKSON COUNTY VETERANS COUNCIL

April 12, 2010

Traffic Engineer  
City of Jackson  
621 Water Street  
Jackson, MI 49203

Monday, May 31<sup>st</sup>, 2010, the Jackson County Veterans Council and Veterans of Jackson County will participate in the annual Memorial Day Parade and Memorial Service in Mt. Evergreen Cemetery on Rockwell Street.

We are requesting that Michigan Avenue be blocked between Jackson and Mechanic Streets from about 9:15 A.M. for forming of the parade and Rockwell Street from Jackson to Washington Street.

A request is also being sent to the Jackson City Police Department for traffic control along this route.

Thank you in advance for your consideration and cooperation on this Memorial Day observance.

Yours in Comradeship

David Welihan, Commander  
3919 Zygmunt Drive  
Jackson, MI 49201  
517 764-3696

**Received**

APR 14 2010

**Engineering  
City of Jackson**



CITY OF JACKSON  
SPECIAL EVENT APPLICATION, Page 2  
City Clerk's Office \* 161 W. Michigan Avenue \* Jackson, MI 49201  
(517) 788-4025

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

ATTENDANCE: What is the expected (estimated) attendance for this event? 300 ±

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

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

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

INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson as an additional insured party on the policy. A sponsor of a Low Hazard event may request that City Council waive the insurance requirement and execute a Hold Harmless and Indemnification Agreement. This event qualifies consideration for Low Hazard because:  
\_\_\_\_\_  
\_\_\_\_\_

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

14 APRIL 2010  
Date

*Maureen Walker*  
Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:  
CITY CLERK'S OFFICE - ATTN: ANGELA ARNOLD  
161 W. MICHIGAN AVENUE - JACKSON, MI 49201

**CITY OF JACKSON**  
**SPECIAL EVENT APPLICATION – Page 3**  
City Clerk's Office \* 161 W. Michigan Avenue \* Jackson, MI 49201  
(517) 788-4025

Event Title: Memorial Day Parade & Service – Monday, May 31, 2010

**DEPARTMENTAL USE ONLY: Please contact applicant directly with any questions or concerns. Sign and return to the City Clerk's office, as soon as possible.**

Approvals noted below by departments, indicate they have been made aware of the request and the responsibility of their department has been met.

Police Dept: C. Simpson Recommend Approval: YES NO Est. Economic Impact: \$ 50.00

Fire Dept.: M. Beyerstedt Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Traffic Eng.: R. Dietz Recommend Approval: YES NO Est. Economic Impact: \$ 537.04

Public Serv. Dept.: S. Porter Recommend Approval: YES NO Est. Economic Impact: \$ 200.00

Parks/Forestry: T. Steiger Recommend Approval: YES NO Est. Economic Impact: \$ -0-

DDA: J. Greene Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Have businesses been notified for street closures?: YES NO

Reason for disapproval: \_\_\_\_\_

Any special requirements/conditions:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Insurance/Indemnification Received: 04/26/10 Insurance Approved: \_\_\_\_\_

City Council Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Approval/Denial Mailed: \_\_\_\_\_



City Clerk

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

May 3, 2010

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Angela Arnold, Deputy City Clerk

A handwritten signature in cursive script, appearing to read "Angela", written over the printed name "Angela Arnold, Deputy City Clerk".

**RE:** Cascade Falls Park - Fireworks

Jackson County Parks is planning fireworks shows on Saturday, May 29, Saturday, July 3 and Saturday, September 4 (rain dates, Sunday, May 30; Monday, July 5; and Sunday, September 5, respectively), along with activities within Cascade Falls Park. They are requesting police assistance with crowd and traffic control and approval of the closure of Brown Street at Randolph and Denton, beginning at 12:00 p.m.

Recommended approvals have been received from the Police, Fire, and Traffic Engineering Departments. Proper insurance coverage has been received.

Please consider this request at Council's May 11<sup>th</sup> meeting.

Thank you.

Attachments

C: Christopher Lewis, Interim City Manager



CITY OF JACKSON  
 SPECIAL EVENT APPLICATION  
 City Clerk's Office \* 161 W. Michigan Avenue \* Jackson, MI 49201  
 (517) 788-4025

Date Received By Clerk's Office: 4/16/10 Time: \_\_\_\_\_ By: \_\_\_\_\_

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

Sponsoring Organization's Legal Name: Jackson County Parks Dept.

Organization Address: 1992 Warren Ave. Jackson, MI 49203

Organization Agent: Brandon Ransom Title: Parks Director

Phone: Work 937-3767 Home (517) 262-6391 During event (517) 262-6391

Agent's Address: 1992 Warren Ave. Jackson, MI 49203

Agent's E-Mail Address: KimC62@gmail.com

Event Name: Cascades Summer Kick-off Celebration

Please give a brief description of the proposed special event: Food Vendors, Fireworks, Live Entertainment

Rain Date - Sun May 30

Event Day(s) & Date(s): Sat May 29, 2010 Event Time(s): 5:00 p.m.

Set-Up Date & Time: 9:00 A.M. May 29, 2010 Tear-Down Date & Time: 11:00 p.m. May 29, 2010

Event Location: Cascade Falls Park

ANNUAL EVENT: Is this event expected to occur next year?  YES  NO How many years has this event occurred? 25

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

STREET CLOSURES: Start Date/ Time: May 29 - noon through Date/ Time: May 29 - 11:00 p.m.

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

VENDORS: Food Concessions?  YES  NO on County property Other Vendors? YES  NO

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

If yes, are liquor license and liquor liability insurance attached? YES  NO   
 If yes, what time? \_\_\_\_\_ until \_\_\_\_\_



CITY OF JACKSON  
 SPECIAL EVENT APPLICATION, Page 2  
 City Clerk's Office \* 161 W. Michigan Avenue \* Jackson, MI 49201  
 (517) 788-4025

**ENTERTAINMENT:** Are there any entertainment features related to this event?  YES  NO

If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule.

**ATTENDANCE:** What is the expected (estimated) attendance for this event? 8,000 - 10,000 *on County Property*

**AMUSEMENT:** Do you plan to have any amusement or carnival rides? YES  NO

If yes, you are required to obtain a permit through the City Clerk's Office.

**REST ROOMS:** Are you planning to provide portable rest rooms at the event?  YES  NO If yes, how many? 12

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

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

Street Closure @ Brown + Randolph + E Brown + Denton  
Police Dept for Crowd Control + Traffic on the Park

**INSURANCE:** All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson as an additional insured party on the policy. A sponsor of a Low Hazard event may request that City Council waive the insurance requirement and execute a Hold Harmless and Indemnification Agreement. This event qualifies consideration for Low Hazard because:

**CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that:

A Certificate of Insurance must be provided which names the City of Jackson as an additional named insured party on the policy or I am requesting that City Council waive the insurance requirement for this Low Hazard Event as identified in paragraph above related to insurance, and I have executed the Hold Harmless and Indemnification Agreement on behalf of the event sponsor.

All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson as an additional named insured party on the policy.

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

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

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

March 18, 2010  
Date

*Kim Conant*  
Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:  
 CITY CLERK'S OFFICE - ATTN: ANGELA ARNOLD  
 161 W. MICHIGAN AVENUE - JACKSON, MI 49201



CITY OF JACKSON  
 SPECIAL EVENT APPLICATION  
 City Clerk's Office \* 161 W. Michigan Avenue \* Jackson, MI 49201  
 (517) 788-4025

Date Received By Clerk's Office: 4/16/10 Time: \_\_\_\_\_ By: \_\_\_\_\_

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

Sponsoring Organization's Legal Name: Jackson County Parks  
 Organization Address: 1992 Warren Ave. Jackson, MI 49203  
 Organization Agent: Brandon Ransom Title: Parks Director  
Kim Conant Title: Event Coordinator  
 Phone: Work (517) 262-6391 Home \_\_\_\_\_ During event (517) 262-6391  
 Agent's Address: 1992 Warren Ave. Jackson, MI: 49203  
 Agent's E-Mail Address: KimC69@gmail.com  
 Event Name: Cascade Falls Park, July 3rd. Fireworks Show  
 Please give a brief description of the proposed special event: Food Vendors, Fireworks + Live Entertainment

Event Day(s) & Date(s): Revised date 7/15/10 Sat July 3rd 2010 Event Time(s): Sat July 3rd, 2010  
 Set-Up Date & Time: 9:00 AM July 3, 2010 Tear-Down Date & Time: 11:00 pm - July 3, 2010  
 Event Location: Cascade Falls Park

ANNUAL EVENT: Is this event expected to occur next year?  YES  NO How many years has this event occurred? \_\_\_\_\_

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

STREET CLOSURES: Start Date/ Time: July 3 noon through Date/ Time: July 3 - 11pm

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

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

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES  NO   
 If yes, are liquor license and liquor liability insurance attached? YES  NO   
 If yes, what time? \_\_\_\_\_ until \_\_\_\_\_



*Don Coyne's property*

ENTERTAINMENT: Are there any entertainment features related to this event?  YES  NO

If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule.

ATTENDANCE: What is the expected (estimated) attendance for this event? 10,000-15,000

AMUSEMENT: Do you plan to have any amusement or carnival rides? YES  NO

If yes, you are required to obtain a permit through the City Clerk's Office.

REST ROOMS: Are you planning to provide portable rest rooms at the event?  YES  NO If yes, how many? 12-15

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

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

Street closure @ Brown + Randolph + @ Brown + Denton  
Police for Crowd Control + Traffic Control Park

INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson as an additional insured party on the policy. A sponsor of a Low Hazard event may request that City Council waive the insurance requirement and execute a Hold Harmless and Indemnification Agreement. This event qualifies consideration for Low Hazard because:

**CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that:

A Certificate of Insurance must be provided which names the City of Jackson as an additional named insured party on the policy or I am requesting that City Council waive the insurance requirement for this Low Hazard Event as identified in paragraph above related to insurance, and I have executed the Hold Harmless and Indemnification Agreement on behalf of the event sponsor.

All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson as an additional named insured party on the policy.

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

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

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

March 18, 2010  
Date

*Don Coyne*  
Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:  
 CITY CLERK'S OFFICE - ATTN: ANGELA ARNOLD  
 161 W. MICHIGAN AVENUE - JACKSON, MI 49201



CITY OF JACKSON  
 SPECIAL EVENT APPLICATION  
 City Clerk's Office \* 161 W. Michigan Avenue \* Jackson, MI 49201  
 (517) 788-4025

Date Received By Clerk's Office: 4/16 Time: \_\_\_\_\_ By: \_\_\_\_\_

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

Sponsoring Organization's Legal Name: Jackson County Parks

Organization Address: 1992 Warren Ave, Jackson MI 49203

Organization Agent: Kim Conant Title: Event Coordinator

Phone: Work (517) 262-6394 Home \_\_\_\_\_ During event (517) 937-3767

Agent's Address: 1992 Warren Ave. Jackson, MI 49203

Agent's E-Mail Address: KimC62@gmail.com

Event Name: Cascades End of Summer Fireworks Show

Please give a brief description of the proposed special event: Food Vendors, Fireworks, & Live Entertainment.

Event Day(s) & Date(s): Rain date Sept. 5, 2010

Event Time(s): Sept. 4, 2010 - ~~10:00~~ 5:00 pm

Set-Up Date & Time: 9:00 A.M. Sept. 4, 2010 Tear-Down Date & Time: Sept 4, 2010 11pm

Event Location: Cascades Falls Park

ANNUAL EVENT: Is this event expected to occur next year?  YES  NO How many years has this event occurred? \_\_\_\_\_

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

STREET CLOSURES: Start Date/ Time: Sept 4, 2010 - noon through Date/ Time: Sept 4, 2010 - 11:pm

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

VENDORS: Food Concessions? YES  NO  On County Property Other Vendors? YES  NO

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

If yes, are liquor license and liquor liability insurance attached? YES  NO   
 If yes, what time? \_\_\_\_\_ until \_\_\_\_\_



*on County  
 Prop*

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

ATTENDANCE: What is the expected (estimated) attendance for this event? 8,000 - 10,000

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

REST ROOMS: Are you planning to provide portable rest rooms at the event?  YES NO If yes, how many? 12  
 As an event organizer, you must consider the availability of rest room facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)  
Street Closures @ Brown @ Randolph + Brown @ Denton  
Police for Crowd Control + Traffic Control in Park

INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson as an additional insured party on the policy. A sponsor of a Low Hazard event may request that City Council waive the insurance requirement and execute a Hold Harmless and Indemnification Agreement. This event qualifies consideration for Low Hazard because:

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

March 18, 2010  
 Date

Kim Conant  
 Signature of Sponsoring Organization's Agent

**CITY OF JACKSON**  
**SPECIAL EVENT APPLICATION – Page 3**  
City Clerk's Office \* 161 W. Michigan Avenue \* Jackson, MI 49201  
(517) 788-4025

**Event Title: Cascades Falls Park – Fireworks May 29, July 3 & September 4, 2010**

**DEPARTMENTAL USE ONLY: Please contact applicant directly with any questions or concerns. Sign and return to the City Clerk's office, as soon as possible.**

Approvals noted below by departments, indicate they have been made aware of the request and the responsibility of their department has been met.

Police Dept: <u>C. Simpson</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>750.00</u>
Fire Dept.: <u>M. Beyerstedt</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>-0-</u>
Traffic Eng.: <u>R. Dietz</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>281.55</u>
Public Serv. Dept.: _____	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>-0-</u>
Parks/Forestry: _____	Recommend Approval: YES NO	Est. Economic Impact: \$ <u>-0-</u>
DDA: _____	Recommend Approval: YES NO	Est. Economic Impact: \$ <u>-0-</u>

Have businesses been notified for street closures?: YES NO

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**Total estimated economic impact charges are for three events.**

Any special requirements/conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Insurance/Indemnification Received: 04/16/10

Insurance Approved: 4/16/10

City Council Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Approval/Denial Mailed: \_\_\_\_\_



City Clerk

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

May 4, 2010

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Angela Arnold, Deputy City Clerk *Angela*  
**RE:** American Cancer Society – Relay for Life

The American Cancer Society is requesting closure of Randolph Boulevard, between Brown Street and High Street, and Brown Street northbound from Randolph Boulevard to Denton Road with class 3 barricades, to conduct their 19<sup>th</sup> annual Relay for Life at Cascade Falls Park. This is a 24-hour relay walk, beginning at 6 p.m., Friday, August 6, 2010 through 6 p.m., August 7, 2010 to raise money and awareness for the mission of the American Cancer Society.

Recommended approvals have been received from the Police, Fire, Traffic Engineering and Public Services Departments. Proper insurance coverage has been received.

Please consider this request at Council's May 11th meeting.

Thank you.

Attachment

C: Christopher Lewis, Interim City Manager



**CITY OF JACKSON**  
**SPECIAL EVENT APPLICATION**  
 City Clerk's Office \* 161 W. Michigan Avenue \* Jackson, MI 49201  
 (517) 788-4025

**Date Received By Clerk's Office:** 4/7/10 **Time:** \_\_\_\_\_ **By:** \_\_\_\_\_

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

Sponsoring Organization's Legal Name: AMERICAN CANCER SOCIETY  
 Organization Address: 4400 PAGE AVE, MICHIGAN CENTER MI 49254  
 Organization Agent: MARY BALL Title: COMMUNITY REPRESENTATIVE  
 Phone: Work 517.788.0382 Home 517.262.4054 During event 517.262.4054  
 Agent's Address: 4400 PAGE AVE, MICHIGAN CENTER, MI 49254  
 Agent's E-Mail Address: mary.ball@cancer.org

Event Name: RELAY FOR LIFE FOR JACKSON COMMUNITY  
 Please give a brief description of the proposed special event: 24 HOUR TEAM EVENT/WALK TO RAISE DOLLARS; AWARENESS FOR THE MISSION OF THE AM. CANCER Soc.

TEAMS WALK, CAMP, HONOR AND REMEMBER SURVIVORS AND THOSE WE LOST.  
 Event Day(s) & Date(s): AUGUST 6 & 7, 2010 Event Time(s): FRIDAY 6PM - SATURDAY 6PM  
 Set-Up Date & Time: 8AM FRIDAY 8/6 Tear-Down Date & Time: 8PM SATURDAY 8/7  
 Event Location: CASCADE FALLS PARK RANDOLPH & BROWN STREETS

**ANNUAL EVENT:** Is this event expected to occur next year?  YES  NO How many years has this event occurred? 19 YEARS

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

**STREET CLOSURES:** Start Date/ Time: NOON 8/6 through Date/ Time: 6pm 8/7

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

**VENDORS:** Food (Concessions)?  YES  NO Other Vendors? YES NO

**DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT?** YES  NO  
 If yes, are liquor license and liquor liability insurance attached? YES NO  
 If yes, what time? \_\_\_\_\_ until \_\_\_\_\_



Office of the City Clerk  
161 W. Michigan Ave.  
Jackson, MI 49201

Atten: Angela Arnold

April 5, 2010

Dear Angela,

Please find attached the Special Event Application for the American Cancer Society Relay For Life for Jackson County. I am attaching the insurance forms as well as the request I have made through the City Engineer's office for barricades and my request for stages.

As we plan and prepare for 2010, it is hard to grasp that this is the 19<sup>th</sup> Annual Relay For Life for Jackson! So many people have been part of this event during those years, celebrating our Survivors, remembering those we have lost and fighting back! We are grateful for the support of the City for the Relay and hope you will all feel welcome to join us anytime during the 24 hours.

If you have any questions, or concerns, please contact me at 517-787-0382 or [mary.ball@cancer.org](mailto:mary.ball@cancer.org). Again, thank you for your help! I hope we will see you at Relay!

Sincerely,

A handwritten signature in cursive script that reads "Mary Ball".

Mary M. Ball  
Community Representative



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

**ATTENDANCE:** What is the expected (estimated) attendance for this event? 3500 +

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

**REST ROOMS:** Are you planning to provide portable rest rooms at the event?  YES NO If yes, how many? 9+ HANDICAP  
 As an event organizer, you must consider the availability of rest room facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

**OTHER REQUESTS:** (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)  
WE WOULD LIKE TO CLOSE RANDOLPH BLVD BETWEEN BROWN'S HIGH'S AND BROWN ST FROM RANDOLPH TO DENTON WITH CLASS 3 BARRICADES. WE ARE ALSO REQUESTING THE USE

**INSURANCE:** All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson as an additional insured party on the policy. A sponsor of a Low Hazard event may request that City Council waive the insurance requirement and execute a Hold Harmless and Indemnification Agreement. This event qualifies consideration for Low Hazard because:  
WE ARE PROVIDING AN INSURANCE CERTIFICATE NAMING THE CITY AS AN ADDITIONAL INSURED.

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

3/15/2010  
 Date

*Nancy M. Ball*  
 Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:  
 CITY CLERK'S OFFICE - ATTN: ANGELA ARNOLD  
 161 W. MICHIGAN AVENUE - JACKSON, MI 49201

OF THE CITY STAGES FOR AUGUST 6 & 7, 2010

**CITY OF JACKSON**  
**SPECIAL EVENT APPLICATION – Page 3**  
City Clerk's Office \* 161 W. Michigan Avenue \* Jackson, MI 49201  
(517) 788-4025

Event Title: Relay for Life – August 6-7, 2010

**DEPARTMENTAL USE ONLY: Please contact applicant directly with any questions or concerns. Sign and return to the City Clerk's office, as soon as possible.**

Approvals noted below by departments, indicate they have been made aware of the request and the responsibility of their department has been met.

Police Dept: <u>C. Simpson</u>	Recommend Approval: <u>YES</u>	NO	Est. Economic Impact: \$ <u>-0-</u>
Fire Dept.: <u>M. Beyerstedt</u>	Recommend Approval: <u>YES</u>	NO	Est. Economic Impact: \$ <u>-0-</u>
Traffic Eng.: <u>R. Dietz</u>	Recommend Approval: <u>YES</u>	NO	Est. Economic Impact: \$ <u>257.50</u>
Public Serv. Dept.: <u>S. Porter</u>	Recommend Approval: <u>YES</u>	NO	Est. Economic Impact: \$ <u>400.00</u>
Parks/Forestry: <u>N/A</u>	Recommend Approval: YES	NO	Est. Economic Impact: \$ <u>-0-</u>
DDA: <u>N/A</u>	Recommend Approval: YES	NO	Est. Economic Impact: \$ <u>-0-</u>

Have businesses been notified for street closures?: YES NO

Reason for disapproval: \_\_\_\_\_

Any special requirements/conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Insurance/Indemnification Received: 04/07/10

Insurance Approved: 04/08/10

City Council Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Approval/Denial Mailed: \_\_\_\_\_



City Clerk

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

May 4, 2010

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Angela Arnold, Deputy City Clerk

**RE:** AIDS Walk Michigan

HIV/AIDS Resource Center (HARC) is requesting to conduct their 5K Aids Walk Michigan on Saturday, September 25, 2010 at 9:00 a.m., on city sidewalks, beginning and ending at the Riverwalk Amphitheater.

Recommended approvals have been received from the Police, Fire, Traffic Engineering, and Parks/Forestry Departments and the Downtown Development Authority. Proper insurance coverage has been received.

Please consider this request at Council's May 11<sup>th</sup> meeting.

Thank you.

Attachments

C: Christopher Lewis, Interim City Manager



**CITY OF JACKSON**  
**SPECIAL EVENT APPLICATION**  
 City Clerk's Office \* 161 W. Michigan Avenue \* Jackson, MI 49201  
 (517) 788-4025

**Date Received By Clerk's Office:** 4/16/10 **Time:** \_\_\_\_\_ **By:** \_\_\_\_\_

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

Sponsoring Organization's Legal Name: HIV/AIDS RESOURCE CENTER (HARC)

Organization Address: 211 W. Ganson St. Jackson, MI 49201

Organization Agent: Laura Zain Title: Development Coordinator

Phone: Work 734-572-9355 Home N/A Cell 734-560-4660 During event 734-560-4660

Agent's Address: 27859 Oakley St. Livonia, MI 48154

Agent's E-Mail Address: lzain@HIV/AIDSRESOURCE.ORG

Event Name: AIDS Walk Michigan - Ann Arbor / Ypsilanti / Jackson

Please give a brief description of the proposed special event: 5K walk through the downtown area. Sidewalk USE with crossing guards at street corners

Event Day(s) & Date(s): Saturday, Sept 25, 2010 Event Time(s): 9:00 AM

Set-Up Date & Time: Saturday, Sept. 25, 2010 Tear-Down Date & Time: 2:00 PM

Event Location: Riverwalk amphitheater

**ANNUAL EVENT:** Is this event expected to occur next year?  YES  NO How many years has this event occurred? 15<sup>th</sup> year in Jackson

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

**STREET CLOSURES:** Start Date/ Time: N/A through Date/ Time: N/A

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

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

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

If yes, are liquor license and liquor liability insurance attached? YES  NO   
 If yes, what time? \_\_\_\_\_ until \_\_\_\_\_



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

**ATTENDANCE:** What is the expected (estimated) attendance for this event? \_\_\_\_\_ 125

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

**REST ROOMS:** Are you planning to provide portable rest rooms at the event? **YES**  NO  If yes, how many? 1  
 As an event organizer, you must consider the availability of rest room facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

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

**INSURANCE:** All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson as an additional insured party on the policy. A sponsor of a Low Hazard event may request that City Council waive the insurance requirement and execute a Hold Harmless and Indemnification Agreement. This event qualifies consideration for Low Hazard because:  
 \_\_\_\_\_  
 \_\_\_\_\_

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

\_\_\_\_\_ Date  
 \_\_\_\_\_ Signature of Sponsoring Organization's Agent  
*Paula Zain*

RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:  
 CITY CLERK'S OFFICE - ATTN: ANGELA ARNOLD  
 161 W. MICHIGAN AVENUE - JACKSON, MI 49201



AIDS Walk Michigan - Jackson  
Saturday, September 25, 2010

- Schedule of Events -

9:00 a.m. – 9:30 a.m.	Registration & announcements
9:30 a.m. - 9:45 a.m.	Introduce Jimena Loveluck, CEO of the HIV/AIDS Resource Center
9:45 a.m.	Warm up stretches
10:00 a.m	Ribbon cutting & start of walk
12:00 p.m.	Welcome back walkers
12:15 p.m. - 1:00 p.m.	Ending announcement and award distribution
1:00 p.m. - 2:00 p.m.	Tear down & clean up

# Google maps

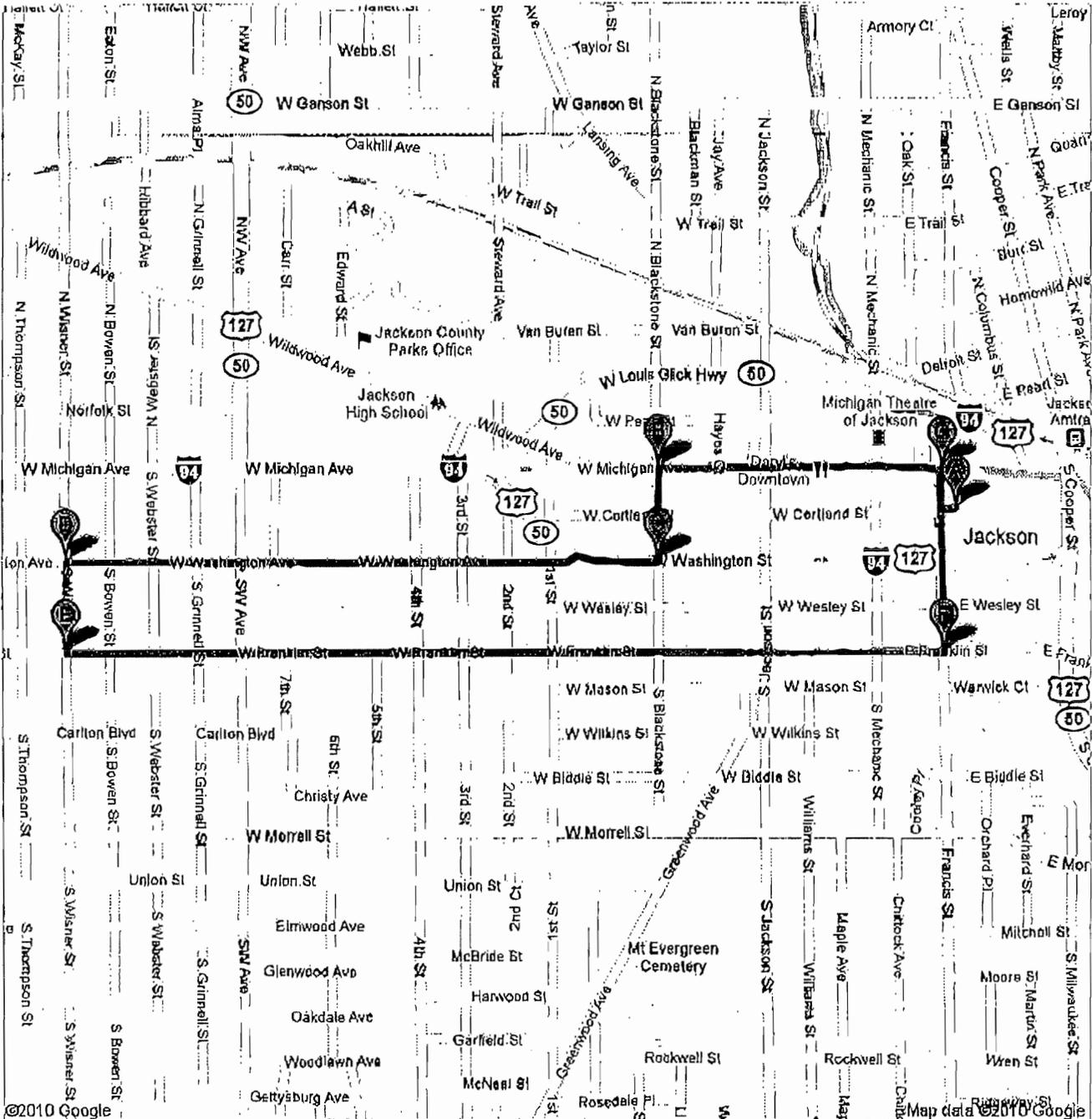
Directions to Francis St & E Michigan Ave, Jackson, MI 49201  
5.0 km - about 1 hour 1 min

## REVISED ROUTE

**Save trees. Go green!**  
Download Google Maps on your phone at [google.com/gmm](http://google.com/gmm)



Walking directions are in beta.  
Use caution - This route may be missing sidewalks or pedestrian paths.



REVISED ROUTE



Consumers Energy  
1 Energy Plaza Dr, Jackson, MI 49201-2357 - (517) 780-0513

1. Head **west** on **E Cortland St** toward **Francis St** go 38 m  
total 38 m



2. Turn **right** at **Francis St** go 88 m  
About 1 min total 130 m



3. Turn **left** at **E Michigan Ave** go 650 m  
About 9 mins total 750 m

Total: 750 m – about 10 mins



N Blackstone St & W Michigan Ave, Jackson, MI 49201 total 0.0 km

4. Head **south** on **S Blackstone St** toward **W Cortland St** go 210 m  
About 2 mins total 210 m

Total: 210 m – about 2 mins



W Washington St & S Blackstone St, Jackson, MI 49201 total 0.0 km

5. Head **west** on **W Washington St** go 190 m  
About 2 mins total 190 m



6. Turn **left** at **W Washington Ave** go 1.2 km  
About 15 mins total 1.4 km

Total: 1.4 km – about 17 mins



W Washington Ave & S Wisner St, Jackson, MI 49203 total 0.0 km

7. Head **south** on **S Wisner St** toward **W Franklin St** go 200 m  
About 2 mins total 200 m

Total: 200 m – about 2 mins



W Franklin St & S Wisner St, Jackson, MI 49203 total 0.0 km

8. Head **east** on **W Franklin St** toward **S Bowen St** go 2.0 km  
About 24 mins total 2.0 km

Total: 2.0 km – about 24 mins



Francis St & E Franklin St, Jackson, MI total 0.0 km

9. Head **north** on **Francis St** toward **E Wesley St** go 400 m  
About 5 mins total 400 m

Total: 400 m – about 4 mins



Francis St & E Michigan Ave, Jackson, MI 49201

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2010 Google

**CITY OF JACKSON**  
**SPECIAL EVENT APPLICATION – Page 3**  
City Clerk's Office \* 161 W. Michigan Avenue \* Jackson, MI 49201  
(517) 788-4025

Event Title: AIDS Walk Michigan – Saturday, September 25, 2010

**DEPARTMENTAL USE ONLY: Please contact applicant directly with any questions or concerns. Sign and return to the City Clerk's office, as soon as possible.**

Approvals noted below by departments, indicate they have been made aware of the request and the responsibility of their department has been met.

Police Dept: C. Simpson Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Fire Dept.: M. Beyerstedt Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Traffic Eng.: R. Dietz Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Public Serv. Dept.: FYI Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Parks/Forestry: T. Steiger Recommend Approval: YES NO Est. Economic Impact: \$ -0-

DDA: J. Greene Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Have businesses been notified for street closures?: YES NO

Reason for disapproval: \_\_\_\_\_

Any special requirements/conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Insurance/Indemnification Received: 04/16/10

Insurance Approved: 04/23/10

City Council Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Approval/Denial Mailed: \_\_\_\_\_



City Clerk

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

May 5, 2010

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Angela Arnold, Deputy City Clerk *Angela Arnold*  
**RE:** HOME.fm/Spring Arbor University Radio - 5<sup>th</sup> Birthday Party

Spring Arbor University Radio (HOME.fm) is requesting use of Bucky Harris Park on Tuesday, May 18, 2010 from 11:00 a.m. – 2:00 p.m. for listeners to stop by and enjoy a piece of birthday cake, and listen to a their live broadcast.

Recommended approvals have been received from the Police, Fire, Traffic Engineering, and Parks/Forestry Departments and the Downtown Development Authority. Proper insurance coverage has been received.

Please consider this request at the May 11th City Council meeting. Thank you.

Attachment

C: Chris Lewis, Interim City Manager



CITY OF JACKSON  
SPECIAL EVENT APPLICATION  
City Clerk's Office \* 161 W. Michigan Avenue \* Jackson, MI 49201  
(517) 788-4025

Date Received By Clerk's Office: 5/3/10 Time: \_\_\_\_\_ By: Atwood

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

Sponsoring Organization's Legal Name: HOME.fm / Spring Arbor University Radio

Organization Address: 106 E. Main Street, Spring Arbor, MI 49283

Organization Agent: Rachel Buchanan Title: Program Director

Phone: Work (517) 750-6535 Home (517) 960-1373 During event (517) 960-1373

Agent's Address: 107 Howell St., Jackson, MI 49202

Agent's E-Mail Address: rachel@arbor.edu

Event Name: HOME.fm's 5th birthday party

Please give a brief description of the proposed special event: Event for our radio listeners to stop by, enjoy a piece of birthday cake, and listen to a live broadcast by our morning show guys.

Event Day(s) & Date(s): Tues, May 18, 2010 Event Time(s): 11:30am - 1:30pm

Set-Up Date & Time: 11:00am (Tues, May 18) Tear-Down Date & Time: 2pm (Tues, May 18)

Event Location: Bucky Harris Park, downtown Jackson

ANNUAL EVENT: Is this event expected to occur next year? YES  NO  How many years has this event occurred? 0

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

STREET CLOSURES: Start Date/ Time: n/a through Date/ Time: n/a

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

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

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES  NO   
If yes, are liquor license and liquor liability insurance attached? YES  NO   
If yes, what time? n/a until n/a



CITY OF JACKSON

SPECIAL EVENT APPLICATION, Page 2

City Clerk's Office \* 161 W. Michigan Avenue \* Jackson, MI 49201 (517) 788-4025

ENTERTAINMENT: Are there any entertainment features related to this event? YES NO - audio speakers playing our radio station and remote broadcast during whole time.

ATTENDANCE: What is the expected (estimated) attendance for this event? 25-40 people

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

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

OTHER REQUESTS: (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.) 2 electrical outlets and for speaker system and our remote broadcast equipment

INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson as an additional insured party on the policy. A sponsor of a Low Hazard event may request that City Council waive the insurance requirement and execute a Hold Harmless and Indemnification Agreement. This event qualifies consideration for Low Hazard because: It is a small event that is come-and-go rather than a performance or long-term time event.

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

5-3-10  
Date

Rachel Buchanan  
Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:  
CITY CLERK'S OFFICE - ATTN: ANGELA ARNOLD  
161 W. MICHIGAN AVENUE - JACKSON, MI 49201

**CITY OF JACKSON**  
**SPECIAL EVENT APPLICATION – Page 3**  
City Clerk's Office \* 161 W. Michigan Avenue \* Jackson, MI 49201  
(517) 788-4025

Event Title: HOME.fm's 5<sup>th</sup> Birthday Party - Tuesday, May 18, 2010

**DEPARTMENTAL USE ONLY: Please contact applicant directly with any questions or concerns. Sign and return to the City Clerk's office, as soon as possible.**

Approvals noted below by departments, indicate they have been made aware of the request and the responsibility of their department has been met.

Police Dept: C. Simpson Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Fire Dept.: M. Beyerstedt Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Traffic Eng.: FYI Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Public Serv. Dept.: FYI Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Parks/Forestry: T. Steiger Recommend Approval: YES NO Est. Economic Impact: \$ -0-

DDA: J. Greene Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Have businesses been notified for street closures?: YES NO

Reason for disapproval: \_\_\_\_\_

Any special requirements/conditions:

Insurance/Indemnification Received: 05/04/10

Insurance Approved: 05/04/10

City Council Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Approval/Denial Mailed: \_\_\_\_\_



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

May 4, 2010

**TO:** Christopher W. Lewis, Interim City Manager  
**FROM:** Jon H. Dowling, P.E., City Engineer  
**RE:** Traffic Control Order 2061, Autistic Child Sign

---

The Department of Engineering has received a request from a resident on Gilbert Street for “Autistic Child Area” signs on Gilbert between Leroy and Ganson Streets. We have prepared TCO 2061 for the installation of “Autistic Child Area” signs.

With your concurrence, I request the attached TCO be submitted to City Council for their approval.

JHD:sms

c: Bob Dietz, Parking Manager/Engineering Assistant  
Matt Heins, Chief of Police

**CITY OF JACKSON, MICHIGAN**  
**TRAFFIC ENGINEERING DIVISION**  
**Traffic Control Order No. 2061**

**LOCATION:** Gilbert Street  
**DATE:** May 4, 2010  
**ASSIGNED TO:** Engineering

**TCO DESCRIPTION**

At the request of a resident investigate the possibility of installing Autistic Child Area signs on Gilbert Street between Leroy and Ganson Streets.

BY JON H. DOWLING, P.E.

**RECOMMENDATION**

Install Autistic Child Area signs on Gilbert Street between Leroy Street and Ganson Street. Department of Engineering staff will verify annually if signs are to remain in place.

**APPROVED**  **REJECTED**  **DATE:** \_\_\_\_\_ **BY CITY COUNCIL**

**WORK ASSIGNMENT:** To Sign Shop

**DATE:**  
**TO:**

BY JON H. DOWLING, P.E.

**MATERIAL USED**

<input type="checkbox"/>								
Posts	Stop	Time Limit	No Parking	Loading Zone	One Way	Yield	Paint	Other

**ASSIGNMENT COMPLETED**

**DATE:** \_\_\_\_\_ **BY: Sign Shop**

**WORK INSPECTED**

**REMARKS:**

**DATE:** \_\_\_\_\_ **BY: Jon H. Dowling, P.E., City Engineer**

Copies: 1. Intersection File 2. TCO File 3. Work Order Copy 4. Police Dept. 5. Fire Dept 6. City Clerk



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

**DATE:** May 3, 2010  
**TO:** Christopher W. Lewis, Interim City Manager  
**FROM:** Jon H. Dowling, P.E., City Engineer  
**RE:** Engineer's Report for North Street Reconstruction from Lansing to Cooper

The Department of Engineering requests that City Council establish a public hearing of necessity to be held May 25, 2010, for street reconstruction on North Street from Lansing Avenue to Cooper Street. This report is prepared for City Council per the Assessment Policy regarding the necessity of street construction.

Department of Engineering records show that North Street from Lansing to Cooper was last reconstructed in two phases spanning 1957 and 1958. Since that time, the street was crack sealed in 1992 and chip sealed in 1996. The existing pavement has deteriorated with significant cracking over the entire surface and potholes throughout.

The existing curb between Lansing and Blackstone is overlaid and in poor condition with spalled and broken sections throughout. The same poor conditions apply to smaller sections between Blackstone and Cooper, particularly from the Grand River through the east approach to the rail crossing. Also, there is a gap in the sidewalk on the south side of the street between the Grand River and Cooper Street. The attached photographs show the current street conditions.

The Department of Engineering proposes full-depth asphalt pavement replacement throughout the entire project area, replacement of curb and gutter in the areas outlined above where the condition is poor and sidewalk construction where it is missing. The cast iron water main between Blackstone and Cooper, which is old and undersized, will be replaced in conjunction with street construction. The water main portion of this project is part of the water main replacement program to improve water quality and pressure in the neighbourhood. Sections of brick sanitary sewer will also be replaced with PVC pipe. The brick sewer, originally constructed in 1907, is fragile with age, over-sized and a source of ground water infiltration.

Estimated construction costs and funding are as follows:

MDOT/FHWA Funds	\$ 903,000.00
Major Street Funds	\$ 249,000.00
Street Construction Assessments	\$ 202,464.29
Water Funds	\$ 383,000.00
Sewer Funds	<u>\$ 72,000.00</u>
Total Project Cost	\$1,809,464.29

The established individual assessment information has been reviewed by the City Assessor and includes corner lot benefits where applicable. According to the City Code, the City Assessor determines if corner lots benefits are granted. Associated costs are shown on the attached assessment maps. If this project is ordered, the assessment roll can be spread over a period of time. The number of years is based on the highest individual assessment amount that produces the longest period of time allowed for payment. Based on a schedule of assessments adopted by resolution on July 21, 1998, and on the highest individual assessments for this project, the number of annual installment periods will be eight.

TRW:sms

c: Dave Taylor, City Assessor  
Lynn Fessel, City Clerk  
Randall T. McMunn, P.E., Assistant City Engineer



Photo 1: Facing east from Lansing Avenue, north side



Photo 2: Facing east from Northwood Lane



Photo 3: Facing west from Blackstone

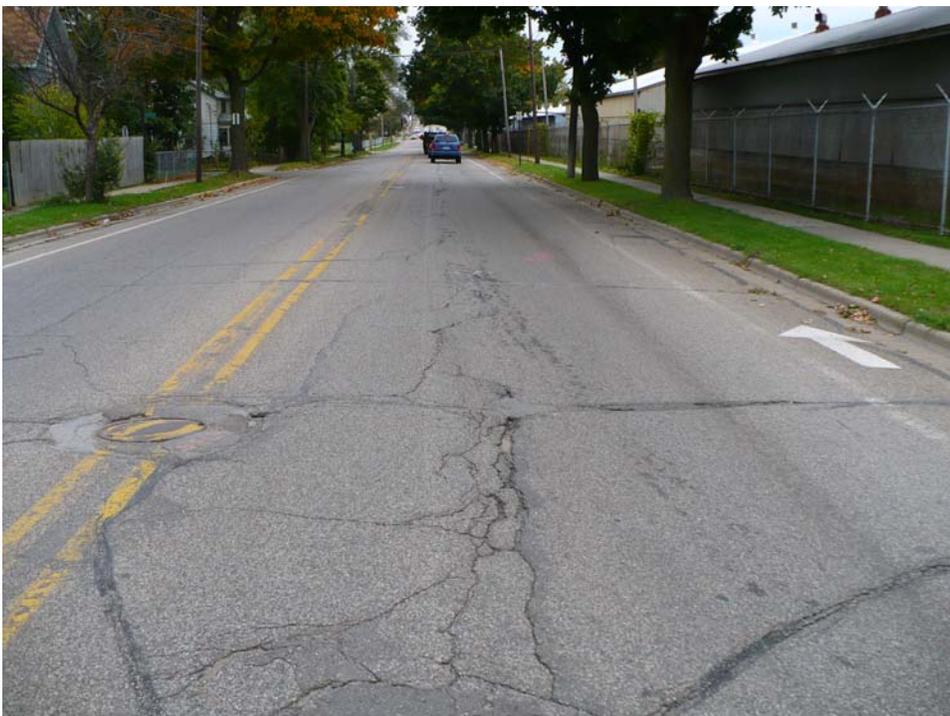


Photo 4: Facing east from Blackstone



Photo 5: Facing west from east side of RR crossing

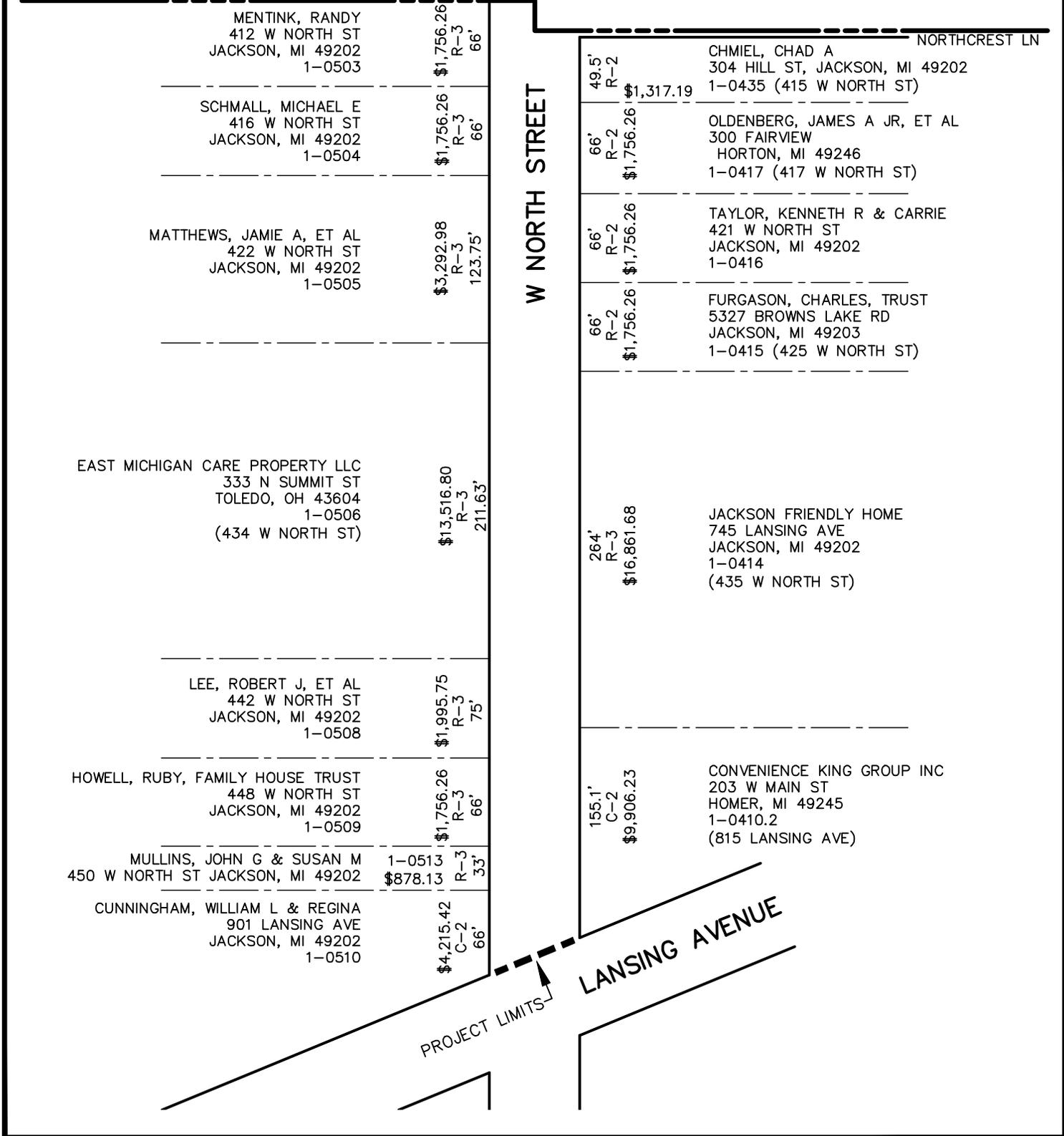


Photo 6: Facing east from east side of RR crossing



Photo 7: Facing west from east side of Hamilton

**MATCHLINE, SEE SHEET 2**



	SCALE: 1" = 100'	<b>ASSESSMENT MAP FOR NORTH STREET FROM LANSING TO COOPER PAGE 1 OF 5</b>
	DATE: 04/24/10	
	DRAWN BY: TRW	
	CITY OF JACKSON DEPARTMENT OF ENGINEERING	

GEORGE STREET

MORAN, DAVID 900 GEORGE ST, JACKSON, MI 49202 1-0460	\$867.07	R-1 41.25'
MORAN, DAVID 900 GEORGE ST, JACKSON, MI 49202 1-0459 (242 W NORTH ST)	\$325.00	R-1 41.25'
GREVE, CINDY L 246 W NORTH ST JACKSON, MI 49202 1-0458	\$1,907.56	R-1 90.75'

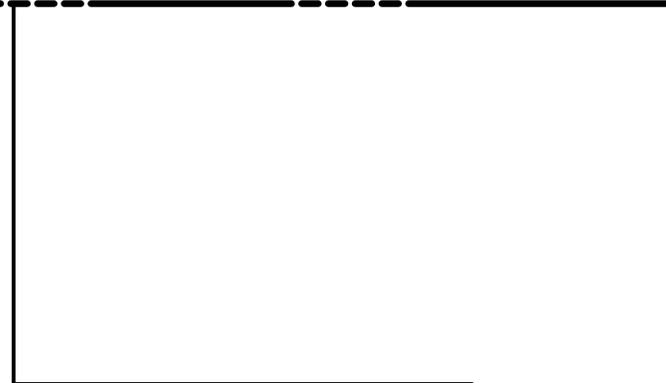
BLACKSTONE STREET

LEMASTER LLC 5250 M-52 STOCKBRIDGE, MI 49285 1-0473.1 (300 W NORTH ST)	\$12,646.26	C-1 198'
LEMASTER LLC 1703 E MICHIGAN AVE JACKSON, MI 49202 1-0476 (314 W NORTH ST)	\$1,756.26	R-1 66'

SPRING STREET

PRUS, RICHARD 900 SPRING ST JACKSON, MI 49202 1-0490	\$2,354.88	R-1 132'
WINTERS, PEGGY L c/o FIRST FRANKLIN LOAN SERVICES PO BOX 1838, PITTSBURG, PA 15230 1-0502 (408 W NORTH ST)	\$1,756.26	R-3 66'

MATCHLINE, SEE SHEET 1



126.72' R-2	\$8,093.60	McCRUM, STEVEN M 812 N BLACKSTONE ST JACKSON, MI 49202 1-0428
73.36' R-2	\$1,952.10	KARAZIM, BARBARA, LIFE ESTATE 3008 JOHN GLENN DR JACKSON, MI 49201 1-0424 (311 W NORTH ST)
68.36' R-2	\$1,819.05	McKESSY, CHAD & CHERYL 1582 AMBS SHORE DR JACKSON, MI 49201 1-0423 (315 W NORTH ST)
ALLEY		
71' R-2	\$1,889.31	POLASKI, RANDY 319 W NORTH ST JACKSON, MI 49202 1-0431
66' R-2	\$1,756.26	WALKER, JOHNNY J & REBECCA M 401 W NORTH ST JACKSON, MI 49202 1-0432
NORTHWOOD LN		
66' R-2	\$1,756.26	STEINMILLER, PAUL E 405 W NORTH ST JACKSON, MI 49202 1-0433
56.1' R-2	\$1,492.82	ROWLEY, DERRICK & PATRICIA 412 NORTHCREST LN JACKSON, MI 49202 1-0434 (409 W NORTH ST)
NORTHCREST LN		



SCALE:	1" = 100'
DATE:	04/24/10
DRAWN BY:	TRW
CITY OF JACKSON DEPARTMENT OF ENGINEERING	

MATCHLINE, SEE SHEET 4

GRAND RIVER

COUNTY OF JACKSON  
120 W MICHIGAN AVE  
JACKSON, MI 49201  
1-0555  
(W NORTH ST)

\$0.00  
1-1  
198'

COUNTY OF JACKSON  
120 W MICHIGAN AVE  
JACKSON, MI 49201  
1-0556  
(W NORTH ST)

\$0.00  
1-1  
222.75'

MYRTLE STREET

BENSON, PAUL A  
226 W NORTH ST  
JACKSON, MI 49202  
1-0457

\$1,387.32  
R-1  
66'

BLAIS, JEAN-PAUL & EMMA  
2240 BROOKLYN RD, LOT D2  
JACKSON, MI 49203  
1-0455 (230 W NORTH ST)

\$1,387.32  
R-1  
66'

JIMENEZ, JOHN H  
236 W NORTH ST  
JACKSON, MI 49202  
1-0437 (232 W NORTH ST)

\$450.00  
R-1  
57.75'

JIMENEZ, JOHN H  
236 W NORTH ST  
JACKSON, MI 49202  
1-0436

\$1,213.90  
R-1  
57.75'

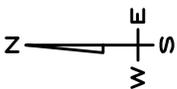
W NORTH STREET

938'  
C-4  
\$0.00

COUNTY OF JACKSON  
C/O KAREN COFFMAN  
120 W MICHIGAN AVE  
JACKSON, MI 49201  
1-0363  
(104 W GANSON ST)

GEORGE STREET

MATCHLINE, SEE SHEET 2



SCALE: 1" = 100'

DATE: 04/24/10

DRAWN BY: TRW

CITY OF JACKSON  
DEPARTMENT OF  
ENGINEERING

ASSESSMENT MAP FOR NORTH STREET  
FROM LANSING TO COOPER  
PAGE 3 OF 5

HAMILTON STREET

MATCHLINE, SEE SHEET 5

COMMERCIAL EXCHANGE INC  
2301 E MICHIGAN AVE  
JACKSON, MI 49202  
8-2439  
(1000 HAMILTON ST)

\$9,025.00  
1-1  
313.5'

COMMERCIAL EXCHANGE INC  
2301 E MICHIGAN AVE  
JACKSON, MI 49202  
8-2458  
(140 W NORTH ST)

\$6,306.25  
1-1  
125'

AIRMASTER FAN CO  
C/O COMMERCIAL EXCHANGE  
2301 E MICHIGAN AVE  
JACKSON, MI 49202  
8-2460  
(150 W NORTH ST)

\$9,633.95  
1-1  
175'

MCRR RIGHT-OF-WAY

COUNTY OF JACKSON  
SALLY GRIFFIS  
120 W MICHIGAN AVE  
JACKSON, MI 49201  
8-2468.1  
(W NORTH ST)

\$0.00  
1-1  
119'

W NORTH STREET

336'  
PUDD  
\$8,275.00

ENTERPRISE GROUP PROPERTY DEV LLC  
ONE JACKSON SQUARE  
JACKSON, MI 49201  
8-2492.08  
(NORTH ST)

33'  
PUDD  
\$2,253.24

EXCEL-NEW URBAN LTD DIV HOUSING  
ONE JACKSON SQUARE, JACKSON, MI 49201  
8-2492.06 (NORTH ST)

443'  
PUDD  
\$31,321.64

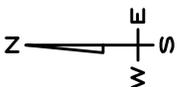
ENTERPRISE GROUP PROPERTY DEV LLC  
ONE JACKSON SQUARE  
JACKSON, MI 49201  
8-2492.07  
(NORTH ST)

139.5'  
1-1  
\$11,397.15

TINGLEY, EUGENE C & ROSS R ET AL  
1884 GLENSHIRE DR  
JACKSON, MI 49201  
8-2467  
(167 W NORTH ST)

MCRR RIGHT-OF-WAY

MATCHLINE, SEE SHEET 3



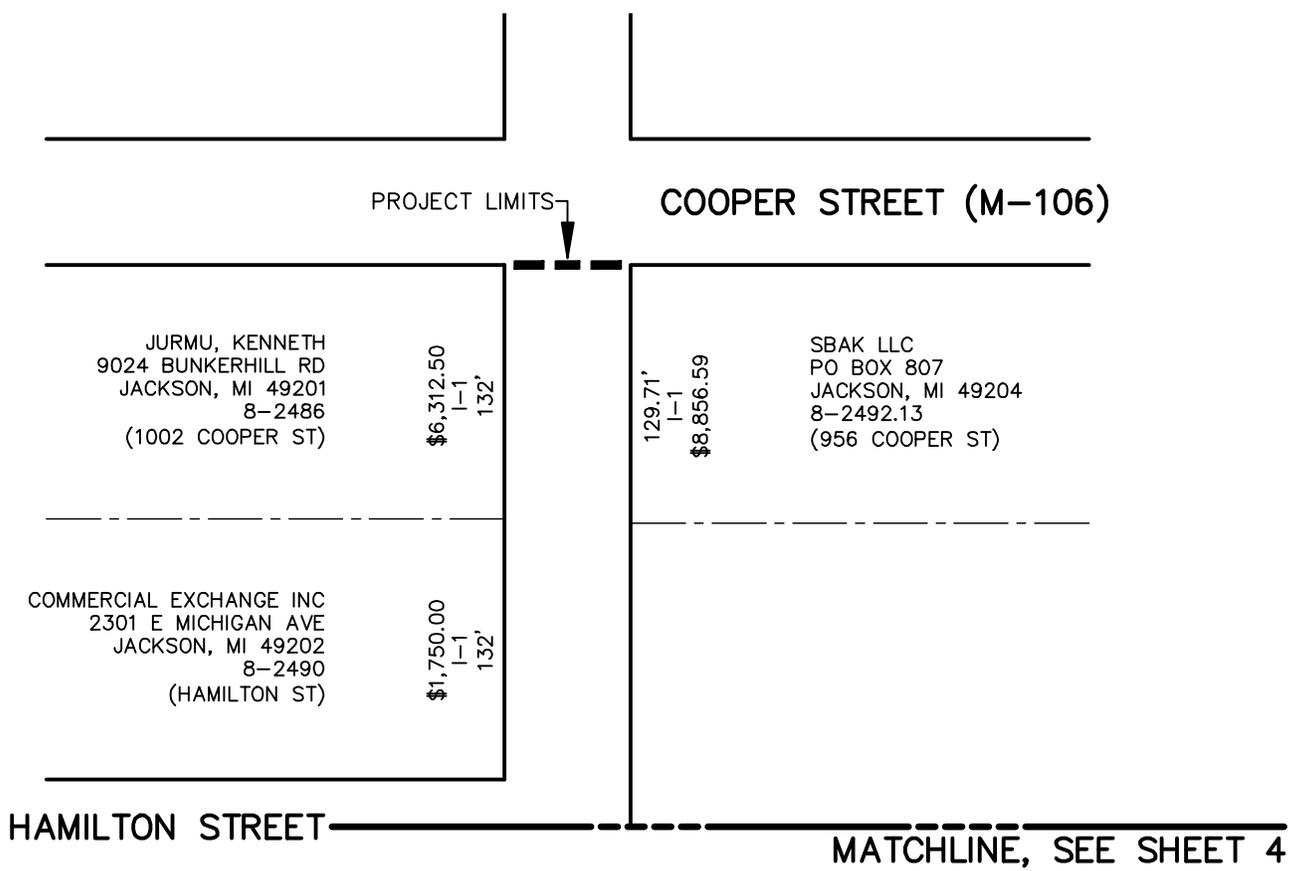
SCALE: 1" = 100'

DATE: 04/24/10

DRAWN BY: TRW

CITY OF JACKSON  
DEPARTMENT OF  
ENGINEERING

ASSESSMENT MAP FOR NORTH STREET  
FROM LANSING TO COOPER  
PAGE 4 OF 5



	SCALE:	1" = 100'	<h2 style="margin: 0;">ASSESSMENT MAP FOR NORTH STREET FROM LANSING TO COOPER</h2> <p style="margin: 0;">PAGE 5 OF 5</p>
	DATE:	04/24/10	
	DRAWN BY:	TRW	
	CITY OF JACKSON DEPARTMENT OF ENGINEERING		



## Jackson Brownfield Redevelopment Authority

161 W. Michigan Avenue - Jackson, MI 49201  
Telephone: (517) 768-6433 — Facsimile: (517) 780-4781

May 5, 2009

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

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

**RE:** **Establish a Public Hearing to Hear Public Comments for the Submittal of a United States Environmental Protection Agency (USEPA) Brownfield Area-Wide Planning Pilot Program Grant Application**

Community Development Staff is preparing an application for a United States Environmental Protection Agency (EPA) Brownfield Area-Wide Planning Pilot Grant Application. Award of this grant funding would result in an area-wide plan which will inform the reuse of brownfields properties and promote revitalization. The target area will include the former Acme Building site, Michner Plating, Armory Arts Village, the old Art Moehn lot, and the Cooper Street corridor which borders our Neighborhood Stabilization Program area and is immediately north of downtown Jackson. The intent is to improve effects from exposure to environmental contamination, and stimulate investment to retain and create jobs in the community.

Before acting upon the application the City Council is required by the United States Environmental Protection Agency to hold a public hearing to provide public comment prior to submission.

Staff is requesting that City Council hold a public hearing on the 25<sup>th</sup> of May, 2010, at 7:00 pm, during a regularly scheduled Council Meeting, to consider a grant application in the amount of \$175,000 to the EPA for Brownfield Area-Wide Planning. This hearing will be held in Council Chambers of City Hall, 161 West Michigan Avenue, Jackson, Michigan. Notice of such a hearing will be published in an official paper of general circulation not less than ten (10) days prior to the hearing. Interested parties shall have the opportunity to be heard relative to the application.

**Recommended action** is for Council to establish the regular meeting on Tuesday, May 25<sup>th</sup>, 2010, at 7:00pm, in Council Chambers, as the time and place to hold a public hearing regarding the application of the EPA Brownfield Area-Wide Planning Pilot Grant.

CK/bh



MEMO TO: Honorable Mayor and City Councilmembers

FROM: Daniel P. Greer, 3<sup>rd</sup> Ward City Councilmember  
City Affairs Committee Chairman

DATE: May 4, 2010

SUBJECT: Recommendation From the City Affairs Committee

The City Affairs Committee met on Monday, May 3, 2010, with Councilmember Polaczyk, and myself in attendance (Councilmember Howe was absent with excuse) along with various City staff. The Committee considered and unanimously recommends the approval of an application for an Industrial Facilities Exemption Certificate for American Tooling Center, Inc.

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

DPG:JG:skh



City Clerk

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

May 5, 2010

**TO: Honorable Mayor and City Councilmembers**  
**FROM: Angela Arnold, Deputy City Clerk** *Angela*  
**RE: Public Hearing and Resolution on the Application filed by American Tooling Center, Inc., located at 1150 S. Elm Street, for an Industrial Facilities Exemption Certificate**

Attached please find a resolution, along with supporting documentation on the application filed by American Tooling Center, Inc., for an Industrial Facilities Exemption Certificate for their facility located at 1150 S. Elm Street. If Council adopts the resolution, it will be forwarded to the State Tax Commission for their consideration.

Please consider adopting the resolution after the public hearing is held at the May 11<sup>th</sup> City Council meeting.

Thank you.

Attachment

C: Christopher Lewis, Interim City Manager  
Dave Taylor, City Assessor  
Julius Giglio, City Attorney  
Barry Hicks, Economic Development Project Manager

**RESOLUTION**

BY THE CITY COUNCIL:

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

WHEREAS, the Jackson City Council, acting under the authority of said Act, did on April 19, 1977, create by resolution Industrial Development District No. 5, made up of property located at 1150 S. Elm Street, Jackson, Michigan, as particularly described in said resolution; and

WHEREAS, pursuant to the provision of said Act, American Tooling Center, Inc. filed on April 1, 2010, an application for an Industrial Facilities Exemption Certificate for a facility located within said district for 12 years; and

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

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

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

WHEREAS, a public hearing on said application was held on May 11, 2010; and

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

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

\* \* \* \* \*

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

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on May 11, 2010.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of the City of Jackson, Michigan, on this 12th day of May, 2010.

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

# Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

**INSTRUCTIONS:** File the original and two copies of this form and the required attachments (three complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires two complete sets (one original and one copy). One copy is retained by the clerk. If you have any questions regarding the completion of this form or would like to request an informational packet, call (517) 373-3272.

To be completed by Clerk of Local Government Unit	
Signature of Clerk <i>Dynor Fessel City Clerk</i>	Date received by Local Unit <i>April 1, 2010</i>
STC Use Only	
Application Number	Date Received by STC

## APPLICANT INFORMATION

All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) <i>AMERICAN TOOLING CENTER, INC.</i>	1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) <i>3544</i>	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) <i>1150 S. ELM ST.</i>	1d. City/Township/Village (indicate which) <i>JACKSON</i>	1e. County <i>JACKSON</i>
2. Type of Approval Requested <input checked="" type="checkbox"/> New (Sec. 2(4)) <input type="checkbox"/> Transfer (1 copy only) <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(1)) <input type="checkbox"/> Research and Development (Sec. 2(9))	3a. School District where facility is located <i>JACKSON</i>	3b. School Code <i>38170</i>
	4. Amount of years requested for exemption (1-12 Years) <i>12 YEARS</i>	
5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.  <p style="text-align: center;"><u>SEE EXHIBIT A</u></p>		

6a. Cost of land and building improvements (excluding cost of land)..... * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	<input type="checkbox"/> <u>0</u> Real Property Costs
6b. Cost of machinery, equipment, furniture and fixtures..... * Attach itemized listing with month, day and year of beginning of installation, plus total	<input type="checkbox"/> <u>1,179,000</u> Personal Property Costs
6c. Total Project Costs..... * Round Costs to Nearest Dollar	<input type="checkbox"/> <u>SEE EXHIBIT B</u> Total of Real & Personal Costs

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

	Begin Date (M/D/Y)	End Date (M/D/Y)	
Real Property Improvements	<u>N/A</u>	<u>N/A</u>	<input type="checkbox"/> Owned <input type="checkbox"/> Leased
Personal Property Improvements	<u>3/1/10</u>	<u>8/31/10</u>	<input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased

8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption.     Yes     No

9. No. of existing jobs at this facility that will be retained as a result of this project. <i>20</i>	10. No. of new jobs at this facility expected to create within 2 years of completion. <i>20</i>
--	--

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

a. TV of Real Property (excluding land) .....	<u>N/A</u>
b. TV of Personal Property (excluding inventory) .....	<u>N/A</u>
c. Total TV .....	<u>N/A</u>

12a. Check the type of District the facility is located in:

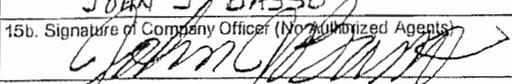
Industrial Development District #5     Plant Rehabilitation District

12b. Date district was established by local government unit (contact local unit) <i>April 19, 1977</i>	12c. Is this application for a speculative building (Sec. 3(8))? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
---	---

**APPLICANT CERTIFICATION - complete all boxes.**

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name <b>GARY A. GIZINSKI</b>	13b. Telephone Number <b>517 522-8411</b>	13c. Fax Number <b>517 522-8078</b>	13d. E-mail Address <b>GAG@DTG.US.COM</b>
14a. Name of Contact Person <b>GARY A. GIZINSKI</b>	14b. Telephone Number <b>517 522-8411</b>	14c. Fax Number <b>517 522-8078</b>	14d. E-mail Address <b>GAG@DTG.US.COM</b>
▶ 15a. Name of Company Officer (No Authorized Agents) <b>JOHN J. BASSO</b>			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number <b>517 522-8078</b>	15d. Date <b>3/23/10</b>
▶ 15e. Mailing Address (Street, City, State, ZIP Code) <b>4111 MT. HOPE GRASS LAKE MI 49240</b>		15f. Telephone Number <b>517 522-8411</b>	15g. E-mail Address <b>JBASSO@DTG.US.COM</b>

**LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.**

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit <input type="checkbox"/> Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Denied (Include Resolution Denying)	16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: <b>Check or Indicate N/A if Not Applicable</b> <input type="checkbox"/> 1. Original Application plus attachments, and one complete copy <input type="checkbox"/> 2. Resolution establishing district <input type="checkbox"/> 3. Resolution approving/denying application. <input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant) <input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant) <input type="checkbox"/> 6. Building Permit for real improvements if project has already begun <input type="checkbox"/> 7. Equipment List with dates of beginning of installation <input type="checkbox"/> 8. Form 3222 (if applicable) <input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit <b>Check or Indicate N/A if Not Applicable</b> <input type="checkbox"/> 1. Notice to the public prior to hearing establishing a district. <input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing. <input type="checkbox"/> 3. List of taxing authorities notified for district and application action. <input type="checkbox"/> 4. Lease Agreement showing applicants tax liability.	
16c. LUCI Code	16d. School Code
17. Name of Local Government Body	▶ 18. Date of Resolution Approving/Denying this Application

Attached hereto is an original and one copy of the application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

Local Unit: Mail one original and one copy of the completed application and all required attachments to:

State Tax Commission  
Michigan Department of Treasury  
P.O. Box 30471  
Lansing, MI 48909-7971

(For guaranteed receipt by the STC, it is recommended that applications are sent by certified mail.)

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal



AMERICAN TOOLING CENTER INC.  
A Diversified Tooling Group Company

PHONE: 517-522-8411  
FAX: 517-522-8078

March 30, 2010

City Clerk  
City of Jackson  
161 W. Michigan Avenue, 1<sup>st</sup> Floor  
Jackson, MI 49201

RECEIVED  
CITY of JACKSON  
APR 01 2010  
CLERK'S OFFICE  
BY \_\_\_\_\_

To Whom It May Concern:

Enclosed please find the application for an Industrial Facilities Exemption Certificate on behalf of American Tooling Center, Inc. (ATC) as well as a check for \$157.00. I have included an original application as well as two (2) additional copies for your review. The package also contains:

- Exhibit A – General Description of the Proposal
- Company Brochure
- Exhibit B – Detailed List of Capital Expenditures
- Copy of Existing Building Lease
- Legal Description of the Property
- Affidavit of Fees

American Tooling Center has been operating in Grass Lake since 1993 and has recently expanded its operations to the RTD building on Elm Street, where we lease roughly 40,000 square feet. During 2010, ATC is fortunate that it has the opportunity to grow its operations and potentially add several new jobs over the next year or two. In order to do this however, a significant capital investment will be required. On behalf of ATC, we respectfully ask that you consider granting tax abatements for this new equipment, helping us to remain competitive in today's tough economic environment. I will look forward to attending the next city meeting and to further explain the details of our application. In the meantime, please contact me at 517 522-8411 should you have any questions or I can provide you additional information. Thank you.

Sincerely,

Gary A. Gizinski  
Vice President - Treasurer



AMERICAN TOOLING CENTER INC.  
A Diversified Tooling Group Company

PHONE: 517-522-8411  
FAX: 517-522-8078

**American Tooling Center, Inc.**  
**Application for Industrial Facilities Exemption Certificate**  
**Exhibit A**

**General Business Operations**

American Tooling Center, Inc. (ATC) has historically been a world-class manufacturer of sheet metal and aluminum production hard dies to the automotive industry. The Company's automotive customer base includes domestic and foreign automotive manufacturers, major Tier I suppliers and a variety of North American and Global tool and die stamping facilities. The tooling process, manufacturing of dies and plant operations are considered "highly skilled" and consist of the following:

- Design of Dies using computerized Solids Die Design Software.
- CNC Machining of the raw castings using high quality CNC Mills.
- Die Construction of the production dies using the many journeymen tool and die makers employed by American Tooling Center.
- Tryout of the dies using fourteen (14) major mechanical presses ranging in size from 800 – 3250 tons and bed sizes of 124" x 84" to 180" x 96"

American Tooling Center is recognized **globally** as a leader in the engineering, program management, manufacturing and buyoff of large, class 1 sheet metal and aluminum production dies for the auto industry.

With that said, recent economic conditions within Michigan and the domestic auto industry have pushed ATC to expand into other non-automotive markets. The Company has made significant inroads to these new industries and now offers machining, fabrication, cutting, welding and assembly for a variety of sheet metal, aluminum and heavy gage plating. These new customers are outside the automotive sector and include the military, alternative wind energy, foundry and aerospace industries. Major non-automotive customers include: Demmer Corporation, General Dynamics Land Systems, Columbus Steel, Northrup Grumman, AAER Wind, Bay Cast Foundry, Allied Gator and Odyssey.

The Company employs roughly 120 full time employees, the majority of which are highly skilled, with many years of tool and die work experience. Despite the large capital investments required at American Tooling Center, the basis for the successful delivery of our manufacturing processes to our diverse customer base is dependent upon a highly skilled labor force. The Company places a major emphasis on the training and cross training of its employees. We are one of the very few companies remaining that still has a federally approved Tool & Die Apprenticeship program in place. In addition, the company also pays for 100% tuition costs for all employees schooling and participates in various seminars, dependent upon the location and subject matter.



AMERICAN TOOLING CENTER INC.  
A Diversified Tooling Group Company

PHONE: 517-522-8411  
FAX: 517-522-8078

For your convenience and review, I have enclosed an abbreviated Company Brochure to aid in the understanding of the business operations.

### Description of Proposed Project

As American Tooling Center continues to strive to expand its customer base outside the auto industry, it has become essential to purchase equipment that increases our current capabilities. The proposed project will enable the company to seek manufacturing work that would have otherwise, not been available. It is the specific purpose of this project to accomplish this through:

- Capital investments, consisting of specialized equipment, which increases the capabilities and capacity of workflow through the manufacturing process. We have identified certain pieces of equipment that will enable American Tooling Center to expand its product and services into non-automotive industries.
- Addition of labor (both skilled and entry level) to meet the demands of the customer.

It is important to note that the new equipment purchases can also be used to support our existing automotive work as well.

The key part of the project includes the purchase and installation of a large, **HPR 260 amp High Definition Plasma Cutting Machine**. The cutting envelope for this plasma cutter is 120" x 720". We are now capable of plasma cutting a wide variety of thick gage aluminum and steel plating (up to 3" thick) in addition to heavy armor plating. This process is used for a variety of Military applications as well as in the fabrication for many of the components required in Alternative Energy Windmills. The additional equipment included in this proposal will supplement, expand and enhance the plasma cutting work. We are extremely excited about the future work and potential job opportunities this new equipment will bring.

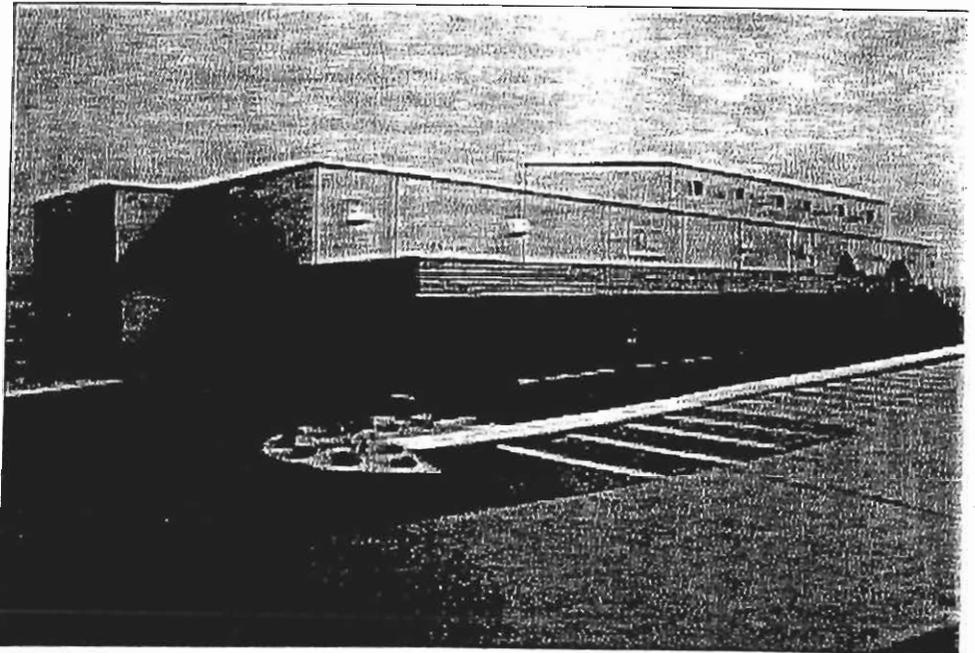
# American Tooling Center, Inc.

*A Division of Diversified Tooling Group*



American Tooling Center, Inc. is a modern state-of-the-art Tool and Die facility. Our full service operation was designed and constructed in 1989 as a world class production die facility, which emphasizes a CAD/CAM/CNC utilization.

Our current facility includes a 125,000 sq. ft. building situated on thirty acres of property conveniently located on the I-94 corridor between Ann Arbor and Jackson.



The equipment located within our facility is of the very latest technology available and is fully complimented by our staff of 155 highly trained personnel. We supplement employees on the job training with a company sponsored two year associate college degree program and a federally approved Tool & Die apprenticeship program.

American Tooling Center, Inc. is associated with Superior Cam, Inc., Bespro Pattern, Inc. and Midland Design Service, Inc.

American Tooling Center provides a full service tool process from CAD product data to production die buyoff. We assign a qualified Project Manager to provide program management, engineering expertise, communication and assure quality and timing.

## Awards:

ISO-9002 Registration

Ford Q1 Award

GM Truck Group Quality Award

Saturn Quality Achievement Award

Saturn Outstanding Performance Award

QS-9000-TE Registration



4111 Mt. Hope Road • Grass Lake, MI 49240

Phone: (517) 522-8411 • Fax: (517) 522-8078

[www.AmericanToolingCenter.com](http://www.AmericanToolingCenter.com)



## Customer List

Chrysler Corporation LLC  
 Ford Motor Company  
 General Motors Corporation  
 Magna / Cosma Corp.  
 Toyota Motor Mfg.  
 Freightliner Corporation  
 Honda  
 Mercedes  
 Demmer Corporation  
 Fuji Technica, Inc.  
 Ogihara America Corp.  
 AZ Automotive  
 International Truck & Eng.  
 Columbus Steel  
 BMW Manufacturing  
 IC Corporation  
 Odyssey, Inc.  
 General Dynamics  
 Bay Cast, Inc.  
 Martinrea  
 Pullman Industries  
 Hodge Foundry  
 Taylor Welded Blanks  
 Worthington Steel  
 Morris Bean  
 F & P America  
 Lapeer Industries  
 Massiv Die-Form  
 Amite Foundry

## Equipment List

### CAD Equipment

- 6-Unigraphics NXII, NX3 and V18 Workstations
- 6-Catia V5 Workstations
- 1-CAD Data Server
- 5-Solidworks CAD Packages
- 5-Sescoi (WorkNC) CAD/CAM Packages
- 4-INCAD CAD Packages
- 5-RTM (Lemoine, MTI) CAD/CAM Packages
- 5-Tebis CAD/CAM, V 3.3 R2, stations
- 25-Smirt Solid Design viewing stations, located on the shop floor, machine line & CAD room.
- 25-Smirt NC Linear machining stations at the machine line
- 1-Step Translator
- 1-36" H.P. 750c Plotter
- 1-36" H.P. 1050c Plotter
- 1-E-drawing publisher
- Shop wide Ethernet System – T1 Connection

### CNC Mills/Laser Equipment

- 1-Mecof boring mill, 118" x 330" x 65" (5 Axis)
- 1-Okuma bridge, 80 x 160 table with 58 in Z (5 Axis)
- 4-OKK, 30 x 60 table by 28 in Z
- 4-Pratts, 72 x 120 table by 60 in Z
- 2-Pratt finishers, 72 x 120 table by 60 in Z
- 1-G&L 8000 boring mill, 72 x 168 table, 110 vertical
- 1-Cincinnati boring mill, 96 x 204 table, 96 vertical
- 1-G&L manual boring mill, 60 x 120 table, 96 vertical
- 1-Parpas Horizontal Mill 60 x 120 x 50 (5 axis)

### Fabrication Equipment

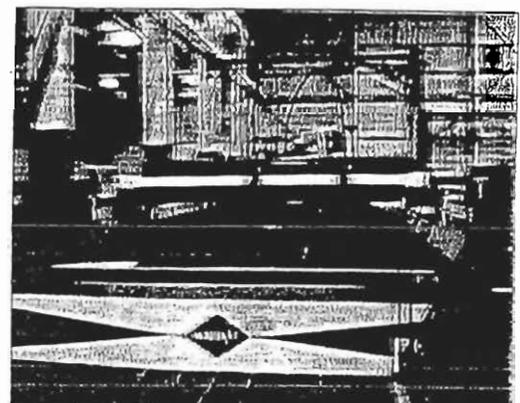
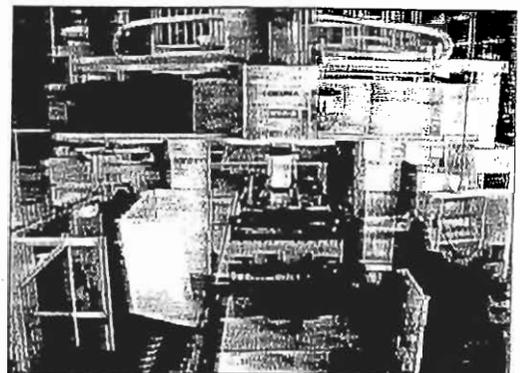
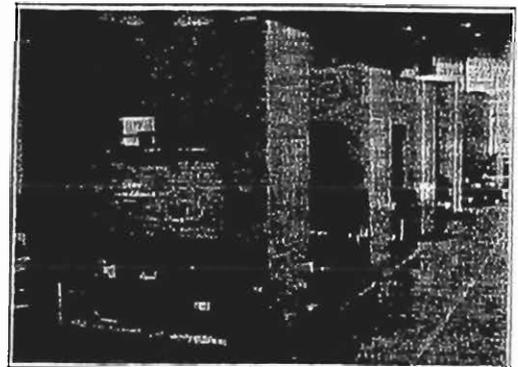
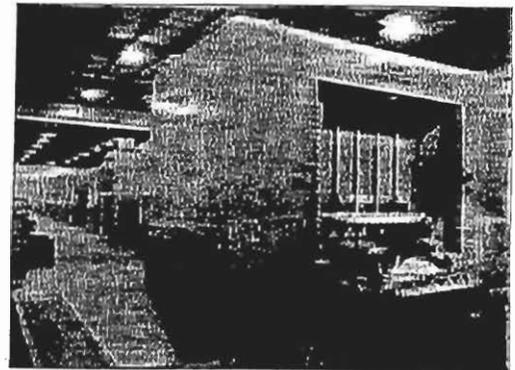
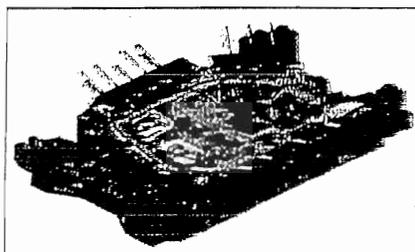
- 1-7' x 13' Oman Water Jet Machine
- 2-13' x 30' Ward Jet Water Jet Machines
- 1-12' x 70" Table Size AKS Plasma Machine
- 2-2D 4000 Watt Laser Machines
- 6-Prima, Rapido 5-axis Laser Machines
- 1-12' Wysong Heavy Duty Cutting Shear
- 10-Lincoln 455 M-Power Wave Welders
- 2-Lincoln CV400 Power Wave Welders
- 2-Lincoln CV305 Power Wave Welders

### Coordinate Measuring Machine Equipment

- 1-Brown and Sharpe D.E.A. CMM
- 3-Atos White Light Scanners

### Press Equipment

- 1-W1 Danly Toggle Press 3250 Ton (180" x 96")
- 1-W2 Danly 1000 Ton Straight Side Press (180" x 96")
- 1-W3 Danly 1250 Ton Straight Side Press (180" x 96")
- 1-W4 Danly 1000 Ton Straight Side Press (180" x 96")
- 1-W5 Danly 1000 Ton Straight Side Press (180" x 96")
- 1-Danly Toggle Press 1950 Tons (132" x 84")
- 1-Danly Toggle Press 1600 Tons (132" x 84")
- 2-Clearing Straight Side Presses 900 Tons (124" x 84")
- 5-Danly Straight Side 800 Ton Presses (124" x 84")





AMERICAN TOOLING CENTER INC.  
A Diversified Tooling Group Company

PHONE: 517-522-8411  
FAX: 517-522-8078

American Tooling Center, Inc.  
Application for Industrial Facilities Exemption Certificate  
Exhibit B

<u>Manufacturing Equipment Expenditures</u>	<u>Amount</u>	<u>Estimated Start Date</u>	<u>Estimated End Date</u>
One (1) HPR260 Plasma Cutting Machine	\$ 625,000	03/01/10	05/31/10
325 Ton Hydro-Mechanical Press Brake	\$ 120,000	04/01/10	04/30/10
One (1) Small Bridgeport Boring Mill	\$ 25,000	06/01/10	07/31/10
Two (2) Lincoln Welding Stations	\$ 24,000	06/01/10	07/31/10
Media Blasting Station	\$ 60,000	07/01/10	08/31/10
Military Grade Paint Booth	\$ 175,000	07/01/10	08/31/10
Two (2) Material Handling Carts	\$ 20,000	06/01/10	06/30/10
Miscellaneous Electrical Upgrades	\$ 30,000	03/01/10	08/31/10
One (1) Robotic Welding Cell	\$ 100,000	07/01/10	08/31/10
<b>Total Projected Capital Investment</b>	<b>\$ 1,179,000</b>		



AMERICAN TOOLING CENTER INC.  
A Diversified Tooling Group Company

PHONE: 517-522-8411  
FAX: 517-522-8078

**American Tooling Center, Inc.**  
**Application for Additional Facilities Exemption**  
**Certificate**  
**Supplemental Information #1**

**Legal Description**

All of Blocks 1,2,3,4,5 and that part of Blocks 6,9,10 and 11 lying south of airline right-of-way, also the South 250 feet of Blocks 12 and 13, except Lot 2, Block 6, also except the North ½ of Lot 9, Block 11, Morgan Addition.

**PROPERTY IDENTIFICATION NUMBER**

Address: 1150 South Elm  
6-1528.A000

TAX ABATEMENT AFFIDAVIT

STATE OF MICHIGAN )  
 ) SS:  
COUNTY OF JACKSON)

NOW COMES LYNN FESSEL, City Clerk of the City of Jackson, Michigan, and AMERICAN TOOLING CENTER, INC., the applicant for an Industrial Facilities Exemption Certificate, and by way of affidavit says as follows:

1. That she is the City Clerk in and for the City of Jackson, Michigan.
2. That as part of her duties, she is in charge of the Industrial Facilities Tax process at its inception for both district creation and for the final local approval involved in the issuance of a certificate by the State Tax Commission.
3. That by virtue of the above, she receives any and all fees charged for processing the tax abatement requests.
4. That a fee of \$157.00 was charged to the applicant for personal property.

Dated: April 1, 2010

Lynn Fessel  
Lynn Fessel

Subscribed and sworn to before me, this 1<sup>st</sup> day of April 2010.

ANGELLA L. ARNOLD  
Notary Public, State of Michigan  
County of Jackson  
My Commission Expires May. 14, 2015  
Acting in the County of Jackson

Angella Arnold  
Notary Public, Jackson County, Michigan

My Commission Expires: 5-14-2015

AMERICAN TOOLING CENTER, INC.

Company Name

Dated: 4/6/10

By: Gary A. Gzinski  
Applicant GARY A. GZINSKI

Subscribed and sworn to before me, this 6<sup>th</sup> day of April 2010.

**JULIE M. RINGE**  
Notary Public, State of Michigan  
County of Jackson  
My Commission Expires Dec. 4, 2011  
Acting in the County of Jackson

Julie M. Ringe  
Notary Public, Jackson County, Michigan

My Commission Expires: 12-4-2011

INDUSTRIAL FACILITIES TAX EXEMPTION AGREEMENT

AGREEMENT made this 7 day of APRIL, 2010, by and between the CITY OF JACKSON, a Michigan municipal corporation, with offices at 161 West Michigan Avenue, Jackson, Michigan 49201 (hereinafter "City"); and AMERICAN TOOLING CENTER, INC., a Michigan corporation, with offices located at 1150 S. ELM STREET, City of Jackson, Jackson County, Michigan (hereinafter "Applicant").

WHEREAS, the City has received an application from Applicant for the issuance of an Act 198 Tax Exemption Certificate for its MANUFACTURING EQUIPMENT EXPENDITURES (describe project) (the "Project") that was established as an Industrial Development District (the "District") by the City of Jackson on \_\_\_\_\_; and

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

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

1. The Applicant, as a result of said improvements, shall use its best efforts to create not less than 20 new full time equivalent jobs and relocate and retain not less than 20 full time equivalent existing jobs from its current location within two years after the completion of its Project.
2. Applicant expects that the costs of the improvements proposed to be constructed on the basis of which the Industrial Facilities Exemption Certificate is issued, shall be within 10 percent (10%) of the estimated amount stated in the Applicant's application for the certificate.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Signed in the presence of:

\_\_\_\_\_

**CITY OF JACKSON**

By \_\_\_\_\_

Its: Mayor \_\_\_\_\_

**APPLICANT**

Deanna L. Johnson

By Gary A. G. G.

Its VICE PRESIDENT - TREASURER

Applicant Name  
AMERICAN TOOLING CENTER, INC.

**Fiscal Statement (to be completed by local unit)**

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

Estimated Project Investment (not assessed value):

Real Property -0-	Personal Property \$1,179,000.00	Total \$1,179,000.00
----------------------	-------------------------------------	-------------------------

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

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

**LOCAL UNIT CERTIFICATION**

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

Signature 	Name and Title of Local Governmental Unit Official Lynn Fessel, City Clerk
--	---

FISCAL STATEMENT FOR TAX ABATEMENT REQUEST  
SUMMARY INFORMATION

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

	One Year After Construction is Done	After 5 Years	After 15 Years
<b>Revenue</b>			
1. Revenue from proposed property (from page 2, line 1).....	3918	2281	1636
2. Revenue from related development (from page 2, line 2).....	0	0	0
3. TOTAL (Add lines 1 and 2).....	3918	2281	1636
<b>Cost</b>			
4. Roads (from page 3, line 6).....			
5. Sewer (from page 4, line 10).....			
6. Storm Drains (from page 5, line 14).....			
7. Water Systems (from page 6, line 18).....			
8. Police Personnel (Enter "total annual cost" from page 7, line 20).....			
9. Police Equipment (from page 7, line 22).....			
10. Police Buildings (from page 7, line 24).....			
11. Fire Personnel (Enter "total annual cost" from page 8, line 26).....			
12. Fire Equipment (from page 8, line 28).....			
13. Fire Buildings (from page 8, line 30).....			
14. Other Costs (from page 9, line 31).....			
15. TOTAL COST (Add lines 4 through 14).....			

### FISCAL STATEMENT FOR TAX ABATEMENT REQUEST - DETAIL

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

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

#### Estimated Average Annual Revenue

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

One Year After Construction is Done	After 5 Years	After 15 Years
3918	2281	1636

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

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



City Clerk

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

May 4, 2010

**TO: Honorable Mayor and City Councilmembers**  
**FROM: Angela Arnold, Deputy City Clerk** *Angela*  
**RE: Public Hearings and Resolutions Confirming Assessment Roll Nos. 4189 through 4194**

Public hearings were established at Council's April 13th meeting for May 11, 2010. The required notice was published in the Jackson Citizen Patriot and a notification letter was sent to each property owner included on the rolls.

Please consider confirming the following special assessment rolls after the public hearings are held:

Roll No. 4189 – Delinquent Miscellaneous General Fund Accounts Receivable (alarms, weed mowing, and hazardous material clean-up)

Roll No. 4190 – Delinquent Miscellaneous Building Department Fund Accounts Receivable (dangerous structure and demolition fees)

Roll No. 4191 – Delinquent Miscellaneous Community Development Block Grant Fund Accounts Receivable (code enforcement inspection fees)

Roll No. 4192– Delinquent Miscellaneous Wastewater Fund Accounts Receivable (industrial pre-treatment program monitoring and composite sample fees)

Roll No. 4193 – Delinquent Miscellaneous Water Fund Accounts Receivable (water meter replacements and overtime service calls)

Roll No. 4194 – Delinquent Miscellaneous Public Works Fund Accounts Receivable (property clean-up, board-up and snow removal)

Thank you.

Attachments

C: Chris Lewis, Interim City Manager

**RESOLUTION**

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did make assessments for delinquent miscellaneous General Fund accounts receivable which assessments were by him placed on Assessment Roll No. 4189 in the amount of \$12,120.86 and were reported to the City Council at its regular meeting held on the 13th day of April, 2010; and

WHEREAS, notice has been duly given that the City Council and Assessor will sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, the 11th day of May, 2010, at 7:00 p.m. and hear any and all objections and suggestions by interested parties to said special assessments as contained in said Assessment Roll, and the matter of said review having come on to be heard and the City Council and Assessor sitting as a Board of Review having heard all objections and suggestions made thereto and having fully considered same;

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

BE IT FURTHER RESOLVED, that payment of each individual assessment shall be due and payable sixty (60) days after approval of this resolution.

\* \* \* \* \*

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

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 11th day of May, 2010.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 12th day of May, 2010.

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

**RESOLUTION**

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did make assessments for delinquent miscellaneous Building Department Fund accounts receivable which assessments were by him placed on Assessment Roll No. 4190 in the amount of \$ 4,193.51 and were reported to the City Council at its regular meeting held on the 13th day of April, 2010; and

WHEREAS, notice has been duly given that the City Council and Assessor will sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, the 11th day of May, 2010, at 7:00 p.m. and hear any and all objections and suggestions by interested parties to said special assessments as contained in said Assessment Roll, and the matter of said review having come on to be heard and the City Council and Assessor sitting as a Board of Review having heard all objections and suggestions made thereto and having fully considered same;

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

BE IT FURTHER RESOLVED, that payment of each individual assessment shall be due and payable sixty (60) days after approval of this resolution.

\* \* \* \* \*

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

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 11th day of May, 2010.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 12th day of May, 2010.

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

**RESOLUTION**

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did make assessments for delinquent miscellaneous Community Development Block Grant Fund accounts receivable which assessments were by him placed on Assessment Roll No. 4191 in the amount of \$4,937.68 and were reported to the City Council at its regular meeting held on the 13th day of April, 2010; and

WHEREAS, notice has been duly given that the City Council and Assessor will sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, the 11th day of May, 2010, at 7:00 p.m. and hear any and all objections and suggestions by interested parties to said special assessments as contained in said Assessment Roll, and the matter of said review having come on to be heard and the City Council and Assessor sitting as a Board of Review having heard all objections and suggestions made thereto and having fully considered same;

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

BE IT FURTHER RESOLVED, that payment of each individual assessment shall be due and payable sixty (60) days after approval of this resolution.

\* \* \* \* \*

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

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 11th day of May, 2010.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 12th day of May, 2010.

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

**RESOLUTION**

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did make assessments for delinquent miscellaneous Water Fund accounts receivable which assessments were by him placed on Assessment Roll No. 4193 in the amount of \$2,010.42 and were reported to the City Council at its regular meeting held on the 13th day of April, 2010; and

WHEREAS, notice has been duly given that the City Council and Assessor will sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, the 11th day of May, 2010, at 7:00 p.m. and hear any and all objections and suggestions by interested parties to said special assessments as contained in said Assessment Roll, and the matter of said review having come on to be heard and the City Council and Assessor sitting as a Board of Review having heard all objections and suggestions made thereto and having fully considered same;

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

BE IT FURTHER RESOLVED, that payment of each individual assessment shall be due and payable sixty (60) days after approval of this resolution.

\* \* \* \* \*

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

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 11th day of May, 2010.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 12th day of May, 2010.

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

**RESOLUTION**

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did make assessments for delinquent miscellaneous Public Works Fund accounts receivable which assessments were by him placed on Assessment Roll No. 4194 in the amount of \$14,086.61 and were reported to the City Council at its regular meeting held on the 13th day of April, 2010; and

WHEREAS, notice has been duly given that the City Council and Assessor will sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, the 11th day of May, 2010, at 7:00 p.m. and hear any and all objections and suggestions by interested parties to said special assessments as contained in said Assessment Roll, and the matter of said review having come on to be heard and the City Council and Assessor sitting as a Board of Review having heard all objections and suggestions made thereto and having fully considered same;

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

BE IT FURTHER RESOLVED, that payment of each individual assessment shall be due and payable sixty (60) days after approval of this resolution.

\* \* \* \* \*

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

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 11th day of May, 2010.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 12th day of May, 2010.

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



## Police Department

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

April 26, 2010

### MEMORANDUM

TO: Christopher W. Lewis  
Interim City Manager

FROM: Matthew R. Heins  
Chief of Police

SUBJECT: Energy Efficiency & Conservation Multipurpose Block Grant

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The City of Jackson has been awarded an American Recovery and Reinvestment Act—Energy Efficiency and Conservation Multipurpose Block Grant, through the State of Michigan Department of Energy Labor and Economic Growth, Bureau of Energy Systems. This grant in the amount of \$137,069 will enable the Police and Fire Departments to reduce both fossil fuel emissions and total energy use while improving energy efficiency. This grant does not require a match.

The Fire Department will improve energy efficiency by insulating the ceiling, in addition to replacing outdated heating registers at the Central Station on N. Jackson Street. The Police Department will replace their over 50 year old hot water boiler system.

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 May 11, 2010 City Council meeting. I or a representative will be present to answer any questions.

MRH/AP/ap/c: Energy Grant memo

## Resolution

Whereas, the City has been awarded an American Recovery and Reinvestment Act, Energy Efficiency and Conservation Multipurpose Black Grant, through the State of Michigan, Department of Energy Labor and Economic Growth, Bureau of Energy Systems;

Whereas, the purpose of the grant is to assist eligible cities, township, and counties in implementing energy efficiency and conservation strategies that reduce fossil fuel emissions and total energy use.

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 2009/2010 Budget be amended as follows:

### General Fund

	<b>Increase</b>
<b>REVENUES:</b>	
101.319.000.539.000 State - Energy Grant	137,069
	137,069
<b>EXPENDITURES:</b>	
101.319.000.976.000 Building Additions	137,069
	137,069

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 May 11, 2010.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of the City of Jackson, on the 12th day of May 2010.

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



MEMO TO: Honorable Mayor and City Councilmembers  
FROM: Andrew R. Frounfelker, 5<sup>th</sup> Ward City Councilmember  
DATE: May 6, 2010  
SUBJECT: United Way Request to Rename Jay Street

The United Way contacted me and asked that I sponsor their request to change the name of Jay Street to United Way.

Jay Street is more of an alley that runs parallel between Jackson Street and Blackman Street between Ganson and Trail Streets. There is only one lot that is known to address Jay Street and that is a vacant lot currently owned by Jackson County. The city council has supported renaming streets in the past (i.e. One Energy Plaza, One Comtronics Place, etc.). This renaming will help give a greater exposure to the United Way in building a campus of non-profits at this location.

I respectfully ask your support in supporting the United Way of Jackson County's request to change this street name.



City Clerk

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

May 6, 2010

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Angela Arnold, Deputy City Clerk *Angela*  
**RE:** Final Adoption of Ordinance No. 2010.06

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Attached is Ordinance No. 2010.06, which amends Chapter 28. Final adoption of this ordinance will rezone the parcels located at 721 and 723 W. Franklin Street from R-2 to R-6. This Ordinance was approved by City Council on April 27, 2010.

Please consider this Ordinance for final adoption at the May 11<sup>th</sup> City Council meeting.

Attachment

---

C: Christopher Lewis, Interim City Manager  
David Taylor, City Assessor  
Grant Bauman, R2PC

ORDINANCE NO. 2010.06

AN ORDINANCE TO AMEND SECTION 28-32, OF  
CHAPTER 28, OF THE CODE OF THE CITY OF JACKSON

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1.

That Section 28-32 of Chapter 28 of the Code of the City be, and the same hereby is, amended by changing the map of the use districts required by said Section and said Chapter, and incorporated therein by reference as follows:

Change the parcels located at 721 (3-045000000) and 723 (3-045100000) W. Franklin Street from R-2 (one- and two-family residential) to R-6 (residential and low-density office).

Section 2.

This ordinance shall take effect thirty (30) days from date of adoption.

\*\*\*\*

Adopted:

**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**

May 4, 2010

**TO:** Honorable Mayor and City Council

**FROM:** Julius A. Giglio, City Attorney

**RE:** Proposed Contract for Warren Renando for Interim City Manager

Attached please find the proposed agreement between the City and Warren Renando. The contract is for a one-year term (Section 1), however, either party may terminate upon thirty-day written notice (Section 4 (A)). The salary is \$54,000 for the first six months; thereafter, Mr. Renando will be paid \$9,000 for each month he continues to serve as City Manager (Section 2).

The contract provides that if the City terminates the contract without cause during the first six months, the City will owe the remaining balance of the salary for the aforesaid six-month period. However, if the contract is terminated after the 91st day, because the City has hired a full-time permanent City Manager, then the City has no obligation to pay additional salary to Mr. Renando.

The requisite action is for Council to approve the Contract, to authorize the Mayor and Clerk to sign same and authorize the City Attorney to make minor modifications to the contract.

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

JAG/dr  
Enc.

cc Lynn Fessel, City Clerk w/enc.

CITY OF JACKSON  
AGREEMENT FOR INTERIM CITY MANAGER SERVICES

This Agreement, made on the \_\_\_\_ day of \_\_\_\_\_, 2010, by and between the City of Jackson, a Michigan municipal corporation, with offices located at 161 West Michigan Avenue, Jackson, Michigan 49201, hereinafter referred to as "the City," and Warren D. Renando, of 733 Oakridge Drive, Jackson, Michigan 49203, hereinafter referred to as "Mr. Renando."

WITNESS:

WHEREAS, the City desires to employ the services of Warren D. Renando as Interim City Manager of the City of Jackson; and

WHEREAS, it is the desire of the City to provide certain benefits, establish certain conditions of employment, and to set working conditions for Mr. Renando; and

WHEREAS, it is the desire of Mr. Renando to accept employment as the Interim City Manager of the City.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

1. Term: Mr. Renando shall serve as Interim City Manager for the City for a term beginning on May 12, 2010 and ending twelve (12) calendar months later (May 11, 2011), and shall have such powers and duties as City Manager as are prescribed by the Charter of the City and its ordinances.
2. Salary: In consideration for his services as City Manager, the City will pay Mr. Renando the sum of \$54,000.00 for the first six (6) month period of this Agreement, which shall be paid to Mr. Renando bi-weekly in equal installments in the same manner as City employees are paid. Thereafter, Mr. Renando will be paid \$9,000.00 per month (on a biweekly basis) for each month that he continues to serve as Interim City Manager.
3. Other Compensation and Benefits: During the term of this Agreement, the following shall apply:
  - A. Mr. Renando will not be part of the City's Employees Retirement System (ERS). It is acknowledged that Mr. Renando is currently receiving pension benefits from the City ERS. This Agreement shall not change Mr. Renando's status in that regard.
  - B. Mr. Renando will accrue sick leave as provided in the City's Personnel Policy.
  - C. Mr. Renando may take fifteen (15) days of vacation during the first six (6) month period of this Agreement. Thereafter, he shall accrue another fifteen (15) days of vacation at the commencement of his seventh month of service.

- D. Except as otherwise identified in this Agreement, Mr. Renando will not receive fringe benefits of any kind or nature whatsoever during the term of this Agreement; provided, however, the City will pay its contributions to FICA, unemployment insurance, and Workers' Compensation coverage.
4. Termination:
- A. Anything in this Agreement to the contrary notwithstanding, Mr. Renando's employment will be "at will," and may be terminated by either party, with or without cause, upon thirty (30) days written notice to the other party; provided, however, that in the event Mr. Renando is terminated for cause, which shall include, but not limited to, conviction of any felony or any illegal act involving personal gain to him, then the City shall have no obligation to provide a thirty day notice.
- B. Either party may choose not to continue this employment Agreement at the end of the initial six months. The City agrees to give Mr. Renando thirty (30) calendar days notice of termination or non-continuation. Mr. Renando also agrees to give the City thirty (30) calendar days notice of termination or non-continuation of this employment Agreement.
- C. If Mr. Renando is permanently disabled, or is otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity or health for a period of two (2) successive weeks beyond any accrued sick leave, the City may terminate this Agreement without providing the requisite thirty (30) day notice.
- D. Upon either termination or non-continuation of this Agreement, the City shall not be obligated to pay any remaining salary due Mr. Renando under this Agreement. Provided, however, if the City terminates this agreement without cause during the initial six (6) month period of this Agreement, then the City shall pay Mr. Renando the remaining balance of the salary due him for said six (6) month period. Further provided, however, if, at any time after the 91<sup>st</sup> day of this Agreement, the City terminates Mr. Renando as a result of having hired a permanent full-time City Manager, then the City shall have no further obligations under this Agreement, and shall not be liable for any additional salary to Mr. Renando.
5. Performance: Mr. Renando agrees to serve as Interim City Manager for the City and to carry out to the best of his ability all the duties imposed upon that office by the Charter and Ordinances of the City and those other duties as the City Council, from time to time, may require of that office.
6. Residency: Mr. Renando shall comply with the residency requirements of the City's personnel policy.
7. Notices: Notices pursuant to this Agreement shall be given by first-class mailing with the United States Postal Service, postage prepaid, addressed as follows:
- A. Mayor of the City of Jackson, 161 West Michigan Avenue, Jackson, Michigan 49201. Alternatively, notices may be personally served.

- B. Warren D. Renando, 733 Oakridge Drive, Jackson, Michigan 49203.
- C. Notices shall be deemed given as of the date of such personal service or as of the date of first class mailing of such written notice with the United States Postal Service.

8. General:

- A. The text of this Agreement shall constitute the entire agreement between the parties.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs, successors, and personal representatives of Mr. Renando.
- C. This Agreement shall become effective at the time Mr. Renando commences employment with the City as the Interim City Manager.
- D. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.
- E. No amendment of this Agreement shall be effective unless in writing and signed by both parties.

IN WITNESS WHEREOF, the City of Jackson has caused this Agreement to be signed and executed on its behalf by its Mayor and City Clerk, pursuant to authorization of the City Council, and Mr. Renando has signed and executed this Agreement, the day and year first above written.

CITY OF JACKSON

INTERIM CITY MANAGER

\_\_\_\_\_  
Karen F. Dunigan, Mayor

\_\_\_\_\_  
Warren D. Renando

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

Approved as to form:

\_\_\_\_\_  
Julius A. Giglio, City Attorney



MEMO TO: City Councilmembers  
FROM: Karen F. Dunigan, Mayor  
DATE: May 11, 2010  
SUBJECT: Appointment/Confirmation of Interim City Manager to Various Boards and Commissions

It is my desire to appoint/confirm that the Interim City Manager, Warren D. Renando, will serve on the following boards and commissions, beginning immediately until a new City Manager is named:

BOARD OR COMMISSION:

City Planning Commission  
City of Jackson Building Authority  
Local Development Finance Authority/Brownfield Redevelopment Authority  
Police & Fire Pension Board - Act 345  
Region 2 Planning Commission

The following are boards on which the City Manager is automatically placed:

Police & Fire Board of Trustee's - Original  
City Employees Retirement Board of Trustees

**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**

May 4, 2010

**TO:** Honorable Mayor and City Council

**FROM:** Julius A. Giglio, City Attorney

**RE:** Professional Service Contract with Education Associates of Michigan, LLC

Attached please find letter, dated April 29, 2010, from David Steel of Education Associates of Michigan, LLC (Education Associates) in reference to the contract for the City Manager search (Attachment 1). Education Associates is suggesting two options for the City to consider.

Option 1 is to direct Education Associates to reopen the search process for a City Manager. Per the terms of the existing contract, the City will not be charged for professional fees, however, we will be responsible for direct expenses incurred by Education Associates. Additionally, Education Associates indicates that under Option 1 their firm will conduct the manager search using their staff and using their processes. (It is my understanding Education Associates does not wish to work in conjunction with Mr. Walsh). Additionally, Option 1 will require that the City pay the original contract total not to exceed contract amount of \$8,750.00).

Option 2 is for the parties to terminate their contractual relationship. Neither party will have any further contractual obligations. Education Associates will expect payment of their outstanding invoice, dated April 22, 2010, in the amount of \$1,250.00 (Attachment 2). If that invoice is paid, the total dollar amount that will have been paid to Education Associates will be \$6,250.00.

I informed Mr. Steel I would present this matter to Council for consideration. If Council wishes to retain the services of Mr. Walsh to conduct the City Manager search, it appears that Option 2 is the appropriate choice.

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

JAG/dr  
Enc.

cc Lynn Fessel, City Clerk w/enc.  
Christopher Lewis, Interim City Manager w/enc.

Education Associates of Michigan, LLC  
466 Salem Drive  
P. O. Box 114  
Jonesville, MI 49250-0114  
Telephone/Fax 517-849-9522  
d.steel@att.net  
Cell 517-320-5505  
www.education-associates.com

Attachment 1



April 29, 2010

Mr. Julius Giglio  
City Attorney  
City of Jackson  
161 West Michigan Avenue  
Jackson, MI 49201

Dear Mr. Giglio:

Pursuant to our telephone conversation of April 28, 2010, the following represents the position of Education Associates of MI, regarding the Jackson City Manager search process.

In accordance with the proposal dated August 1, 2009, our firm offers the following two options regarding the manager search process:

1. In keeping with our proposal, Education Associates of MI will reopen the search process for the reimbursement of direct expenses only as no candidate was deemed acceptable following the first round interviews. No professional fee would be charged. This option assumes that our firm will conduct the search completely with our staff and completely with our processes. This also assumes that the balance owing on the original contract will be paid in full. Finally, we would assume that the City of Jackson would complete the reopened search within the next twelve months.

2. The contractual relationship between the City of Jackson and Education Associates of MI will be dissolved with no further obligations by either party. This option assumes that the balance on the original contract through the conducting of first round interviews plus travel expenses will be paid in full. The payment of our invoice of April 22, 2010 to the City will discharge this obligation.

Should the City continue the search process without Education Associates of MI (option 2, above), we will be available for reasonable telephone consultation and sharing of non-confidential notes.

Please advise us as to which option the City will pursue. Thank you.

Sincerely,



David T. Steel  
Education Associates of MI

RECEIVED  
CITY OF JACKSON  
APR 30 2010  
ATTORNEY'S OFFICE

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

**STATEMENT**

4/22/2010

**EDUCATION ASSOCIATES of MICHIGAN, LLC**  
 P. O. Box 114  
 Jonesville, MI 49250-0114  
 telephone/fax: 517-849-9522  
 email: d.steel@att.net  
 www.education-associates.com

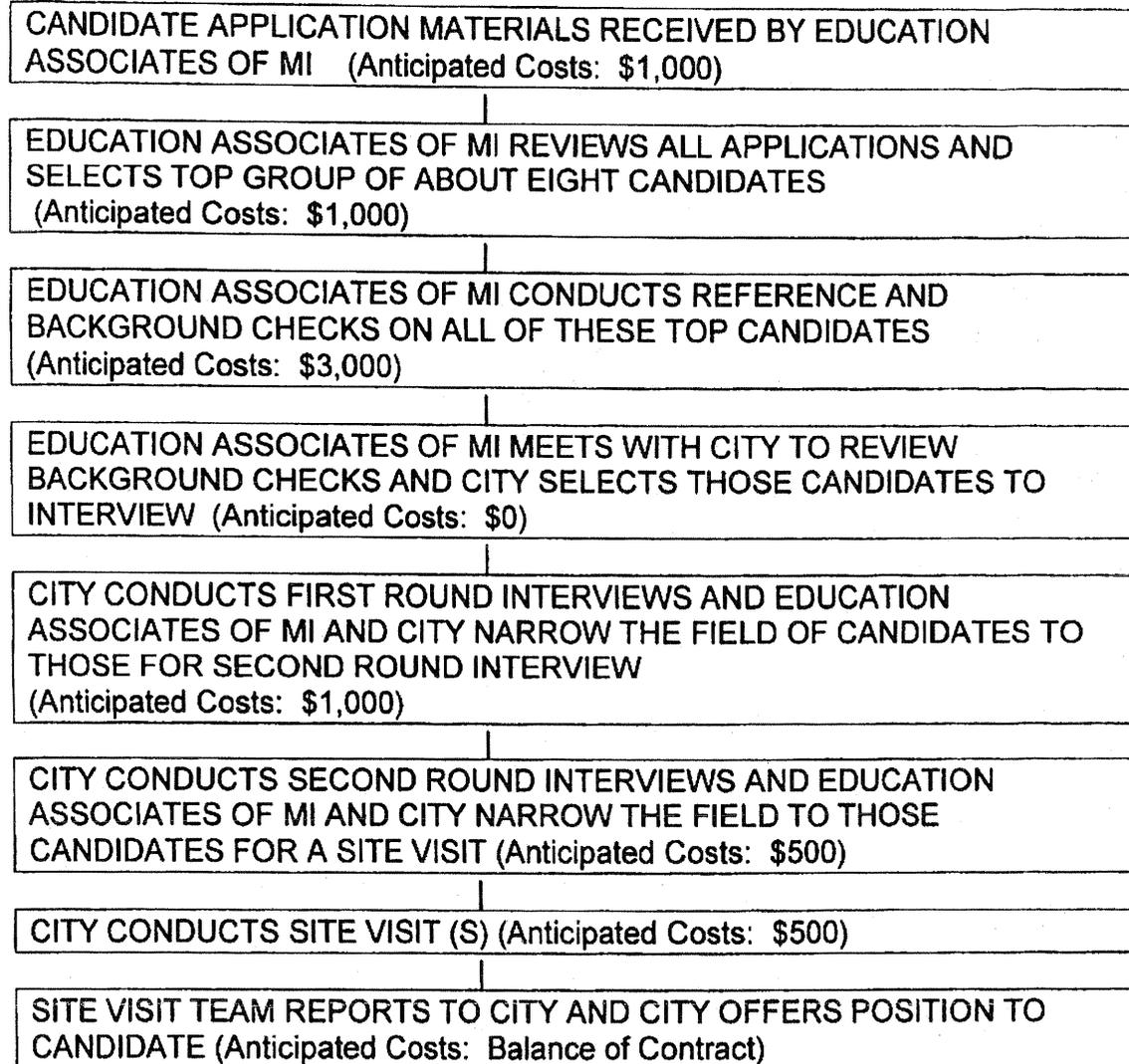
City of Jackson  
 161 West Michigan Avenue  
 Jackson, MI 49201

<b>PURCHASES</b>				
REFERENCE	DATE	INVOICE NO.	DESCRIPTION	AMOUNT
	4/22/2010	56	City Manager Search Services to Date Travel 1330 miles @\$ .188 per mile  Please make check to Education Associates of Michigan, LLC EIN: 32-0113617  THANK YOU	\$1,000.00 \$250
<i>Total purchases:</i>				<b>\$1,250.00</b>

<b>CREDITS</b>				
REFERENCE	DATE	CHECK NUMBER	DESCRIPTION	AMOUNT
<i>Total credits:</i>				
<b>Please pay this amount:</b>				<b>1,250.00</b>

When sending payment, include the invoice number on the check. Thank you.

## FLOW CHART/ANTICIPATED FEES/COSTS



10. Attend all interviews and assist you with audience participation, etc.

11. At the conclusion of the first round interviews, we will assist you with determining which candidates you wish to invite back for a second interview. We will provide questions for these second round interviews and attend these interviews. We will assist you in evaluating the candidate's performance at the second round interview and assist you in narrowing the field again. The next step would typically be visiting the candidate's home community and talking with those in that community. We will coordinate these visits and provide you with questions to use in the home community visits.

12. Meet with you to review information obtained in home community visits and in making a final selection and job offer. We will assist you in developing a contract of employment, if requested.

Note: This process takes about 12-14 weeks. Many of the meetings with you could be "added on" to your existing meeting schedule to minimize the special meetings. A possible Schedule of Events is included (Attachment C).

Note: Should the City Council reject all candidates after the first round interview or should the new manager be terminated within the first 90 days of employment, we will re-open the search for the cost of our direct expenses only. No professional fee will be charged.

Note: Our typical application form (Attachment D), template for interviewing candidates (Attachment E) and template for interviewing references (Attachment F) are included. Also included is a typical report to the council on the reference and background check (Attachment G).

### **Cost for the Service**

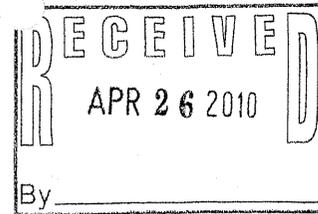
We would propose a fee of \$8,500 plus reimbursement of travel expenses of up to \$250. The total cost of the service as described above would not exceed \$8,750. There are no "add on" fees. The expenses of advertising, consultant travel and expenses, background checks, standard brochure, supplies are included in the price of \$8,750.

Included are letters from four (4) of our recent clients (Attachments H, I, J, K, L). We recently submitted a proposal to the Western School District in Jackson County for a superintendent search but were not successful. Thank you for considering our proposal. We would be most pleased to attend your Council meeting and present this proposal.



Education Associates of Michigan, LLC  
466 Salem Drive  
P. O. Box 114  
Jonesville, MI 49250-0114  
Telephone/Fax 517-849-9522  
d.steel@att.net  
Cell 517-320-5505  
www.education-associates.com

Attachment 2 - page 4 of 4



April 22, 2010

Mr. Chris Lewis, Interim Manager  
City of Jackson  
Jackson City Hall  
161 West Michigan Avenue  
Jackson, MI 49201

Dear Mr. Lewis:

I read in the April 21, 2010 edition of the Jackson Citizen Patriot newspaper that, apparently, the City Council will be using the City Manager search services of another individual. Please accept the attached statement for services rendered to date by Education Associates of MI.

The attached "flow chart/anticipated fees/costs" document which was a part of the proposal for our services indicates that \$6,000 is due for our services rendered through "first round interviews and narrowing the field of candidates to those for a second round interview." As the service was provided to this point by Education Associates of MI and we had previously billed (and were paid) for \$5,000, the balance now due is \$1,000.

In addition, our firm had 1330 miles of travel at a rate of \$.188 per mile for a total now due of \$250.00. The amount of this invoice is for a total of \$1250.00.

Thank you and please contact us if there are questions.

Sincerely,

David T. Steel  
Education Associates of MI, LLC



# Water Department

515 Water Street - Jackson, MI 49203  
Telephone: (517) 788-4090 — Facsimile: (517) 788-4639

April 27, 2010

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

FROM: **Paul Hudson, Interim Water Director** *Paul W. Hudson*

RE: **Award of contract for Water Treatment Plant Spent Lime Removal to Hamlin Grading and Excavating of Stockbridge, Michigan for their low bid of \$8.26 per cubic yard.**

---

The Water Treatment Plant adds lime to the raw well water at our water treatment plant. The lime is added to soften the water. When we add the lime we produce a sludge. The lime sludge is pumped to storage lagoons at the treatment plant site and after a period of time we need to remove the sludge from the lagoons.

On April 15, 2010 the Purchasing Department opened bids, there were 7 firms that gave bids (attached). Our water treatment personnel have checked on the experience of Hamlin Grading of Stockbridge, Michigan they think they have a good work plan and they have enough experience, equipment etc. to handle a job of this size. The bids also require that the awarded contractor supply a performance bond. Based on the above information we recommend that Hamlin Grading of Stockbridge, Michigan be awarded the Water Treatment Plant Spent Lime Removal contract for their low bid of \$8.26 per cubic yard. We expect to remove about 23,000 cubic yards of lime sludge this contract period, which brings the anticipated cost to around \$189,980. If both parties agree we can renew this yearly contract up to 5 times.

The lime sludge removal expense is expected in our 2010-2011 budget. The line item in the budget is 591-565-818. In conjunction with the Purchasing Agent, I hereby recommend that Hamlin Grading of Stockbridge, Michigan, be awarded the contract for Spent Lime Removal services at the unit price of \$8.26 per cubic yard, and that the Mayor and City Clerk be authorized to sign the appropriate contract documents.

Cc: Shelly Allard - Purchasing Agent



**BID TABULATION FOR  
WATER TREATMENT PLANT SPENT LIME REMOVAL  
THURSDAY, APRIL 15, 2010, 10:00 AM**

<b>MANDATORY PREBID ATTENDEE</b>	<b>PRICE PER CUBIC YARD</b>	<b>TOTAL BID</b>
Hamlin Grading	8.26	189,980.00
S. Rebacz Trucking	10.21	234,830.00
BioTech Agronomics	11.45	263,350.00
Dunigan Brothers	13.90	319,700.00
Synagro	13.96	321,080.00
Prolime	14.88	342,240.00
Concord Excavating	15.75	362,250.00



## Community Development

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

May 5, 2010

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

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

**RE:** Request to Approve the 2010-2011 One-Year Action Plan, Adopt the Resolution of Certifications, and Authorize the Mayor to Sign Required Documents for Submission to HUD

---

On April 27, 2010, City Council approved final allocations for projects to be funded with Program Year 2010 CDBG and HOME grants. The attached One-Year Action Plan incorporates those allocations and is presented for City Council's approval. Minor changes have been made to the draft Action Plan provided to City Council on March 23, 2010, such as information based on preliminary versus final allocations. A complete copy of the Action Plan will be available in the City Clerk's office for public review for an additional 30 days. Also attached is the Application for Federal Assistance (HUD Form SF-424; before the Table of Contents), the Resolution for Certification (Appendix B), and the Non-State Grantee Certifications (Appendix C).

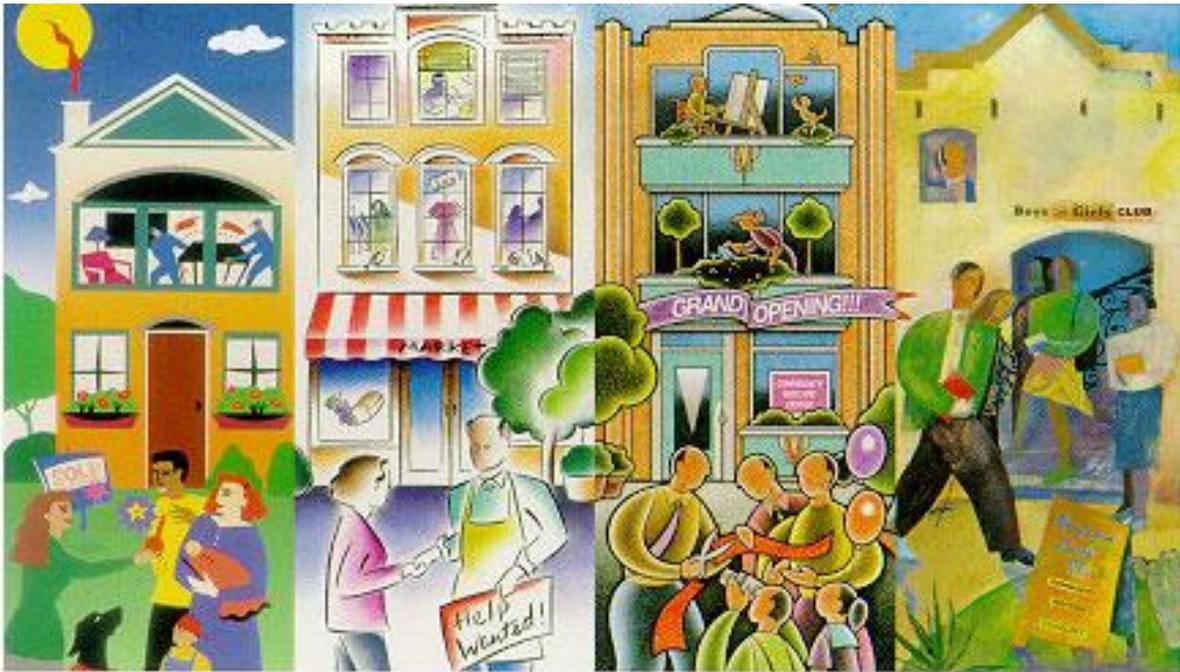
Requested action is for City Council to:

1. Approve the 2010-2011 One-Year Action Plan;
2. Adopt the Resolution of Certifications; and,
3. Authorize the Mayor to sign Form SF-424, the Certifications, and any other documentation required for submittal of the One-Year Action Plan to HUD.

Please place this item on the May 11, 2010 City Council agenda for consideration.

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

S:\CDBG-HOME\Agenda Items\FY 10-11\Approve AP, Adopt Res & Certs 5-11-10.doc



**C • D • B • G**

*signs of progress • signs of success*

# **2010-2011 Action Plan**



# SF 424

The SF 424 is part of the CPMP Annual Action Plan. SF 424 form fields are included in this document. Grantee information is linked from the 1CPMP.xls document of the CPMP tool.

## SF 424

Complete the fillable fields (blue cells) in the table below. The other items are pre-filled with values from the Grantee Information Worksheet.

Date Submitted	Applicant Identifier	<b>Type of Submission</b>	
Date Received by state	State Identifier	<b>Application</b>	<b>Pre-application</b>
Date Received by HUD	Federal Identifier	<input type="checkbox"/> Construction	<input type="checkbox"/> Construction
		<input checked="" type="checkbox"/> Non Construction	<input type="checkbox"/> Non Construction
<b>Applicant Information</b>			
Jurisdiction: Error! Not a valid link.		UOG Code:	Error! Not a valid link.
Address: Error! Not a valid link.		DUNS:	Error! Not a valid link.
		Organizational Unit: Error! Not a valid link.	
City: Error! Not a valid link.	State: Error! Not a valid link.	Department: Error! Not a valid link.	
ZIP: Error! Not a valid link.	<b>Error! Not a valid link.</b>	Division: Error! Not a valid link..	
<b>Employer Identification Number (EIN):</b>		County: Error! Not a valid link.	
Error! Not a valid link.		<b>Error! Not a valid link. 07/01/10</b>	
<b>Applicant Type:</b>		<b>Specify Other Type if necessary:</b>	
<b>Error! Not a valid link.</b>		<b>Error! Not a valid link.</b>	
		<b>U.S. Department of Housing and Urban Development</b>	
<b>Program Funding</b>			
Catalogue of Federal Domestic Assistance Numbers; Descriptive Title of Applicant Project(s); Areas Affected by Project(s) (cities, Counties, localities etc.); Estimated Funding			
<b>Community Development Block Grant</b>		14.218 Entitlement Grant	
CDBG Project Titles <b>Various</b>		Description of Areas Affected by CDBG Project(s) – <b>Citywide</b>	
CDBG Grant Amount <b>\$1,516,045</b>	Additional HUD Grant(s) Leveraged	Describe	
Additional Federal Funds Leveraged		Additional State Funds Leveraged	
Locally Leveraged Funds		Grantee Funds Leveraged	
Anticipated Program Income <b>\$100,000</b>		Other (Describe)	
Total Funds Leveraged for CDBG-based Project(s) <b>\$1,616,045</b>			
<b>Home Investment Partnerships Program</b>		14.239 HOME	
HOME Project Titles <b>Housing</b>		Description of Areas Affected by HOME Project(s) <b>Citywide</b>	
HOME Grant Amount <b>\$364,345</b>	Additional HUD Grant(s) Leveraged	Describe	
Additional Federal Funds Leveraged		Additional State Funds Leveraged	
Locally Leveraged Funds		Grantee Funds Leveraged	

Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for HOME-based Project(s) <b>\$364,345</b>			
<b>Housing Opportunities for People with AIDS</b>		14.241 HOPWA	
HOPWA Project Titles		Description of Areas Affected by HOPWA Project(s)	
HOPWA Grant Amount	Additional HUD Grant(s) Leveraged	Describe	
Additional Federal Funds Leveraged		Additional State Funds Leveraged	
Locally Leveraged Funds		Grantee Funds Leveraged	
Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for HOPWA-based Project(s)			
<b>Emergency Shelter Grants Program</b>		14.231 ESG	
ESG Project Titles		Description of Areas Affected by ESG Project(s)	
ESG Grant Amount	Additional HUD Grant(s) Leveraged	Describe	
Additional Federal Funds Leveraged		Additional State Funds Leveraged	
Locally Leveraged Funds		Grantee Funds Leveraged	
Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for ESG-based Project(s)			
Congressional Districts of:		Is application subject to review by state Executive Order 12372 Process?	
Applicant Districts	Project Districts		
Is the applicant delinquent on any federal debt? If "Yes" please include an additional document explaining the situation.		<input type="checkbox"/> Yes	This application was made available to the state EO 12372 process for review on DATE
		<input type="checkbox"/> No	Program is not covered by EO 12372
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Program has not been selected by the state for review

Person to be contacted regarding this application		
First Name <b>Michelle</b>	Middle Initial <b>L.</b>	Last Name <b>Pultz</b>
Title <b>Project Coordinator</b>	Phone <b>(517) 768-6436</b>	Fax <b>(517) 780-4781</b>
E-mail <b>mpultz@cityofjackson.org</b>	Website <b>www.cityofjackson.org</b>	Director <b>Carol L. Konieczki (517) 768-6438</b>
Signature of Authorized Representative  <b>Karen F. Dunigan, Mayor</b>		Date Signed  <b>May _____, 2010</b>

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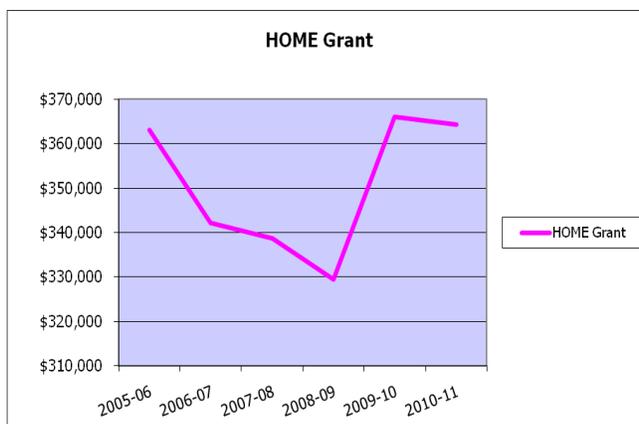
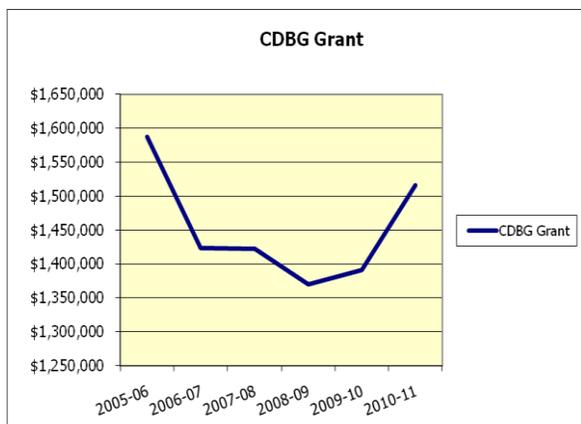
Appendix A	Citizen Comments
Appendix B	City Council Resolution Dated May 11, 2010
Appendix C	Certifications

## Executive Summary

The City of Jackson presents this One-Year Action Plan for Program Year 2010 as a sixth year to the 2005-2009 5-Year Consolidated Plan. At the Department of Housing and Urban Development's (HUD) invitation, a request to extend the submission of the 5-Year Consolidated Plan to HUD was made on February 24, 2010 to allow the City more time to develop a meaningful plan. Some of the issues raised in this request were the resignation of the City Manager, appointment of Interim City Manager, election of new Mayor, focus of City Council and City leaders in balancing the General Fund budget, lack of updated Comprehensive Plan (which is currently in development), and the unusual amount of time required of the Community Development administrative staff to gain knowledge of and oversee three new grants received by the City from the Housing and Economic Recovery Act of 2008 and American Recovery and Reinvestment Act of 2009. On March 24, 2010, the City received confirmation from HUD the submission of the 5-Year Consolidated Plan had been extended to May 17, 2011. Information received at the Michigan Community Development Association Spring Conference on March 4, 2010 revealed the Consolidated Plan requirements may undergo significant changes in 2010.

The 2010-2011 fiscal year represents the City's 36<sup>th</sup> consecutive year to receive a CDBG entitlement grant and 20<sup>th</sup> year to receive a HOME entitlement grant. During the years covered by the 2005-2009 5-Year Consolidated Plan, the City's CDBG formula allocation decreased nearly 14% during the first four years and decreased over 9% in HOME funding. Program Year 2009 realized a 1.5% increase in CDBG funds from the year before and a 1% increase in HOME funds. While HOME funds were decreased slightly in Program Year 2010, CDBG funds realized an over 8% increase.

Fiscal Year	CDBG Grant	HOME Grant
2005-2006	\$1,587,449	\$363,120
2006-2007	1,423,439	342,188
2007-2008	1,422,034	338,709
2008-2009	1,369,903	329,548
2009-2010	1,391,448	365,975
2010-2011	1,516,045	364,345



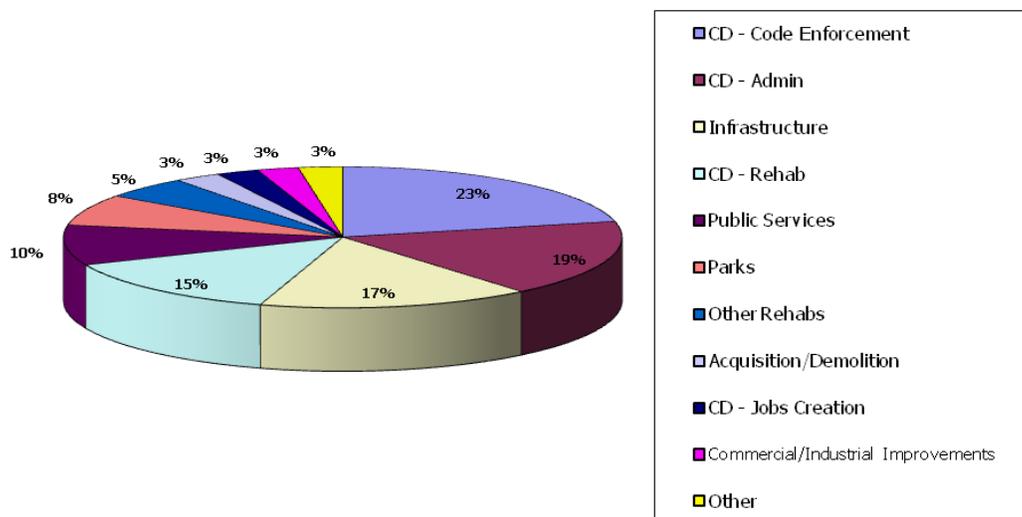
During program years 2005 to 2009, the largest share of CDBG funds were used to support staff and operation costs to provide blight ordinance enforcement, systematic housing code enforcement, and issues related to the rehabilitation program, such as specification writing, inspections, preparing loan documents, and contract payments. The support of these City services related to neighborhood cleanliness and preservation of housing stock has remained a priority for City Council.

The second largest focus of CDBG funding was for infrastructure improvements, including streetscaping and lighting for the downtown area, sidewalk replacement, installation of handicap curb ramps, and street paving/reconstruction. A severe reduction in state revenue sharing, and loss of taxpaying residents, resulting in lower income and property taxes collected, have resulted in the City's General Fund no longer being able to support local street projects. Consequently, the lack of funding has caused significant deterioration of streets in neighborhoods. Federal and state grants are continuously sought to fund local street repair, maintenance, repaving, and reconstruction work.

The failing economy has also highly contributed to homeowners needing assistance to repair their residences, including a significant increase in requests to alleviate emergency conditions. The City's Residential Rehabilitation and Emergency Hazard loan programs have been a saving grace for many of the City's low- and moderate-income homeowners to make their homes safe and livable for many years in the future. The City's Community Development staff administers the CDBG and HOME grants, and other HUD-funded grants the City may receive, and appropriate administration and planning fees have been allocated for this purpose. While HUD imposes a 20% cap on Administration and Planning obligations, during the past four years the City has averaged about 18.5%.

Without support from the City's CDBG entitlement grant, many services offered by non-profit organizations to meet the low- and moderate-income residents' needs would be severely reduced or potentially non-existent. City Council carefully considers all applications received under the public service cap and allocates funding based on the community's current needs and programs that would impact the most residents. Historically, utility shutoff assistance and emergency adult dental care to meet basic housing and health needs have received higher priority. Funding is also made available to programs proven to provide successful outcomes benefiting the area youth and adults. Public service obligations have averaged about 9.7% during the previous four years, remaining within the HUD-imposed 15% cap.

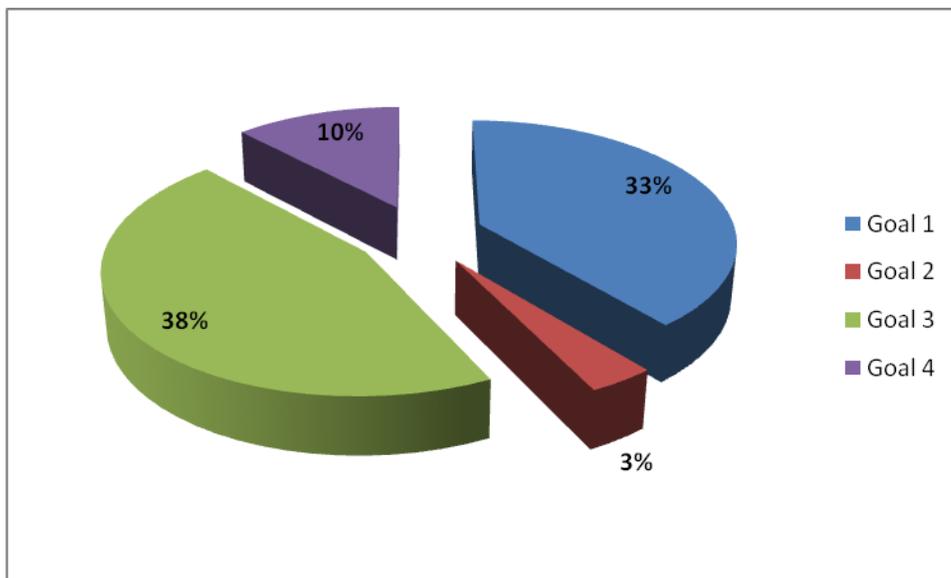
The City has also improved recreational parks in low- and moderate-income neighborhoods with CDBG funds, enabling basketball and tennis courts to be usable again, improving vehicular and handicapped accessibility to the parks, as well as creating a small neighborhood pocket park. Other rehabs include much needed improvements to the John George Home, a multi-unit complex for elderly, indigent men; improvements to two homeless shelters, one of which is for survivors of domestic violence and sexual abuse; and improving housing options for other homeowners by non-profit developers. Below is a graph demonstrating areas of obligation during program years 2005 through 2008 (spending for program year 2009 is currently ongoing).



The 2005-2009 5-Year Consolidated Plan identified four major goals in expending CDBG and HOME funds:

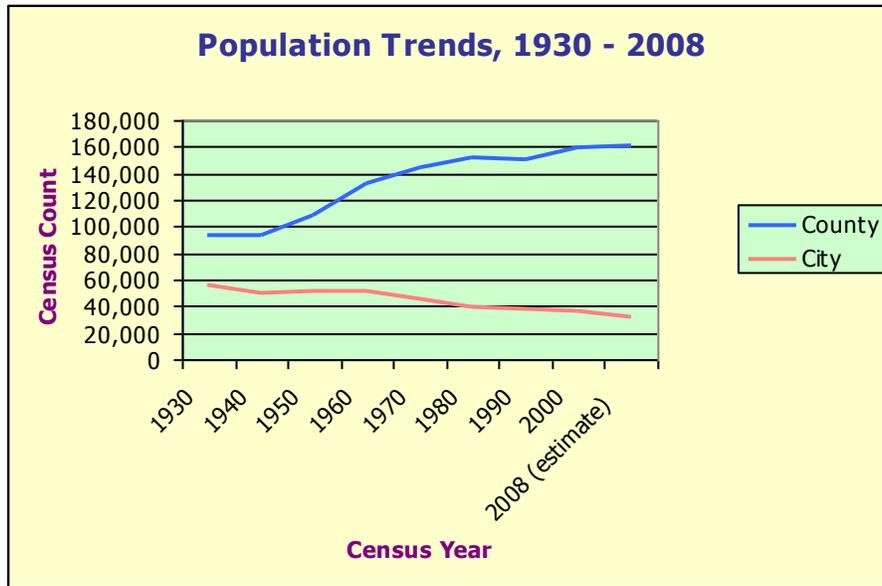
- 1) Provide safe, decent and affordable housing by preserving the existing housing stock and developing opportunities for the addition of affordable homeownership units.
- 2) Encourage an economic climate that supports businesses providing livable-wage jobs in economic sectors likely to remain in strong demand for the foreseeable future by creating permanent jobs, undertaking long-term economic development efforts through entrepreneurial training, enhancing skills through education and training, and providing supportive services to enable access to these employment opportunities.
- 3) Prevent and eliminate blight by improving public facilities whose primary beneficiaries are residents with low- and moderate-incomes.
- 4) Provide an adequate level of human services that satisfies basic social, physical, mental, emotional, and economic needs of all residents, especially those with low- and moderate-incomes.

City Council allocated the following percentages of 2010-2011 CDBG and HOME funds to meet these goals:

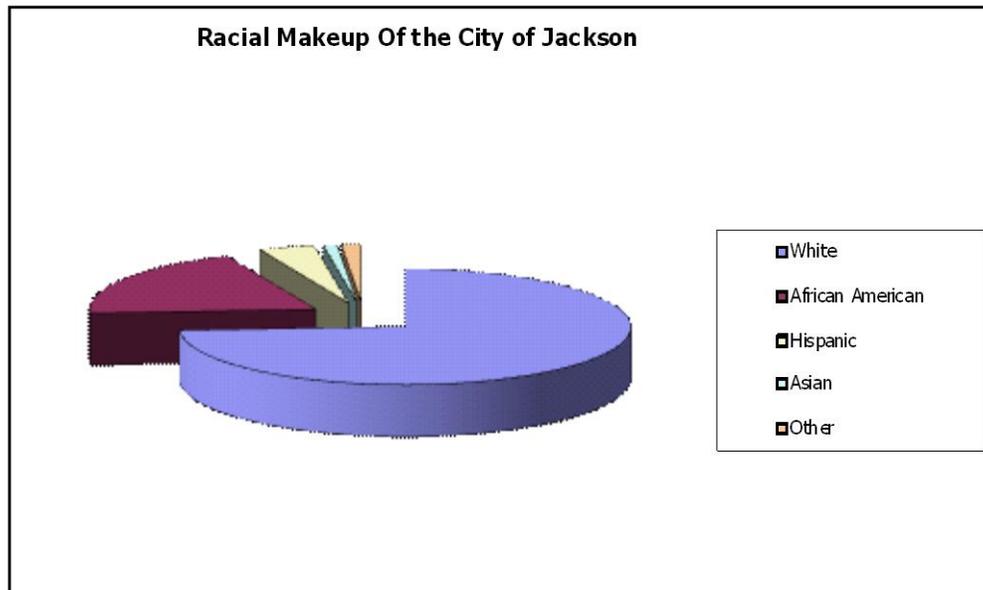


### General Information

Jackson County is strategically located in south-central Michigan at the crossroads of two major highways, Interstate 94 and US-127, and also by state highways M-50 and M-60. Lansing, the capital of Michigan, is located less than an hour's drive north, Detroit approximately 70 miles to the east, and Chicago approximately 200 miles to the west. The City of Jackson encompasses approximately eleven square miles and, according to 2000 Census data, had a population of 36,316 residents. However, the 2006-2008 American Community Survey Three Year Estimates indicate the City's population likely decreased since the 2000 Census. Since 1930 when the City's population was 55,187, 42.5% of residents moved to other locations.

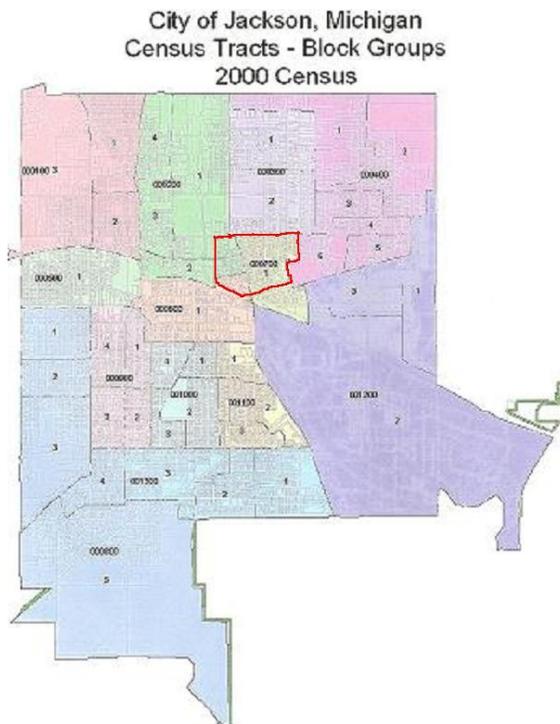


The current population has a median age of 33.1 and is made up of 53% female and 47% male residents, based on the 2006-2008 American Community Survey. Racially, the City is comprised of 74% white and 20% black or African-American. The remaining 6% of residents are made up of other single races or two or more races. Approximately 4% of the City's populace claims a Hispanic or Latino ethnicity.



At the close of 2009, while the annual unemployment rate in the United States rose to 9.3%, Michigan recorded 14.0%, Jackson County 14.3%, and the City of Jackson 20.0%. The City realized an increase of 5.8 percentage points from December 2008 (15.8%) to December 2009 (21.6%) and has been at 19.9% or higher since May 2009. July 2009 experienced the highest jobless rate at 22.2%.

The City of Jackson received \$1.7 million in Neighborhood Stabilization Program (NSP) funds through the Michigan State Housing Development Authority and identified Census Tract 7 as the specific target area. To date, NSP funds have been used to demolish 22 blighted structures, provide homebuyer assistance to three households, and initiate four rehabilitation projects. The balance of NSP funds will be used for additional acquisition/rehab, homebuyer assistance and demolition. According to 2000 Census data, Census Tract 7 experienced a poverty rate of 22.2%, vacancy rate of 10.5%, homeownership rate of 36.4% and, at the time of the Census, experienced the highest unemployment rate in the City at 19.8%.



From the American Recovery and Reinvestment Act of 2009, the City received formula grants from HUD of \$568,942 in Homelessness Prevention and Rapid Re-Housing Program (HPRP) funds and \$371,955 in CDBG-Recovery (CDBG-R). The City will utilize \$366,000 of CDBG-R funds to reconstruct two blocks of local streets, which should be completed by the end of construction season 2010. Neighbors in Need, a group of about 30 local service providers, was allocated \$500,000 in HPRP funds, which is being facilitated by United Way of Jackson County, the fiduciary of Neighbors in Need. United Way then subgranted to:

- Do'Chas II** Provide assistance to 4 youth aging out of foster care.
- AWARE, Inc.** Provide assistance to domestic violence and sexual assault survivors.
- Salvation Army** Provide assistance to the general City populace deemed eligible.
- Legal Services** Provide legal representation to tenants being evicted from their homes.
- Central Michigan 2-1-1** Perform outreach and engagement; conduct initial screening of prospective HPRP participants and refer to proper agency.
- United Way** Coordination of HMIS data collection.

Ten percent of HPRP funds were expended for eligible activities during the first month of offering services to program participants and, as of April 28, 2010, Jackson leads the state in spending with 31% of funds drawn. It is anticipated these funds will be close to fully expended by the end of 2010.

**Managing the Process**

The City of Jackson is the lead agency to administer the programs covered by the Consolidated Plan. During development of this Action Plan, City staff relied on input from various non-profit organizations delivering services to address the community's needs, especially as it relates to housing, and other City administrative staff members. Consultation with the executive director of Jackson Housing Commission, the City's Public Housing Authority, and review of their Annual Report helped provide

information regarding public housing. Staff also attended monthly Continuum of Care meetings and consulted with homeless shelter directors for input regarding homeless needs. Other meetings regularly attended by staff included Neighbors in Need, Income Community Solutions, and Emergency Needs Coalition.

The Jackson City Council conducted a public hearing on January 26, 2010 to seek public input on community development and housing needs before writing this Action Plan. Comments received at that public hearing were mostly from the agencies applying for funds, enabling them to give an oral presentation of their application and reiterate the need to financially support their proposed projects. All comments received are attached at the end of this Action Plan.

City staff will continue to help bring agencies together whose separate individual programs compliment each other and provide a better overall service for City residents. By attending more community needs meetings, staff has been able to connect agencies with similar visions and goals in order to facilitate collaboration and reduce duplicative services.

### **Citizen Participation**

During the preliminary planning stages to develop the City's 5-Year Consolidated Plan, the City's current Citizen Participation Plan was evaluated. After much research and analysis of the City's Citizen Participation structure and consultation with similar-sized entitlement communities in Michigan, it was determined improvements could be made to that plan, including the Citizens Advisory Council. Staff is currently revising the Citizen Participation Plan as authorized by the Jackson City Council, which will restructure the advisory council to be comprised of community leaders and citizens from CDBG-eligible areas that could conduct public hearings, receive citizen comments, provide reports to City Council regarding those hearings and comments, provide guidance to Councilmembers in allocations, and evaluate annual grant performance.

Because the City deviated from its current Citizen Participation Plan during its redevelopment, extra measures were taken to solicit public comment. Community service providers catering to low- and moderate-income persons posted flyers created by Community Development staff announcing the day, date, time, and reason for the public hearing. Among the agencies that posted the flyers were: Community Action Agency's housing assistance office, the AWARE shelter, Jackson County Department of Human Services, The Salvation Army, South Central Michigan Works!, the three Jackson Housing Commission public housing complexes, the Community Development Department's lobby, and on the front entrance doors to City Hall.

City Administration staff met on January 28, 2010 and, using an Application Rating System, reviewed and scored all applications to determine if the prospective subrecipient had the means and capacity to provide the service, ability to meet Federal requirements associated with the planned activity, and level of technical assistance or oversight which might be necessary. City Administration recommendations were presented to the City Council before it made preliminary allocations on March 9, 2010. Those recommendations and other citizen comments received during the Public Hearing on January 26, 2010 are attached at the end of this Action Plan.

### **Institutional Structure**

The City of Jackson works with other organizations, including public institutions, non-profit organizations, and private industry, in carrying out its objectives in the Action Plan. The City will continue to strengthen relationships with agencies that provide services to Jackson's low- and moderate-income residents. Coordination and collaboration among housing providers, social service agencies, and local government is expected to continue during the coming year.

The City encourages its citizens and business leaders to participate in all aspects of its programs and governing decisions. In addition to public hearings on specific issues, citizens are given time at the beginning of each City Council meeting to address the City Council on issues of concern to them. Through this citizen input, the City Council has developed alternative program plans to address concerns in some cases.

City staff has attended meetings of the Partnership Park Neighborhood Association to receive and act on issues addressed during those meetings. Staff has also attended meetings of the Jackson Area Association of Realtors and Jackson Area Landlord's Association to discuss programs offered by the City, such as its rehabilitation and lead hazard control programs. Additional meetings of community service providers are regularly attended by City staff, such as Neighbors in Need, Income Community Solutions, Continuum of Care, and the Emergency Needs Coalition to stay informed of the City's community development and housing needs.

Through CDBG and HOME funding, several non-profit agencies have been able to improve and/or expand upon the services provided to low- and moderate-income residents. Such assistance has focused on providing health services to those who have no other access to those services; youth programs designed to guide not only the youth, but also their families, in appropriate behaviors; and activities to make decent, affordable housing attainable, such as utility shutoff prevention, foreclosure prevention, down payment assistance, and homeownership counseling.

### **Monitoring**

Community Development staff conducts desk reviews of quarterly performance reports required to be filed by each subrecipient of CDBG funds. From those desk reviews, staff is able to determine if a project is on track or when it is expected to begin. One-on-one technical assistance meetings are scheduled with individual agencies to help explain different aspects of the program and to aid the agency in accomplishing its goals. Each request for reimbursement from the CDBG or HOME grant needs to supply supporting documentation, which is carefully reviewed by staff before payments are made. From these desk reviews, staff is able to determine the amount of oversight each activity may require to achieve best results.

Two staff members conduct annual on-site monitorings of each subrecipient receiving CDBG or HOME funds to verify back up documentation to their quarterly reports was part of their recordkeeping activities. Other facets of the program are reviewed as well, including financial records. While a majority of the City's subrecipients have received very favorable outcomes to the monitoring visit, some issues became apparent that required the agency to either take minor corrective action or completely revise a certain procedure to keep it in compliance with program regulations.

### **Lead-based Paint**

The City of Jackson Community Development staff conducts visual inspections for defective paint surfaces. During routine inspections of properties involved in rehabilitation, homeowners are given educational materials about the dangers of lead-based paint. Women, Infants and Children (WIC) participants are advised of the availability of lead-based blood tests offered through the Jackson County Health Department. City of Jackson inspectors are trained on the requirements of the HUD Lead Safe Housing Rule (24 CFR 35, as amended 6/21/04) and ensure lead-based paint problems are properly resolved in all City funded housing rehabilitation projects.

Since HUD's lead-based paint regulations took effect in September 2000, the City has seen rehabilitation costs increase by 60%. Unfortunately, the City's funding sources did not increase at the

same rate, making it more and more difficult to have a significant impact on the housing in the community. Because of the age of the housing stock, the homes of virtually all applicants for rehabilitation assistance must be tested for lead-based paint. Over the years, the City has utilized a number of certified companies to provide lead risk assessments and clearance reports for its projects. The City also maintains a list of approved area general contractors certified by the State of Michigan to utilize lead-safe work practices, interim controls, and lead-based paint hazard abatement to housing rehabilitation projects. Jackson is fortunate to have an experienced rehabilitation staff; all have received training in implementation of HUD Lead-Based Paint Regulations under the Residential Lead-Based Paint Hazard Reduction Act of 1992, which is Title X of the Housing and Community Development Act of 1992, and are able to conduct housing inspections, integrate and incorporate the findings of a lead risk assessment and paint inspection, and prepare construction specifications for City rehabilitation projects to address both issues.

In 2006, the City of Jackson was awarded a two million dollar HUD Office of Healthy Homes Lead Hazard Control Grant to provide funds to low- and moderate-income families living in the City of Jackson and Jackson County to accomplish the national initiative to eliminate childhood lead poisoning. The program offered testing for lead paint hazards in the home, testing of young children under age 6 for elevated blood lead levels, and funding to remediate the lead paint hazards from the home. The program provided up to \$20,000 of assistance to eligible homeowners and up to \$15,000 per unit of assistance to eligible rental properties with families of low- and moderate-income living in the unit. The City partnered with Community Action Agency, the Jackson County Health Department, and the Center for Family Health to promote and implement the program within the City of Jackson and throughout Jackson County. Lead program staff has received specialized training in the areas of lead risk assessment, lead paint testing, and lead clearance testing. With this funding, the City was able to provide 173 lead safe units. Approximately 18% of the total number of children under age 6 in Jackson County have been tested for blood lead levels, with 3% having levels greater than or equal to 10 micrograms per deciliter, indicating an elevated blood lead level as defined by the Center for Disease Controls.

The current grant expired on March 31, 2010 and, while the City applied for HUD FY2009 continuation of funding, we were not successful. HUD complimented the City of Jackson for presenting an excellent application, and strongly encouraged the City to apply for 2010 funds. A debriefing session revealed scoring was just shy of having been approved:

<b>Rating Factor</b>	<b>Total Possible Points</b>	<b>City's Score</b>
Capacity of Applicant and Relevant Organizational Experience	20	16.95
Need/Extent of the Problem	15	13.00
Soundness of Approach	40	31.40
Leveraged Funds	10	10.00
Results and Program Evaluation	15	13.05
EZ/EZRC	2 (bonus)	n/a
<b>Total:</b>	<b>102</b>	<b>84.40</b>

In an attempt to secure supplemental gap funding between the end of the Lead Hazard Control Grant and the FY2010 NOFA, City staff contacted Senator Debbie Stabenow and Congressman Mark Schauer. Congressman Schauer contacted the Office of Healthy Homes and Lead Hazard Control for any recaptured or unexpended funds, but no additional funding was available. City staff is

maintaining a waiting list, currently at 48 potential participants, should the City be successful in attaining FY2010 funding. The loss of this grant funding has not only put City of Jackson children at risk of elevated blood lead levels (nearly 86% of the City's housing stock was built before 1970), it has also created an economic impact to the community. For each job awarded, a lead paint risk assessor, contractor and crew (2 – 3 people), lead clearance professional, and local material suppliers were used. Loss of the grant also led to the termination of two City employees who staffed the administrative and project development duties.

## Housing

### Specific Housing Objectives

The City provided funds to create decent, affordable housing opportunities for its residents through financial assistance to eligible households to facilitate ownership by low- and moderate-income persons. The City also provided assistance to local non-profits to fund affordable housing development. For fiscal year 2010-2011, the City has allocated the following funds to achieve these objectives:

	<b>CDBG</b>	<b>HOME</b>
<b>Homeownership Counseling</b>		
Counseling and direction for potential new homeowners; required when receiving down payment assistance.	\$ 8,000	
<b>Rehabilitation – Community Development</b>	\$186,000	\$179,945
Emergency hazard loans (CDBG only) of up to \$10,000; a 20-year, zero percent interest rate deferred loan to low- and moderate-income homeowners.		
Rehabilitation loans of up to \$20,000; a 20-year, zero percent interest deferred loan to low- and moderate-income homeowners. Loans to correct lead issues have no maximum level cap and are forgivable after five years.		
<b>Down Payment Assistance</b>		\$40,000
Financial assistance in the form of closing costs, prepaids, down payment, or other assistance required for a family to purchase a home.		
<b>CHDO Set-Aside Activities</b>		\$90,000
Acquisition/Rehabilitation/Resale.		

By dividing Residential Rehabilitation allocations to the Community Development Department from both CDBG and HOME funds, City Council was able to dedicate more CDBG funds toward local projects that cannot be paid for with HOME funds.

### Needs for Public Housing

The Jackson Housing Commission (JHC) is the City’s Public Housing Authority (PHA). The JHC manages 543 units of public housing in three Asset Management Projects and a Section 8 program of 475 participants. After assessing the housing needs of the City and surrounding Jackson County area, JHC has determined that it currently meets, and will continue to meet, the housing needs of the community to the extent practical for a medium-sized agency.

In addition, the JHC has:

- No plans to demolish any of its properties. In fact, the JHC plans extensive physical improvements at each location within the next three years. Comments and suggestions from the various Resident Advisory Boards (Shahan-Blackstone, Chalet Terrace, Reed Manor and Section 8) are taken into consideration and, if feasible, implemented.
- A HUD-approved Home Ownership Plan to sell 50 scattered site units to qualifying low- and moderate-income homebuyers. As of June 3, 2008, 10 units had been sold. Proceeds from

future sales will be used for good supporting housing purposes to include, but not be limited to, development of low-income housing.

- Implemented local preferences to improve the living environment by de-concentration, promoting income mixing, and improving security throughout the developments.
- Created and continues to facilitate self-sufficiency programs to improve resident employability, as well as solicit support services for the elderly and families with disabilities.

The waiting list for Section 8 housing is quite extensive, totaling 1,084 families for 475 units. Of those on the waiting list, 97% are extremely low-income (less than or equal to 30% area media income) households. Unfortunately, the waiting list for Section 8 housing has been closed for two years and only experiences a 21% turnover rate, which will allow only 9% of those families on the waiting list to attain Section 8 housing.

Public Housing has a waiting list of 295 families for 543 units and generally experiences a 24% turnover rate, which will allow approximately 44% of those families on the waiting list to attain public housing. Extremely low-income families make up 98% of Public Housing's waiting list.

The JHC received \$889,894 in Capital Funds Recovery Grant from the American Recovery and Reinvestment Act of 2009. The 40 single-family scattered site units remaining in the Home Ownership Plan will receive updates, including new roofs, water heaters, furnaces, windows and doors.

### **Barriers to Affordable Housing**

The 2010 Analysis of Impediments to Fair Housing Choice lists the following barriers identified by the Jackson County Continuum of Care's Housing Committee:

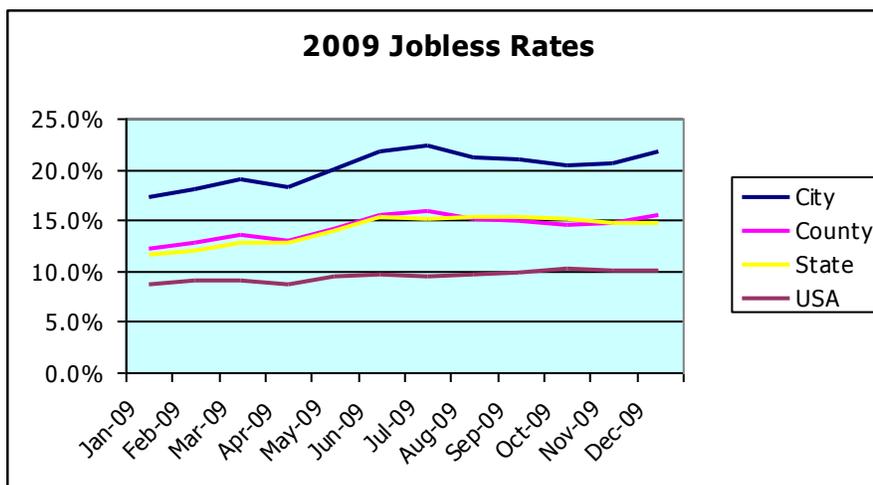
- Lack of resources/developers to create more affordable or low-income housing.
- Urban food deserts, which is the lack of grocery stores in low- and moderate-income areas. Residents oftentimes rely on local convenience stores, which generally charge significantly more for an identical item found cheaper in a large grocery store. This also greatly reduces the availability of fresh produce, meat, and bakery items.
- Lack of local banking establishments in low- and moderate-income areas – residents again often rely on convenience stores to cash checks and are either charged a sizeable fee for the service, or are required to purchase a certain amount of goods from the store before it will cash the check.
- Landlords who monopolize available housing, which people in the housing community often refer to as 'slumlords' or 'shady dealers'. Tenants feel they are in a Catch-22 – if they complain to the landlord, their complaint goes ignored; if they complain to the City, they risk the chance of becoming homeless should conditions exist that pose a health and safety hazard for the tenant; landlords may retaliate for complaints made by initiating eviction.
- Landlord foreclosures – tenants are rarely given adequate advance notice to find alternate housing.
- Not In My Back Yard (NIMBY) – over the past several years, NIMBY has become evident in the City, most recently resulting in homeowners lobbying their Councilmembers to change the definition of "family" in the zoning ordinance in an attempt to limit certain types of individuals from sharing living expenses (this ordinance change was eventually abandoned by City Council).

- Lack of housing for the working poor (middle income) – those persons who work every day and barely make ends meet, but do not qualify for assistance from the Department of Health and Services, food stamps, childcare, etc.

The Jackson Interfaith Shelter, the largest homeless shelter in the City, identified the following issues:

- Lack of jobs available for low- and moderate-income persons in which the potential employee may be able to perform, but is lacking the required experience;
- Unable to afford public transportation or no routes established near work place;
- Unable to afford proper insurance, registration and licensing for their own vehicle;
- Unable to afford vehicle maintenance and repairs.

Further, the Human Relations Commission also indicated a lack of fair housing education and enforcement for several consecutive years has created an environment of potential discrimination issues and lack of understanding in the community. City Inspectors noted large families of five or more persons have difficulty finding housing with enough bedrooms as real estate investors purchased many of the City's larger single-family homes and then converted them into two to four unit apartment buildings. The disabled population faces accessibility issues to affordable scattered site housing, severely limiting their residency choices. While availability of affordable housing units remains a high priority to the City when allocating its CDBG and HOME funds, the state and local economy has continued a downward trend with no significant recovery in the foreseeable future. As stated previously, during 2009 the jobless rate in the City ranged from 17.2% to 22.2% and has been at 19.9% and above since May 2009.



Due to the economic crisis, City inspectors are seeing an increase of multiple households sharing the same housing unit, creating overcrowded and dangerous living conditions.

## HOME

The City of Jackson controls the resale of homebuyer property during the period of affordability using the recapture option. Should a homebuyer receiving a direct HOME subsidy sell the property during the affordability period, repayment of the entire direct HOME subsidy will be triggered. If there are no net proceeds from the sale or the net proceeds are insufficient to repay the HOME subsidy due, the City will recapture the amount of the net proceeds, if any. Recaptured funds will be used for any HOME-eligible activity. The homeowner will receive a return on investment only if there are remaining

net proceeds from the sale after payment of all outstanding mortgages, including the HOME mortgage and closing costs.

Jackson City Council made the following 2010-2011 HOME allocations:

Rehabilitation Assistance (RAP)	\$179,945
Administration (Community Development)	30,400
Down Payment Assistance	40,000
Administration (Jackson Affordable Housing Corp.)	6,000
CHDO Set Aside - Acquisition/Rehab/Resale	90,000
CHDO Operating Expenses	<u>18,000</u>
<b>Total:</b>	<b><u>\$364,345</u></b>

The Community Development Department will use HOME funds, in addition to CDBG funds, to subsidize its rehabilitation program, which has seen a significant increase in requests from low- and moderate-income homeowners to assist in repairing their residences. Currently, the City offers a \$20,000 maximum, 20 year deferred loan (to correct code violations) through its rehabilitation program; however, rehabilitation staff is reviewing current guidelines to determine if adjustments are needed to reflect the current economic and housing climate. A separate five-year forgivable loan is made available to address all lead issues during rehabilitation; there is no maximum limit to the amount of a lead loan. Administration fees will be used as program income for the CDBG program and become part of the CDBG budget.

Jackson Affordable Housing Corporation (JAHC) is the City's chosen Community Housing Development Organization (CHDO). As such, JAHC will receive no less than 15% of the 2010-2011 HOME entitlement grant to perform CHDO set-aside activities as a developer, namely acquisition/rehabilitation/resale. Rehabilitation conducted will meet the local rehabilitation standards outlined in Chapter 14 of the City of Jackson Code of Ordinances, and all other ordinance and zoning requirements as may apply. In order to accomplish this program, the City has allocated CHDO Operating Expenses at an amount less than 5% of the annual HOME entitlement grant, which is also less than 50% of JAHC's total operating expenses.

As a subgrantee, JAHC will also receive funding to provide Homebuyer Assistance in the form of closing costs, prepaids, down payment, or other financial assistance required for a family to purchase a home. JAHC also received administration fees to support staff and operating costs to conduct this activity.

## Homeless

### Specific Homeless Prevention Elements

The Jackson County Continuum of Care (CoC) received a \$164,100 Emergency Shelter Grant (ESG) from the Michigan State Housing Development Authority (MSHDA), which expired on March 30, 2010. The CoC applied for six months gap funding from MSHDA to continue programs until the 2010 ESG (now called Emergency Solutions Grant) NOFA is released, with funding expected to begin in October 2010. The programs supported by the current ESG and the gap between April 1, 2010 and September 30, 2010 are:

- Training and Treatment Innovations, Inc. (TTI) for Homeless Assistance Recovery Program (HARP).
- Aware Shelter, an emergency shelter for victims of domestic violence, to cover shelter costs.
- Community Action Agency for landlord/tenant mediation.
- A Continuum of Care coordinator.
- Community Action Agency for foreclosure prevention.
- The Salvation Army for its emergency needs department.

A Community Development staff member, who holds the co-chair position, regularly attends the monthly CoC meetings and participates in the Housing Committee and Discharge Planning Committee. The CoC is comprised of 20 to 30 other community service providers, representing both public and private interests. The meetings are utilized to provide consistency and support for those invested in addressing homelessness programming and resources. The City continues to work with the community and non-profit agencies to coordinate resources to prevent and eliminate homelessness by staff becoming more involved in service provider meetings such as Neighbors in Need, Income Community Solutions, and Emergency Needs Coalition.

Staff was also actively involved in the planning and implementation of the second Project Homeless Connect conducted by the CoC, which took place on November 20, 2009. With a small grant from the Michigan Coalition Against Homelessness, Project Connect 2009 was able to expand upon its first event in 2008, reaching more of the intended population and providing additional services. An exit interview conducted at Project Connect allowed for a Point in Time (PIT) count, which was entered into the County's HMIS. Results from the PIT count are as follows:

Number of guests served	254
Number of male guests	80
Number of female guests	140
Number of children (0 – 18 years)	34
Number of guests who stated they were homeless	87
Number of guests who stated they were	
doubled up	46
couch surfing	10
shelter	19
car/outside/hotel	12
Number of guests who stated they were unemployed	189

The event drew 130 volunteers and 50 service providers and offered the following services at no cost to the participants:

<b>Service</b>	<b># Guests Served</b>
Completed SOAR Application	13
Shelter Reservations	7
Completed DHS Application	99
Commodity Food	250
Preventive Medical Care	40
Bicycle Repair	42
Bus Passes	35
Clothing Voucher	65
Court/Legal Screening/Legal Service	47
Credit Counseling	10
Employment Assistance	38
Eyeglass Repair	63
Haircuts	35
Housing Counseling	39
ID Assistance	23
Massage	17
Meals for the day	264
Mental Health Screening	25
Hygiene Kits	220
Substance Abuse Services	12

Students from Spring Arbor University attended the event to obtain footage for a documentary they planned. The Jackson Transportation Authority provided free bus rides to and from the event for anyone who identified where they were going. All in all, it was a wonderful event not only for the homeless, but also for the community members who volunteered to assist. Due to the success of the November 2009 Project Connect event, the CoC is currently planning another Project Homeless Connect event for July 23, 2010, and may possibly hold a second event before the end of 2010 or in early 2011.

Following is the most recent information regarding shelter providers in the City:

Grace Haven	30 beds (homeless)
Interfaith Shelter	80 beds (homeless)
AWARE Shelter	19 beds at shelter; 48 transitional
CAA	12 TBRA vouchers, 159 transitional beds, 12 permanent supportive housing
Training & Treatment Innovations	27 permanent supportive housing
MPRI	25 transitional beds (prisoner re-entry)

The Michigan Prisoner Re-Entry Initiative (MPRI) is currently providing up to \$400 per month in rental subsidy for an average rental period of three months. It is the goal of MPRI to provide prisoners returning to society access to permanent, safe, and affordable housing, or services designed to help the individual achieve permanent housing (i.e., emergency shelter, transitional housing). Every returning prisoner will have access to stable employment or services designed to help secure stable employment (i.e., transitional employment, job seeking services).

A MSHDA representative attended the January 2010 CoC meeting to provide updated information on MSHDA vouchers. It was revealed Jackson County lost 20 HARP vouchers and 42 Housing Choice

Vouchers from its January 2009 levels and will likely not get them back. CoC members were shocked and quite concerned as the need for housing assistance has not diminished and is, in fact, increasing. The MSHDA representative stated the decision was made based on the County's waiting list for these types of vouchers. The CoC responded by informing the MSHDA representative the waiting lists have been closed for some time and, had they known in advance that such a critical decision would be made based on the waiting list, they would have opened the list back up so it would be more reflective of the need in the community.

In August 2009, the City received \$568,942 in Homelessness Prevention and Rapid Re-Housing Program (HPRP) funds under the American Recovery and Reinvestment Act of 2009. The City Manager approached a group of thirty local community service providers who had recently formed to make sure the community's basic needs were being met under a campaign called "The Jackson County Crisis Response for our Neighbors in Need" (Neighbors in Need). United Way of Jackson County is the fiduciary for Neighbors in Need and willingly offered to accept the role of facilitator for the HPRP grant. Through a Request for Proposal (RFP) process, United Way then contracted portions of the HPRP activities to any agency participating in Neighbors in Need or the CoC. A panel made up of both Neighbors in Need and CoC members vetted the RFPs. A significant amount of time was spent in developing and implementing the program, and providing technical assistance to the agencies receiving allocations to carry out eligible HPRP activities. After a month in nearly full operation, agencies were able to expend 10% of the total grant; by the end of April 2010, 31% of the total grant had been expended with the City of Jackson leading the state in obligating funds. Consequently, the program is having a positive impact on both program participants and area landlords.



## Community Development

### Community Development

Jackson City Council members were faced with an extremely difficult decision regarding 2010-2011 CDBG funds. On one hand, local city streets have fallen into such disrepair from declining revenue and budget concerns, the poor conditions have created significant deterioration in neighborhoods. On the other hand, the economy has taken such a downturn not only locally, but also nationally and globally, more and more residents need access to the programs offered to meet their basic needs. During preliminary allocations on March 9, 2010, the Council based its funding decisions on an estimate of formula allocation and, on April 27, 2010, made final allocations based on the actual funds to be received.

<b>Outcome/Objective Legend</b>			
	<b>Availability/ Accessibility</b>	<b>Affordability</b>	<b>Sustainability</b>
<b>Decent Housing</b>	DH-1	DH-2	DH-3
<b>Suitable Living Environment</b>	SL-1	SL-2	SL-3
<b>Economic Opportunity</b>	EO-1	EO-2	EO-3

### Public Service

<b>Project:</b> Client Advocate Positions <b>Agency:</b> AWARE, Inc.	<b>Target Area</b> Survivors of Domestic Violence and Sexual Assault	<b>Total Funding</b> \$15,000
		<b>Planned Units</b>
<b>Output:</b> Improve access to services for domestic violence and sexual assault survivors		834
<b>Indicator:</b> Number of persons assisted with improved access to a service		834
<b>HUD Outcome/Objective:</b> (SL-1) Accessibility for the purpose of creating a Suitable Living Environment (05G Battered and Abused Spouses 570.201(e), LMC, 01 People)		

<b>Project:</b> Emergency Adult Dental Care <b>Agency:</b> Center for Family Health	<b>Target Area</b> LMI Adult City Residents	<b>Total Funding</b> \$20,000
		<b>Planned Units</b>
<b>Output:</b> Improve access of low- and moderate-income adult City residents to emergency dental care		1,100
<b>Indicator:</b> Number of persons assisted with improved access to a service		1,100
<b>HUD Outcome/Objective:</b> (SL-2) Affordability for the purpose of creating a Suitable Living Environment (05M Health Services 570.201(e), LMC, 01 People)		

<b>Project:</b> Families and Schools Together (FAST) <b>Agency:</b> Family Service & Children's Aid	<b>Target Area</b> Cascades and/or Frost Elementary Schools	<b>Total Funding</b> \$7,000
		<b>Planned Units</b>
<b>Output:</b> Prevention and parent-involvement program for elementary age children and their families, enhancing family function, preventing school failure and substance abuse		450
<b>Indicator:</b> Number of persons assisted with improved access to a service		450
<b>HUD Outcome/Objective:</b> (SL-1) Availability for the purpose of creating a Suitable Living Environment (05D Youth Services 570.201(e), LMC, 01 People)		

<b>Project:</b> Homeownership Counseling <b>Agency:</b> Jackson Affordable Housing Corporation	<b>Target Area</b> LMI Homeowners	<b>Total Funding</b> \$8,000
<b>Planned Units</b>		
<b>Output:</b> Provide homeownership counseling and direction for persons interested in home ownership		465
<b>Indicator:</b> Number of persons assisted with improved access to a service		465
<b>HUD Outcome/Objective:</b> (SL-1) Availability/Accessibility for the purpose of creating a Suitable Living Environment (05R Homeownership Assistance (not direct) 570.210(e), LMH, 04 Households)		

<b>Project:</b> King Center Summer Youth Program <b>Agency:</b> Parks & Recreation Department	<b>Target Area</b> CT 11	<b>Total Funding</b> \$40,000
<b>Planned Units</b>		
<b>Output:</b> Provide youth a broader view of new experiences, cultural experiences and educational components		400
<b>Indicator:</b> Number of persons assisted with improved access to a service		400
<b>HUD Outcome/Objective:</b> (SL-1) Availability for the purposes of Suitable Living Environment (05D Youth Services 570.201(e), LMC, 01 People)		

<b>Project:</b> Partnership Park After School Program <b>Agency:</b> Partnership Park Downtown Neighborhood Association	<b>Target Area</b> CT 6, BG 1	<b>Total Funding</b> \$5,000
<b>Planned Units</b>		
<b>Output:</b> Provide after-school activities for youth in the Partnership Park Neighborhood		35
<b>Indicator:</b> Number of persons assisted with improved access to a service		35
<b>HUD Outcome/Objective:</b> (SL-1) Availability for the purposes of Suitable Living Environment (05D Youth Services 570.201(e), LMC, 01 People)		

<b>Project:</b> Utility Shutoff Prevention <b>Agency:</b> The Salvation Army	<b>Target Area</b> LMI City Residents	<b>Total Funding</b> \$60,000
<b>Planned Units</b>		
<b>Output:</b> Allow families to keep their power or heat services active; assistance limited to one (1) time per year		123
<b>Indicator:</b> Number of persons assisted with improved access to a service		123
<b>HUD Outcome/Objective:</b> (SL-2) Affordability for the purposes of Suitable Living Environment (05Q Subsistence Payments 570.201(e), LMC, 01 People)		

<b>Project:</b> Central Michigan 2-1-1 <b>Agency:</b> United Way of Jackson County	<b>Target Area</b> LMI City Residents	<b>Total Funding</b> \$10,000
<b>Planned Units</b>		
<b>Output:</b> Provide information and referral services		3,500
<b>Indicator:</b> Number of persons assisted with improved access to a service		3,500
<b>HUD Outcome/Objective:</b> (SL-1) Accessibility for the purposes of Suitable Living Environment (05 Public Services (General) 570.201(e), LMC, 01 People)		

**Total Allocation to Public Services: \$165,000** (10.2%)

### Administration and Planning

<b>Project:</b> Administration and Planning <b>Agency:</b> Community Development Department	<b>Target Area</b> n/a	<b>Total Funding</b> \$249,700
<b>Planned Units</b>		
<b>Output:</b> Administration and planning of the CDBG program		n/a
<b>Indicator:</b> none required		
<b>HUD Outcome/Objective:</b> 21A General Program Administration 570.206		

**Total Allocation to Administration and Planning: \$249,700** (15.5%)

## Other Projects

<b>Project:</b> Code Enforcement <b>Agency:</b> Community Development Department	<b>Target Area</b> Eligible CDBG areas City-wide	<b>Total Funding</b> \$503,345
<b>Output:</b> Improved neighborhoods and properties		<b>Planned Units</b> 1,200 blight citations/
<b>Indicator:</b> Number of blight ordinance violations cited, rental inspections conducted, or LMI households assisted		952 initial rental inspections
<b>HUD Outcome/Objective:</b> (SL-3) Sustainability for the purpose of Suitable Living Condition (15 Code Enforcement 570.202(c), LMA, other)		

<b>Project:</b> Residential Rehabilitation <b>Agency:</b> Community Development Department	<b>Target Area</b> Eligible CDBG areas City-wide	<b>Total Funding</b> \$186,000
<b>Output:</b> Improved housing conditions		<b>Planned Units</b> 18
<b>Indicator:</b> Number of LMI households assisted		18
<b>HUD Outcome/Objective:</b> (DH-3) Sustainability for the purpose of Decent Housing (14A Rehab; Single-Unit Residential 570.202, LMH, 10 Housing Units)		

<b>Project:</b> Jobs Creation Initiative <b>Agency:</b> Community Development Department	<b>Target Area</b> City-wide	<b>Total Funding</b> \$50,000
<b>Output:</b> Offer loans to businesses to stimulate economic development		<b>Planned Units</b> 10
<b>Indicator:</b> Number of low/mod jobs created or retained		10
<b>HUD Outcome/Objective:</b> (EO-1) Accessibility for the purpose of Suitable Living Environment (18A ED Direct Financial Assistance to For-Profits 570.203(b), LMJ, 08 Businesses)		

<b>Project:</b> Code Enforcement <b>Agency:</b> City Attorney's Office	<b>Target Area</b> CDBG-eligible areas	<b>Total Funding</b> \$63,000
<b>Output:</b> Legal support to Community Development Department to improve neighborhoods and properties		<b>Planned Units</b> 100
<b>Indicator:</b> Number of citations receiving benefit of prosecutorial service or contract reviews		100
<b>HUD Outcome/Objective:</b> (SL-3) Sustainability for the purpose of Suitable Living Condition (15 Code Enforcement 570.202(c), LMA, other)		

<b>Project:</b> Handicap Curb Ramps <b>Agency:</b> Department of Public Works	<b>Target Area</b> City-wide	<b>Total Funding</b> \$20,000
<b>Output:</b> Improve accessibility for disabled and elderly residents		<b>Planned Units</b> 8
<b>Indicator:</b> Number persons assisted with improved access to an infrastructure benefit		8
<b>HUD Outcome/Objective:</b> (SL-1) Accessibility for the purpose of Suitable Living Environment (03L Sidewalks 570.201(c), LMA, 11 Public Facilities)		

<b>Project:</b> Street Paving/Reconstruction <b>Agency:</b> City of Jackson Engineering Department	<b>Target Area</b> CT 10, BG 1; CT 11; BG 1	<b>Total Funding</b> \$355,000
<b>Output:</b> Improve street surface		<b>Planned Units</b> 3 blocks
<b>Indicator:</b> Number of persons assisted with improved access to an infrastructure benefit		3 blocks
<b>HUD Outcome/Objective:</b> (SL-3) Sustainability for the purpose of Suitable Living Environment (03K Street Improvements 570.201(c), LMA, 11 Public Facilities)		

<b>Project:</b> Ash Tree Removal/Replacement <b>Agency:</b> Parks, Recreation & Grounds	<b>Target Area</b> CDBG-Eligible Areas	<b>Total Funding</b> \$14,000
<b>Output:</b> Remove and replace dead ash trees in the public right-of-way		<b>Planned Units</b> 70
<b>Indicator:</b> Number dead trees removed and replaced with different species		70
<b>HUD Outcome/Objective:</b> (SL-3) Sustainability for the purpose of Suitable Living Environment (03N Tree Planting 570.201(c), SBS, 11 Public Facilities)		

<b>Project:</b> Bathroom Renovation <b>Agency:</b> John George Home, Inc.	<b>Target Area</b> 1501 E Ganson, Jackson, MI	<b>Total Funding</b> \$10,000
<b>Output:</b> Improved resident safety by renovating shared bathroom to meet ADA codes		<b>Planned Units</b> 1
<b>Indicator:</b> Number of units made accessible for persons with disabilities		1
<b>HUD Outcome/Objective:</b> (SL-1) Accessibility for the purpose of Suitable Living Environment (14B Rehab; Multi-Unit Residential 570.202, LMH, 10 Housing Units)		

**Total Allocation to Other Projects: \$1,201,345**

While allocations to various non-profit agencies applying under the Public Service cap had to be scrutinized very carefully, City Council feels it provided funding to those agencies that will achieve the biggest impact on the community:

*AWARE, Inc.* – AWARE is the only emergency shelter in Jackson County specializing in providing services to survivors of domestic violence and sexual assault. While AWARE has been fortunate enough to recently receive several grants to provide specific services to its clients, including transitional housing, increased staff capacity was not among the activities eligible to receive funding.

*Center for Family Health – Emergency Adult Dental Care* – the Center for Family Health provides the only dental clinic in Jackson County that consistently accepts Medicaid and offers all services on a sliding discount. The targeted clients are low-income adults who have no other access to dental care and patients often present with severe dental problems.

*Family Service & Children’s Aid – Families and Schools Together (FAST)* – an innovative prevention and parent-involvement program in which families gather and participate in specific, fun, research-based activities aimed at strengthening families and empowering parents to guide their children toward success in school and in life. Goals include enhancing family functioning by strengthening the parent-child relationship, prevent school failure by improving a child’s performance and behavior in school and increase the family’s affiliation with the school, prevent substance abuse in children and families by increasing knowledge and awareness, and reduce stress parents and children experience in daily situations.

*Jackson Affordable Housing Corporation – Homeownership Counseling* – helps to facilitate group counseling at the Homeownership Workshop Program provided through the Michigan State University Extension Program, and one-on-one counseling by Jackson Affordable Housing staff.

*Parks & Recreation Department – King Center Summer Youth Program* – a youth program proven to be extremely successful and beneficial to approximately 400 low- and moderate-income City youths. Participating youths are exposed to cultural and educational field trips, summer

reading, life skills learning, and free health and hygiene services. In addition, breakfasts and lunches are provided to the participants, and over 30 college and high school students receive work experience, mentoring and job training while assisting with the program.

*Partnership Park Downtown Neighborhood Association – Partnership Park After School Program* – collaboration with Catholic Charities to provide after-school activities for youth in the Partnership Park Neighborhood two evenings a week. Children receive assistance with homework and participate in other educational activities, workshops designed to teach life skills, learning to give back to the community, and time for recreation.

*The Salvation Army – Utility Shutoff Prevention* – assistance is provided to families one-time per year to prevent the shutoff of electrical and gas utilities. Assistance is provided in collaboration with Department of Human Services and other organizations when funds are available.

*United Way of Jackson County – Central Michigan 2-1-1* – free information and referral service established to respond to callers who need non-emergency health and/or human service assistance.

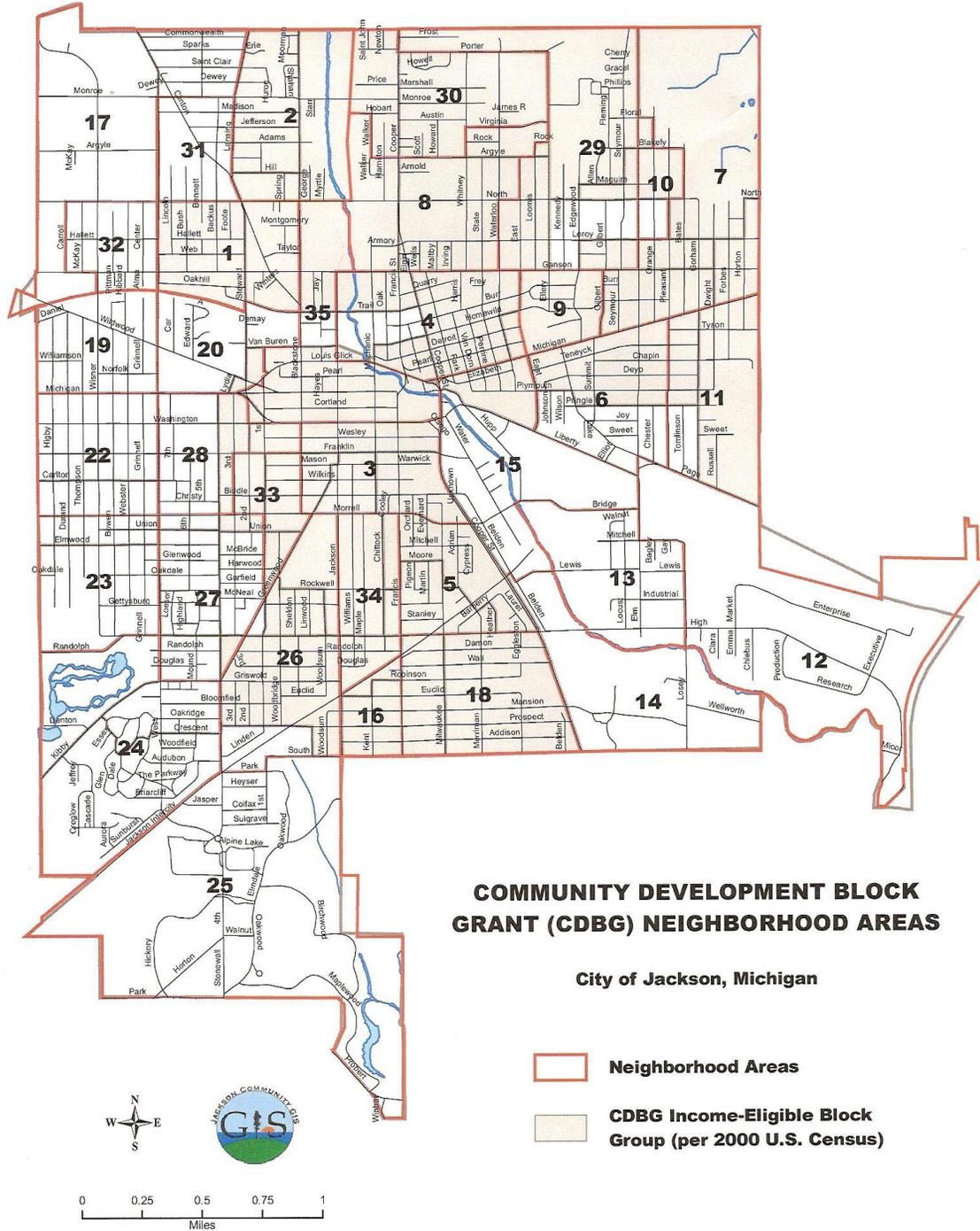
The Community Development Department is charged with not only administering the CDBG and HOME grants, but also Code Enforcement, Jobs Creation Initiative and Residential Rehabilitation. The Code Enforcement budget pays for staff and operating costs to perform various duties such as blight ordinance enforcement, rental housing inspections and tasks related to rehabilitation loans. The City Attorney's Office provides legal support in the form of prosecutorial services in the Administrative Hearings Bureau for blight and housing citations, and reviews and authorizes loan documents and other similar contracts before they are entered into.

Because of the current economic and housing climate, the Department has experienced a significant increase in requests from low- and moderate-income homeowners to assist in rehabilitating their residences. Currently, the City offers a \$20,000 maximum, 20 year deferred loan (to correct code violations) through its rehabilitation program; however, rehabilitation staff is reviewing current guidelines to determine if adjustments are needed to reflect the current economic and housing issues. A separate five-year forgivable loan is made available to address all lead issues during rehabilitation; there is no maximum limit to the amount of a lead loan. Emergency Hazard funds are available in the form of a maximum \$10,000, 20-year deferred loan to correct issues of urgent needs, such as defective furnaces, roofs, etc.

The City's Engineering Department received funds for street paving/reconstruction. Examples of the streets being considered for paving/reconstruction during the 2010-2011 fiscal year are:



Every intersection of these paving projects will receive a handicap accessible curb ramp. The Department of Public Works (DPW) received a companion allocation for the installation of handicap ramps in other areas of the City as required by 28 CFR 35.150(d)(2). DPW staff has consulted with disAbility Connections, a local non-profit agency supporting disabled Jackson County residents in their efforts to live independently, for priority placement of the curb ramps.



The John George Home provides housing for 33 extremely low-income and two very low-income elderly gentlemen, some of whom have resided there for 30 years. During the past two funding cycles, the John George Home received CDBG funding to install a new elevator to provide second

floor access for emergency services personnel and those residents too fragile to negotiate stairs and a new, enclosed stairwell. The stairwell replaced the old, exterior metal grate fire escape that could not be navigated by the elderly residents. In keeping with upgrading the facility to improve accessibility for its disabled residents, the John George Home will be renovating a shared bathroom to make it ADA compliant.

### Antipoverty Strategy

HUD annually releases area median income limits based on information specific to the community. HUD's FY 2010 Median Family Income estimates (soon to be released) make more extensive use of American Community Survey data than previously, although local Bureau of Labor Statistics (BLS) wage data continue to be used to influence estimates for areas of less than 65,000 in population. All estimates are projected forward from 2006 to April 1, 2008, using an annual trend factor of 3.5 percent. Except for minor modifications, HUD continues to use the same area definitions used in FY2006. ([http://www.huduser.org/datasets/il/il2008/2008MedCalc.odn?parms\\$](http://www.huduser.org/datasets/il/il2008/2008MedCalc.odn?parms$))

### City of Jackson 2009 Area Median Income Limits

% of Median	Limit per Number of Persons in Household							
	1	2	3	4	5	6	7	8
30%	12,550	14,300	16,100	17,900	19,350	20,750	22,200	23,650
50%	20,900	23,900	26,850	29,850	32,250	34,650	37,000	39,400
60%	25,080	28,680	32,220	35,820	38,700	41,580	44,400	47,280
80%	33,450	38,200	43,000	47,750	51,550	55,400	59,200	63,050
100%	41,800	47,800	53,700	59,700	64,500	69,300	74,000	78,800
115%	48,070	54,970	61,755	68,655	74,175	79,695	85,100	90,620
120%	50,160	57,360	64,440	71,640	77,400	83,160	88,800	94,560

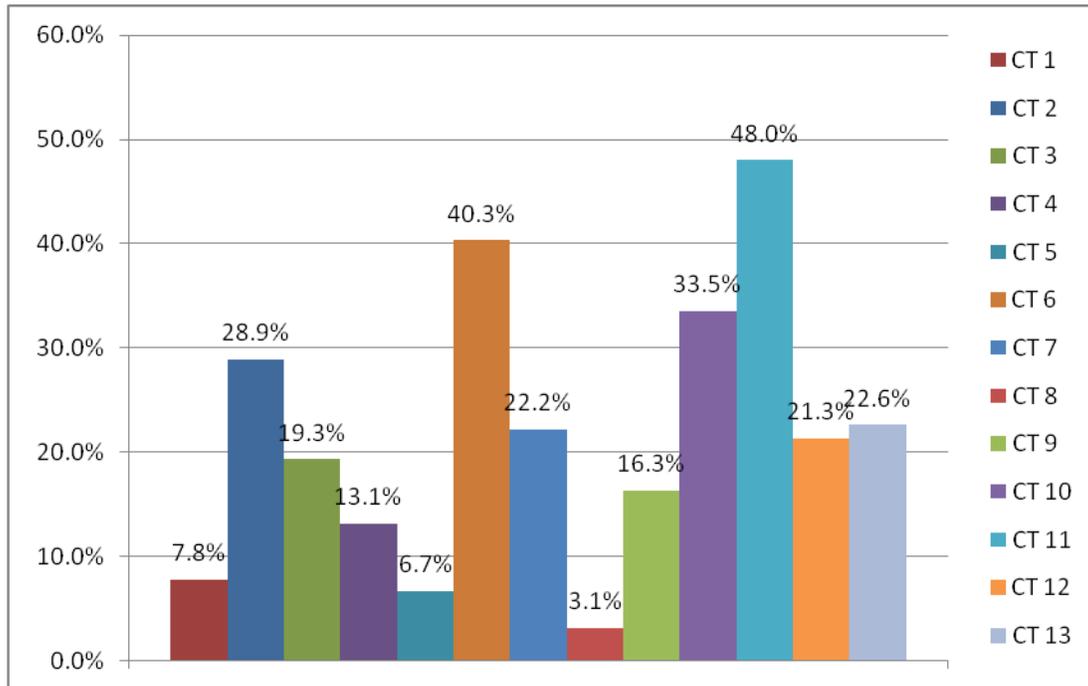
(effective March 2009 – 2010 income limits not released as of April 28, 2010)

The Federal Financial Institutions Examination Council (FFIEC) published Summary Census Information based on estimates in 2008. The 2008 HUD Estimated Median Family Income for the County of Jackson is \$57,100; only Census tract 8 in the City surpassed that amount by recording an estimated Median Family Income of \$76,331.

CT	Percent Minority	Percent Below Poverty	2000 Median Household Income	2000 Median Family Income	2008 Est. Median Family Income
1	12.04%	7.84%	\$35,075	\$40,230	\$45,075
2	28.35%	28.93%	\$20,357	\$26,548	\$29,743
3	16.51%	19.35%	\$25,745	\$35,682	\$39,981
4	12.52%	13.06%	\$34,640	\$38,115	\$42,705
5	11.49%	6.74%	\$40,577	\$47,177	\$52,857
6	30.03%	40.29%	\$ 9,932	\$21,728	\$24,347
7	21.86%	22.16%	\$25,431	\$32,917	\$36,881
8	9.83%	3.09%	\$50,246	\$68,125	\$76,331
9	21.17%	16.30%	\$35,912	\$41,480	\$46,479
10	48.32%	33.53%	\$24,107	\$26,213	\$29,372
11	80.09%	48.04%	\$15,636	\$16,847	\$18,877
12	24.96%	21.30%	\$32,545	\$40,912	\$45,840
13	62.74%	22.64%	\$30,333	\$35,491	\$39,764

Source: 2008 FFIEC Census Report

Based on this information, approximately 21.8% of the City's residents live at or below the poverty level, with two of the highest concentrations in Census tracts 6 and 11, where the average number of residents living at or below the poverty level is over 40%.



**Poverty Rates by Census Tract**

The City of Jackson has neither the resources nor facilities to carry out programs directly targeted at reducing the number of households at or below the poverty level. However, through the use of CDBG and HOME funds, the City offers services and programs to assist its low- and moderate-income residents:

*Deferred Loan Program* – utilized through the Community Development Department’s Rehabilitation Program offering interest-free loans with no monthly payments. Repayment is deferred for 20 years or until the owner moves, rents out the home, or fails to use the property as their primary residence.

*Emergency Hazard Program* – as with the Deferred Loan Program, these loans are interest free with no monthly payments and allow the Community Development Department to expedite the correction of hazardous conditions (e.g. leaking roof, non-working furnace, etc.).

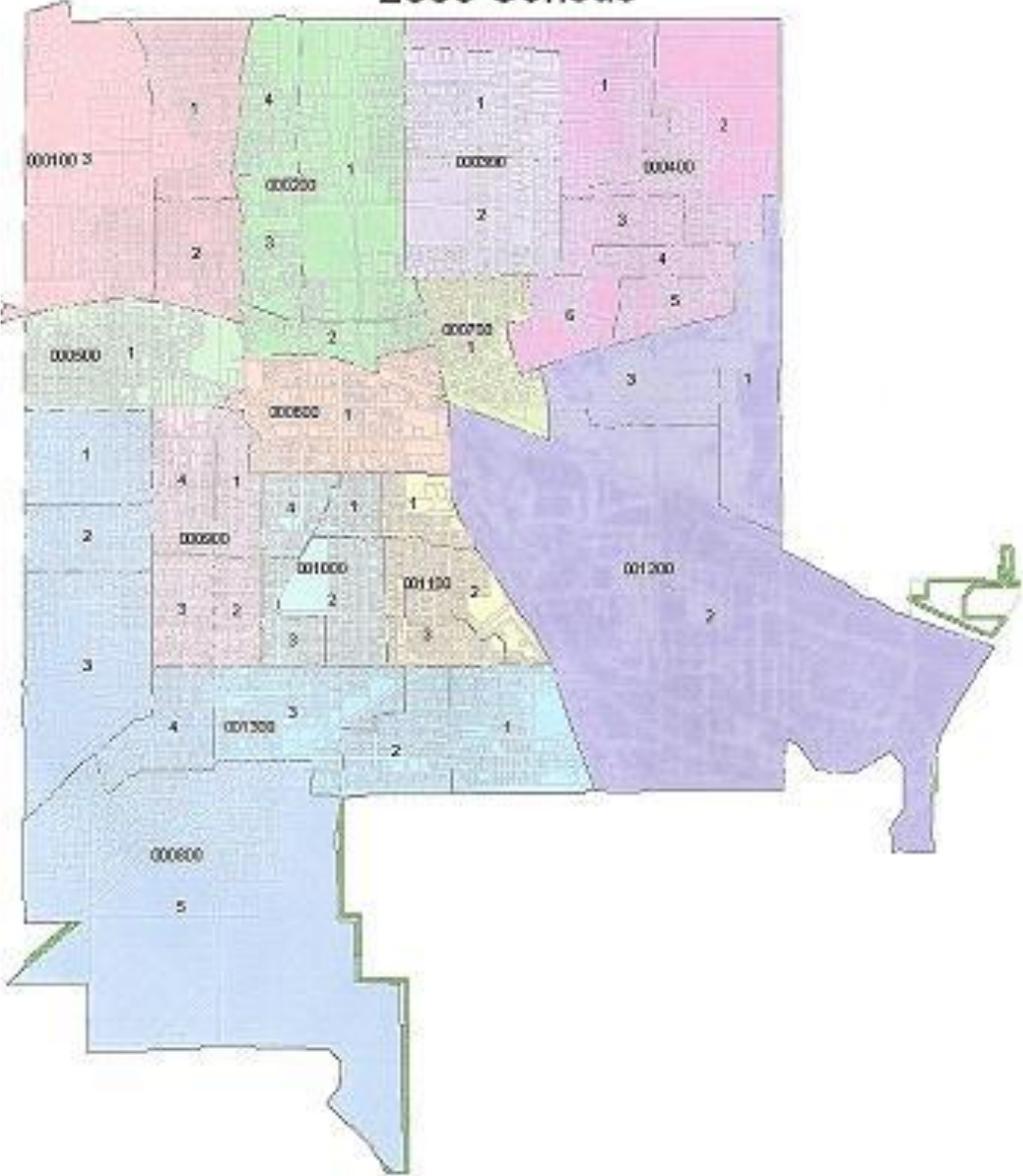
*Jobs Creation Initiative* – incentive-based financing to for-profit businesses that hire and/or train low- and moderate-income City residents.

*Down Payment Assistance* – closing costs, prepaids, down payment, or other financial assistance required for a family to purchase a home. All persons receiving down payment assistance must attend homeownership counseling, which provides information not only on the purchase probes, but also in the readiness process, such as budgeting, credit, income versus debt, etc.

*The Salvation Army* – utility shutoff prevention assistance allowed one time per year after a decision letter from the Department of Human Services. If amount owed is significant, client is advised to call other agencies or churches to cover part of the bill.

The Jackson Housing Commission offers a Family Self-Sufficiency Program to public housing residents by providing an escrow account whereby a portion of their rent is deposited and can be withdrawn after successful completion of the program and used as a down payment on their first home. Enrollees are encouraged to set goals of pursuing education, job training, or employment. To assist program participants in obtaining their goals, transportation, childcare, clothing, and counseling services are provided.

### City of Jackson, Michigan Census Tracts - Block Groups 2000 Census



## **Non-Homeless Special Needs Housing**

On August 15, 2006, the Jackson City Council took action to waive the permit fees for work performed by local non-profit charitable organizations, specifically for handicap-accessible ramps. Since that time, several ramps have been installed for disabled homeowners by disAbility Connections, the Rotary Club, and World Changers. The Council also routinely waives permit fees for World Changers and/or Mission Serve roofing projects.

When undergoing a rehabilitation project, the City of Jackson and its subrecipients take into consideration the needs of the current homeowner. For instance, one elderly woman wanted to stay in her long-time home but the only bathroom was on the second floor. Due to her declining mobility and confirmation of a poor prognosis for recovery from her doctor, when the home was rehabilitated a first floor room was converted into a second bathroom to enable her to stay in the home. Every effort is made during the rehabilitation process to take into account any special needs of the occupant to increase the likelihood of longer-term occupancy and livability.

While a few affordable apartment complexes exist in the City which are equipped to meet needs of the elderly and disabled, they are located within close proximity to each other, limiting location choices especially for the disabled. While some disabled tenants have had success in working with landlords to retrofit a housing unit for accessibility, oftentimes once that tenant moves out, the retrofitting is also removed making the unit inaccessible for another potential tenant with disabilities.

Families requiring more than two to three bedrooms also have difficulty locating rental housing options. There are many residential structures throughout the City that may at one time have been an option; however real estate investors depleted this stock through the years by converting these larger homes into multi-unit dwellings, usually with only two to three bedrooms per unit. Chapter 28, Section 28-125 of the City of Jackson Code of Ordinances provides that should a non-conforming structure not been used for a period of 18 months, it shall be deemed abandoned and the structure then reverts to the uses allowed in that specific zoning district. However, the City has neither the staff nor methods in place to monitor structures for abandonment. This would be one way in which the City could return larger single-family dwellings to their original intended use, increasing housing options for families of five or more.

## Summary

As demonstrated in the preceding pages, the City of Jackson is dedicated to serve its citizens to the best of its ability with entitlement grant funds stretched thin. The needs of the City are great in an attempt to stay afloat – not only for its citizens, but also for the City's basic service requirements. Spending of Program Year 2009 CDBG funds is well ahead of years in the recent past:

<b>Program Year</b>	<b>End Date</b>	<b>Ratio</b>
2006	6/30/07	1.19
2007	6/30/08	0.97
2008	6/30/09	1.11
2009	4/30/10*	.93

*\*Many reimbursement requests are made quarterly; significant additional draws are expected in July 2010.*

It is anticipated that by June 30, 2010, the ratio for Program Year 2009 will be .80 or lower.

No one area has taken precedence over another; City Council members attempted to fund those projects that would provide the biggest impact on the community as a whole. City leaders are committed to maintain expectation levels of the community while coping with reduced work staff through job elimination, attrition, and wage concessions made by all City staff in the form of furlough time. The community understands and is responding to a reduction of services by volunteering to assist in ways they are able to in order to keep Jackson a vital community in which to live.

# *Appendix A*

## *Citizen Comments*

## January 26, 2010 Public Hearing

Project	Comment	Accepted	Not Accepted	Reason
<b>Allegiance Health Systems</b> Cab Transportation Assistance	A citizen spoke on behalf of this activity to reiterate its importance and need by the community			
<b>American Red Cross</b> Emergency Services Program	The Community Preparedness Director and Executive Director addressed City Council and urged funding support			
<b>AWARE, Inc.</b> Client Advocate Positions	The Executive Director explained the need for support to implement programs funded by several grant sources, none of which could be used for staffing			
<b>Center for Family Health</b> Emergency Adult Dental Care	A staff dentist outlined the need for continued support of this activity			
<b>Center for Women</b> Earn While You Learn	The Executive Director discussed the incredible increase this activity has experienced during the past year			
<b>Elnora V. Moorman Community Help Center</b> Community Help Center Funding	Three persons associated with the Community Help Center described their visions and spoke of Elnora Moorman's legacy with the City			
<b>Family Service &amp; Children's Aid</b> FAST Program	The success of the program and the impact it had on families was relayed by the Director, who requested continued funding			
<b>Jackson Affordable Housing Corp.</b> Foreclosure Prevention Homeownership Counseling Down Payment Assistance	The Executive Director of JAHC requested continued funding for all programs as the need for these services remain in existence			
<b>Jackson School of the Arts</b> Access to Arts for All Children	Early education to the arts and the impact it can have on a community's youth was expressed by the Executive Director			
<b>Parks &amp; Recreation</b> King Center Summer Youth Program	The King Center Supervisor explained to City Council the continued growth and success of the program and the impact it has on the City's youth			
<b>LifeSpan . . . A Community Service</b> People in a Caring Community	The Executive Director explained the need to purchase two new wheelchair-accessible vans to replace aged fleet and continue providing transportation services to the disabled population			
<b>Partnership Park Downtown Neighborhood Assoc.</b> After School Program	The Director of the After School Program, a youth who currently participates in the program, and a neighborhood citizen			

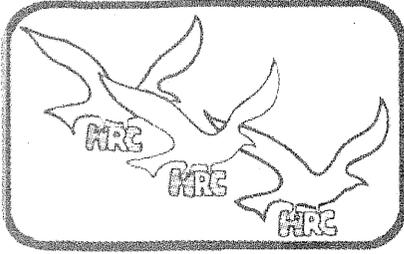
Project	Comment	Accepted	Not Accepted	Reason
<b>The Salvation Army</b> Utility Shutoff Prevention	The commanding officer of The Salvation Army discussed the increased need of low- and moderate-income residents for assistance is keeping utilities on in their homes			
<b>United Way of Jackson Co.</b> Central Michigan 2-1-1	An information and referral specialist from the call center described the increase in calls being received requesting help in meeting basic needs, many of which are from people who have never needed access to community services			
<b>Community Development Administration</b> Residential Rehabilitation Code Enforcement Jobs Creation Initiative	The department Director explained each funding request; which ones pertained to staffing and operational costs to administer the grant and continue services; the increased need for rehabilitation assistance, especially requests for help to eliminate emergency hazard conditions; and the benefit of continuing economic development activities			
<b>Dept. of Public Works</b> Handicap Curb Ramps	The department Director encouraged City Council to continue funding this program to meet requirements of 28 CFR 35.150(d)(2) and provide additional mobility access to the disabled population			
<b>Dept. of Engineering</b> Street Paving/Reconstruction	The City Engineer reiterated the level of deterioration of many local streets, the City not having funding of its own to fix them, and the continued need for CDBG funding to make infrastructure improvements			
<b>Forestry</b> Ash Tree Removal/Replacement	The City's grounds supervisor requested City Council consider continued funding of removal of dead or dying ash trees in the public right-of-way, and replacement with different tree species			
<b>John George Home</b> Bathroom Reconstruction	The Executive Director of the John George Home described the hazardous conditions of the first floor shared bathroom in this home for elderly men, which was causing numerous falls per week, and requested funding to convert to an ADA-compliant bathroom.			
<b>Renovations Your Way</b> New Housing Construction	The owner of Renovations Your Way urged City Council to consider his application for HOME funds to construct two new 4-unit townhouses in the City			
<b>Community Action Agency</b>	The Neighborhood Development Director			

<b>Project</b>	<b>Comment</b>	<b>Accepted</b>	<b>Not Accepted</b>	<b>Reason</b>
Greenwood Housing Development	outlined the planned development and other sources of funding it will seek in addition to City HOME funds			
<b>Habitat for Humanity</b> New Housing Construction	The Executive Director requested funding from HOME to continue new housing construction for low-income families			

The Chairperson of the Human Relations Commission (HRC) addressed City Council and, based on a review of applications and discussion at the January 20, 2010 HRC meeting, presented the HRC's funding recommendations. A copy of the Memorandum from the HRC to the Mayor and City Council outlining those recommendations is attached.

**Action Plan**

No citizen comments were received regarding the Annual Action Plan.



# CITY OF JACKSON

HUMAN RELATIONS COMMISSION

161 W. MICHIGAN AVENUE

JACKSON, MICHIGAN 49201

PHONE: (517)788-4167

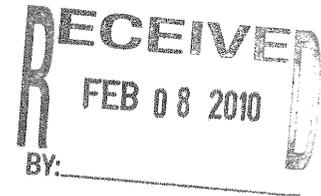
FAX: (517) 768-5820

MEMO TO: Honorable Mayor and City Council Members

FROM: Kathleen Conley, Chairperson *K.C/Fw*

DATE: February 6, 2010

SUBJECT: CBGD Recommendations



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As per my comments at the City Council meeting on January 26th, the following are organizations we desire to be as fully funded as possible for the CDBG grant cycle 2010 are as follows:

**American Red Cross:** Their service to city residents in crisis is vital to the immediate well being of families impacted by disasters in their home. Allowing persons who have lost their home a few days of shelter and clothing for the immediate future ensures that families can remain together and take the time they need to plan for their survival.

**Fair Housing Center of Southeastern Michigan:** The Fair Housing Center of Southeastern Michigan took it upon themselves to ensure that Jackson County did not go without resources for persons who suspected they had been treated unfairly in a housing transaction. Fair housing testing provides an irreplaceable resource to families and individuals who have been asked to leave their home, not allowed to secure housing for which they are qualified, denied a mortgage or sold a mortgage that is not in their best interest, etc., because of their protected status. The organization requesting funding is a tried and true steward of federal, state and local funds, who has a track record of success in their investigation and litigation of cases. It is our duty as a community who receives CDBG funding to affirmatively further fair housing.

**King Center Summer Youth Program:** This program allows youth from our city to expand their horizons while also ensuring that they are in a safe place during the summer time when many young people who are idle fall into bad habits. It has shown itself to be a popular resource for Jackson parents who strive to ensure their kids have access to arts and cultural educational experiences.

**Partnership Park Downtown Neighborhood Association:** This program allows youth access to experiences that ensure their academic success. It is a vital resource to parents who want to provide their children an after school opportunity to learn and grow in a safe place.

**The Salvation Army:** The utility program that Salvation Army provides through their agency literally impacts hundreds or lives in our community. Ensuring that people have working utilities causes families to be able to remain in their homes, makes it easier for kids to concentrate in school, ensures adults can maintain employment or school scheduling, etc. Left unfunded or under funded, this would cause the quality of life for many Jackson residents to be unbearable.

**Department of Public Works (Curb Cuts):** Many people in our community depend on easy access to sidewalks in our city. Parents with strollers, people using assistive devices, and the elderly need to navigate the city safely and easily; curb cuts are the answer.

The organizations we desired to be as fully funded as possible for HOME:

**Community Action Agency Greenwood Housing Development:** This project would provide much needed quality low-income housing in our city. The retail space built into the project would allow for entrepreneurs from our area to expand their horizons. The area which is slated for the project would benefit from the development in that it would beautify the neighborhood.

Commissioner Parrish Stahl, who is employed with disAbility Connections, also noted that Lifespan...a Community Service fills a vital need for the disabled community and would prefer to see this grant given as full funding as possible.

Thank you for your consideration of our requests and thank you for making this difficult decision for our community.



# 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 1, 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>Subtotal Public Service Recommendation (11.4%):</b>		<b>\$166,389</b>

**Administration and Planning – cannot exceed \$293,723**

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>Subtotal Administration and Planning Recommendation (17%):</b>		<b>\$249,700</b>

**Other Projects**

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>Subtotal Other Projects Recommendation:</b>		<b><u>\$1,050,275</u></b>

**Total CDBG Recommendations Based on Estimated Funding: \$1,466,364**



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 current residence 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



# *Appendix B*

## *City Council Resolution*

*Dated May 11, 2010*

## RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, the City of Jackson, Michigan has prepared a One-Year Action Plan in order to procure federal funds under the Housing and Community Development Act of 1974, as amended in 1983 and 1988, and the Cranston-Gonzalez National Affordable Housing Act of 1990; and,

WHEREAS, the City of Jackson, Michigan is required by law to provide certain assurances and certifications to the United States Department of Housing and Urban Development (HUD) as part of said procurement; and,

WHEREAS, the City of Jackson, Michigan has in place and is following a Citizen Participation Plan as required by HUD.

NOW, THEREFORE, BE IT RESOLVED, that the One-Year Action Plan is adopted and approved, the Mayor, as the official representative of the City, is authorized and directed to execute the submission of said Plan for and on behalf of the City of Jackson, Michigan, and the Mayor and the Community Development Department are authorized to provide such additional information as may be required and to submit said Plan to HUD;

BE IT FURTHER RESOLVED, that the City of Jackson, Michigan hereby assures and certifies that it will comply with the regulations, policies, guidelines, and requirements with respect to the acceptance and use of federal funds for these federally-assisted programs, and the City of Jackson, Michigan gives assurances and certifies that, with respect to the Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME):

- A. It possesses legal authority to make a grant submission and to execute a community development and housing program.
- B. Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the person identified as the official representative of the grantee to submit the One-Year Action Plan and amendments thereto, and all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the grantee to act in connection with the submission of the One-Year Action Plan, and to provide such additional information as may be required.
- C. It is following a detailed Citizen Participation Plan which:
  1. Provides for and encourages citizen participation with particular emphasis on participation by persons of low- and moderate-income who are residents of slum and blighted areas and of areas in which funds are proposed to be used, and provides for participation of residents in low- and moderate-income neighborhoods as defined by the local jurisdiction;
  2. Provides citizens with reasonable and timely access to local meetings, information, and records relating to the grantee's proposed use of funds, as required by the regulations of the Secretary, and relating to the actual use of funds under the Act;
  3. Provides for technical assistance to representative groups of persons of low- and moderate-income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee;

4. Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped;
5. Provides for a timely written answer to written complaints and grievances, within 15 working days where practicable; and,
6. Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.

Prior to submission of its Housing and Community Development Plan to HUD, the grantee has:

1. Met the citizen participation requirements of 24 CFR 91.105.
  2. Prepared its One-Year Action Plan in accordance with 24 CFR 91 and made the Plan available to the public.
- D. The grants will be conducted and administered in compliance with:
1. Title VI of the Civil Rights Act of 1964 (Public Law 88-352, 42 USC 2000d *et seq.*); and,
  2. The Fair Housing Act (42 USC 3601-20).
- E. It will affirmatively further fair housing.
- F. It has developed its Plan to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight, except that the aggregate use of CDBG funds received under Section 106 of the Act, and, if applicable, under Section 108 of the Act, during the 2010-2011 program year shall principally benefit persons of low- and moderate-income in the manner that ensures not less than 70 percent of such funds are used for activities that benefit such persons during such period.
- G. It has developed a community development plan for the period specified in Paragraph F above that identifies community development and fair housing needs and specifies both short- and long-term community development objectives that have been developed in accordance with the primary objective and requirements of the Act.
- H. It will not attempt to recover any capital costs of public improvements assisted in whole or in part with funds provided under Section 106 of the Housing and Community Development Act of 1974, as amended, or with amounts resulting from a guarantee under Section 108 of the Act by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless:
1. Funds received under Section 106 of the Housing and Community Development Act of 1974, as amended, are used to pay the proportion of such fee or assessment that related to the capital costs of such public improvements that are financed from revenue sources other than under Title 1 of the Act; or,

2. For purposes of assessing any amount against properties owned and occupied by persons of moderate-income, the grantee certifies to the Secretary that it lacks sufficient funds received under Section 106 of the Housing and Community Development Act of 1974, as amended, to comply with the requirements of subparagraph H(1) above.
- I. Its notification, inspection, testing, and abatement procedures concerning lead-based paint will comply with 24 CFR 570.608.
  - J. It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, as required under 24 CFR 570.606(a) and federal implementing regulations, it is following a residential anti-displacement and relocation assistance plan as required under Section 104(d) of the Act and in 24 CFR 570.606(c), and it will comply with the relocation requirements of 24 CFR 570.606(d) governing optional relocation assistance under Section 105(a)(11) of the Act.
  - K. It has adopted and is enforcing:
    1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and,
    2. A policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.
  - L. To the best of its knowledge and belief:
    1. No federal appropriated funds have been paid, or will be paid, by or on behalf of it to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement;
    2. If any funds other than federal appropriated funds have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee or a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and,
    3. It will require that the language of Paragraph L of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
  - M. It will provide a drug-free workplace by:
    1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

2. Establishing an ongoing drug-free awareness program to inform employees about:
    - a) The dangers of drug abuse in the workplace;
    - b) The grantee's policy of maintaining a drug-free workplace;
    - c) Any available drug counseling, rehabilitation, and employee assistance programs; and,
    - d) The penalties that may be imposed upon employees for drug abuse violation occurring in the workplace.
  3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by Paragraph M(1)
  4. Notifying the employee in the statement required by Paragraph M(1) that, as a condition of employment under the grant, the employee will:
    - a) Abide by the terms of the statement; and,
    - b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
  5. Notifying the agency in writing within ten calendar days after receiving notice under Paragraph M(4)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.
  6. Taking one of the following actions, within 30 calendar days of receiving notice under Paragraph M(5), with respect to any employee who is so convicted:
    - a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or,
    - b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
  7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 through 6.
- N. If it is subsequently determined that additional sites will be used for the performance of work under the grant, it shall notify HUD immediately upon the decision to use such additional sites by submitting a revised "Place of Performance" form.
- O. It will comply with the other provisions of the Act and with other applicable law.
- P. Before committing to any HOME funds, the City will evaluate HOME Projects that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing.
- Q. If the participating jurisdiction intends to provide tenant-based rental assistance, the use of HOME funds for tenant-based rental assistance is an essential element of the participating

jurisdiction's annual approved housing strategy for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

\* \* \* \*

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 11<sup>th</sup> of May, 2010.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on the 12<sup>th</sup> day of May, 2010.

\_\_\_\_\_  
Lynn Fessel

*City Clerk*

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*Appendix C*

*Certifications*



# CPMP Non-State Grantee Certifications

**Many elements of this document may be completed electronically, however a signature must be manually applied and the document must be submitted in paper form to the Field Office.**

- This certification does not apply.  
 This certification is applicable.

## NON-STATE GOVERNMENT CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

**Drug Free Workplace** -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about –
  - a. The dangers of drug abuse in the workplace;
  - b. The grantee's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will –
  - a. Abide by the terms of the statement; and
  - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted –
  - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

**Anti-Lobbying** -- To the best of the jurisdiction's knowledge and belief:

8. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
9. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
10. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

May , 2010

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Signature/Authorized Official

Date

Karen F. Dunigan

Name

Mayor

Title

161 W. Michigan Avenue

Address

Jackson, MI 49201

City/State/Zip

517-788-4028

Telephone Number

- |  |
|--|
| <input type="checkbox"/> <b>This certification does not apply.</b>           |
| <input checked="" type="checkbox"/> <b>This certification is applicable.</b> |

### Specific CDBG Certifications

The Entitlement Community certifies that:

**Citizen Participation --** It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan --** Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

**Following a Plan --** It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

**Use of Funds --** It has complied with the following criteria:

11. Maximum Feasible Priority - With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
12. Overall Benefit - The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2010, 2\_\_\_, 2\_\_\_, (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
13. Special Assessments - It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force --** It has adopted and is enforcing:

14. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
15. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

**Compliance With Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of part 35, subparts A, B, J, K and R, of title 24;

**Compliance with Laws** -- It will comply with applicable laws.

May , 2010

---

Signature/Authorized Official

Date

Karen F. Dunigan

Name

Mayor

Title

161 W. Michigan Avenue

Address

Jackson, MI 49201

City/State/Zip

517-788-4028

Telephone Number

- This certification does not apply.  
 This certification is applicable.

**OPTIONAL CERTIFICATION  
CDBG**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities, which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

---

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

- This certification does not apply.  
 This certification is applicable.

### Specific HOME Certifications

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

**Eligible Activities and Costs** -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

**Appropriate Financial Assistance** -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

---

Signature/Authorized Official Date

Karen F. Dunigan

Name

Mayor

Title

161 W, Michigan Avenue

Address

Jackson, MI 49201

City/State/Zip

517-788-4028

Telephone Number

May , 2010

- This certification does not apply.  
 This certification is applicable.

### HOPWA Certifications

The HOPWA grantee certifies that:

**Activities** -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

**Building** -- Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

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Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

- This certification does not apply.**  
 **This certification is applicable.**

### ESG Certifications

I, \_\_\_\_\_, Chief Executive Officer of **Error! Not a valid link.**, certify that the local government will ensure the provision of the matching supplemental funds required by the regulation at 24 *CFR* 576.51. I have attached to this certification a description of the sources and amounts of such supplemental funds.

I further certify that the local government will comply with:

1. The requirements of 24 *CFR* 576.53 concerning the continued use of buildings for which Emergency Shelter Grants are used for rehabilitation or conversion of buildings for use as emergency shelters for the homeless; or when funds are used solely for operating costs or essential services.
2. The building standards requirement of 24 *CFR* 576.55.
3. The requirements of 24 *CFR* 576.56, concerning assurances on services and other assistance to the homeless.
4. The requirements of 24 *CFR* 576.57, other appropriate provisions of 24 *CFR* Part 576, and other applicable federal laws concerning nondiscrimination and equal opportunity.
5. The requirements of 24 *CFR* 576.59(b) concerning the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
6. The requirement of 24 *CFR* 576.59 concerning minimizing the displacement of persons as a result of a project assisted with these funds.
7. The requirements of 24 *CFR* Part 24 concerning the Drug Free Workplace Act of 1988.
8. The requirements of 24 *CFR* 576.56(a) and 576.65(b) that grantees develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted with ESG funds and that the address or location of any family violence shelter project will not be made public, except with written authorization of the person or persons responsible for the operation of such shelter.
9. The requirement that recipients involve themselves, to the maximum extent practicable and where appropriate, homeless individuals and families in policymaking, renovating, maintaining, and operating facilities assisted under the ESG program, and in providing services for occupants of these facilities as provided by 24 *CFR* 76.56.
10. The requirements of 24 *CFR* 576.57(e) dealing with the provisions of, and regulations and procedures applicable with respect to the environmental review responsibilities under the National Environmental Policy Act of 1969 and related

authorities as specified in 24 *CFR* Part 58.

11. The requirements of 24 *CFR* 576.21(a)(4) providing that the funding of homeless prevention activities for families that have received eviction notices or notices of termination of utility services will meet the requirements that: (A) the inability of the family to make the required payments must be the result of a sudden reduction in income; (B) the assistance must be necessary to avoid eviction of the family or termination of the services to the family; (C) there must be a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and (D) the assistance must not supplant funding for preexisting homeless prevention activities from any other source.
12. The new requirement of the McKinney-Vento Act (42 *USC* 11362) to develop and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons. I further understand that state and local governments are primarily responsible for the care of these individuals, and that ESG funds are not to be used to assist such persons in place of state and local resources.
13. HUD's standards for participation in a local Homeless Management Information System (HMIS) and the collection and reporting of client-level information.

I further certify that the submission of a completed and approved Consolidated Plan with its certifications, which act as the application for an Emergency Shelter Grant, is authorized under state and/or local law, and that the local government possesses legal authority to carry out grant activities in accordance with the applicable laws and regulations of the U. S. Department of Housing and Urban Development.

Signature/Authorized Official	Date
Name	
Title	
Address	
City/State/Zip	
Telephone Number	

- This certification does not apply.  
 This certification is applicable.

**APPENDIX TO CERTIFICATIONS**

Instructions Concerning Lobbying and Drug-Free Workplace Requirements

**Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**Drug-Free Workplace Certification**

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance (Street address, city, county, state, zip code) Check if there are workplaces on file that are not identified here. The certification with regard to the drug-free workplace is required by 24 CFR part 21.

Place Name	Street	City	County	State	Zip
City of Jackson	161 W. Michigan	Jackson	Jackson	MI	49201
John George Home	1501 E. Ganson	Jackson	Jackson	MI	49202

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules: "Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15); "Conviction" means a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes; "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any

controlled substance; "Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including:

- a. All "direct charge" employees;
- b. all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and
- c. temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Note that by signing these certifications, certain documents must be completed, in use, and on file for verification. These documents include:

1. Analysis of Impediments to Fair Housing
2. Citizen Participation Plan
3. Anti-displacement and Relocation Plan

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Signature/Authorized Official

May , 2010

Date

Karen F. Dunigan

Name

Mayor

Title

161 W. Michigan Avenue

Address

Jackson, MI 49201

City/State/Zip

517-788-4028

Telephone Number



## Jackson Brownfield Redevelopment Authority

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161 W. Michigan Avenue - Jackson, MI 49201  
Telephone: (517) 768-6433 — Facsimile: (517) 780-4781

May 5, 2009

**TO:** Christopher W. Lewis, Interim City Manager  
**FROM:** Carol Konieczki, Community Development Director  
**RE:** **Community/Urban Gardening Program**

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The Community/Urban Gardening Program was adopted by City Council on April 13, 2010. Since the announcement of the 2010 Gardening Program, several non-city residents have expressed interest in gardening on the City owned vacant lots. Therefore, to accommodate this interest, yet provide preferred opportunity for City residents to have first choice at selection of a City owned property, I recommend City residents be given priority choice of City owned lots until May 30, 2010. After that date, any non-City resident be permitted to garden under the recently adopted rules and guidelines.

Action requested is to give City residents until May 30, 2010 to select a City owned vacant lot for the Community/Urban Gardening Program, after May 30, 2010, non-City resident may be permitted to select a City owned vacant lot to cultivate under the Community/Urban Gardening guidelines.



# Jackson Fire Department

518 N Jackson St □ Jackson, Michigan 49201 □ Telephone: (517)788-4150 □ Facsimile: (517)788-4637

Founded July 3, 1829

Date: May 3, 2010  
To: Christopher Lewis, Interim City Manager  
From: Michael Beyerstedt, Fire Chief  
Subject: Acceptance of Bid for Council Agenda

Dear Mr. Lewis,

The Jackson Fire Department was selected by the Department of Homeland Security to receive Assistance to Firefighters Grant in the amount of \$140,778.00 for the purchase of new self-contained breathing apparatus. The Jackson City Council voted unanimously to accept this award at their April 13, 2010 meeting.

Subsequently, sealed bids from suppliers of self contained breathing apparatus were accepted through the City's Purchasing Department. On April 26, 2010 the bids were opened, with West Shore Fire Inc. turning in the only bid of \$135,798. This was \$4,980 less than was estimated and approved for through the grant process. West Shore is a reputable operation and the authorized dealer for Scott breathing apparatus in this area.

The lack of bidders is due to the fact that the purpose of this grant was to purchase breathing apparatus of a specific manufacturer to bring the Jackson Fire Department into alignment with its automatic aid partners, and improve area interoperability. This manufacturer has exclusive marketing agreements in place with its distributors.

We did hear from dealers licensed to sell in other states who said they would turn in a "courtesy bid", but would not be able to beat the price, or supply the equipment because of their marketing agreements. I would appreciate it if we could place the acceptance of the bid from West Shore Fire Incorporated on the agenda for the May 11, 2010 City Council meeting

Sincerely,

Michael Beyerstedt  
Fire Chief, City of Jackson

OFFICE OF THE

Julius A. Giglio  
City Attorney

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



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

CITY ATTORNEY

MEMORANDUM  
May 4, 2010

TO: Honorable Mayor and City Council

FROM: Julius A. Giglio, City Attorney 

RE: Assessment Roll 4189, Stencil No. 3-2186  
Robert Ghent, 174 Ackerson Lake Drive, Jackson, Michigan

Attached is correspondence to the Mayor and Council from Mr. Ghent in reference to a special assessment against Mr. Ghent's property at 1200 Greenwood Avenue, Jackson, Michigan. (Attachment 1) By way of background information, in May, 2009 an oil tank at the Greenwood property leaked oil which went into the storm sewers. The City of Jackson's Department of Public Works responded to the scene at the Greenwood property and took remedial action (See July 14, 2009 correspondence from Lucinda Schultz, Attachment 2).

The City initially sent an invoice to the tenant at the property, Mr. David Horsch, who was operating an auto repair facility on the property at the time of the leak. The City also sent an invoice to Mr. Robert Ghent pursuant to the City's Hazardous Materials Ordinance. The Ordinance makes "an owner" liable for spills and allows the City to assess the property where a spill occurs. The Ordinance defines an owner as "any individual, firm, company, association, society, corporation, partnership, or group, including their officers and employees, who are either listed as the owner of record by the Jackson County Register of Deeds, have a land contract vendee interest in, or are listed as the taxpayer of record for the real property where the emergency hazardous material incident occurred, or **have title, use, possession or control of the hazardous material or the vehicle used to transport same.**" (Emphasis added) Jackson City Code, Section 10-71.

The Ordinance, at Section 10-73, provides, in relevant part, "All owners or persons who have responsibility for or involvement in the emergency hazardous materials incident shall be jointly and severally liable to the city for any expenses incurred.... In the event said owner or person fails to pay said expenses within sixty (60) days after the city mails its invoice ... the city may take such collection efforts to recover said expenses ... including ... causing such expenses to be levied and assessed as a special assessment upon the real property where the hazardous materials emergency occurred ..." Section 10-73 goes on to provide that "unpaid expenses may not be levied as a special assessment against any real property unless the owner, **or person in charge of or responsible for said real property**, has a connection or involvement with the

hazardous material that resulted in an emergency hazardous materials incident.” (Emphasis Added) Jackson City Ordinance, Seciton 10-73.

The City was unable to collect the invoice issued against Mr. Horsch due to the fact that he filed bankruptcy. The invoice sent to Mr. Ghent remains unpaid. Accordingly, we are now specially assessing the property for the costs and expensed incurred by the City.

Mr. Ghent does not believe the City should be able to specially assess his property for damages caused by his tenant. However, I believe the above-cited language from the City Code, arguably, allows the City to proceed with special assessment. It is my understanding that Mr. Ghent has spoken to Councilman Polaczyk regarding this matter and that Mr. Ghent will be in attendance at the May 11 Council meeting to address this matter in greater detail.

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

JAG/dr

Enc.

cc: Christopher Lewis, Interim City Manager, w/enc.

John Dowling, City Engineer and Director of DPW, w/enc.

Michael Beyerstedt, Fire Chief, w/enc.

Roll # 4189

Attachment 1 - page 1 of 2

April - 10

Mayor Dunagan & Members <sup>By</sup> of Jackson City Commission.

My name is Robert Ghent, owner of 1200 Greenwood Avenue, property that David Horsch leased from me.

May of 2009 a used oil tank leaked oil into the street and storm sewers.

The city is now billing me for cost of cleanup. I do not understand how you can expect me to pay this cost as I had no interest in Mr. Horsch's business. The oil & the tank belonged to David Horsch.

The city allowed Mr. Horsch to operate his business as recorded D.B.A. I don't believe the city made any effort to collect this bill other than to bill him. This problem happened in May, he filed for bankruptcy in November or December. He informed me that he was not going to pay this bill. Knowing he wasn't going to pay this bill why not attach or put a lien on his equipment & tools?

Now you expect me to pay something I did not cause or had any connection to.

I operated a small business in Jackson for over 30 years. Paid any & all taxes and complied with all city regulations and rules.

My wife and I are retired and an assessment of this cost we find completely unfair & will cause us much financial & mental hardship.

Sincerely

Robert J Ghent

Please see attached copy of Jackson Code SEC. 10-73 last paragraph highlighted. Page 672

terials incident, and if so determined, the city may take immediate steps to abate and control the hazardous materials.

(Ord. No. 92-19, § 1, 11-24-92; Ord. No. 94-10, § 1, 8-23-94)

**Sec. 10-73. Expenses of an emergency hazardous materials incident.**

In the event of an emergency hazardous materials incident, all owners or persons who have responsibility for or involvement in the emergency hazardous materials incident shall be jointly and severally liable to the city for any expenses incurred in responding to said emergency hazardous materials incident. In the event said owner or person fails to pay said expenses within sixty (60) days after the city mails its invoice of expenses to said owner or person, the city may take such collection efforts to recover said expenses that it deems appropriate, including, but not limited to, causing such expenses to be levied and assessed as a special assessment upon the real property where the hazardous materials emergency occurred, and collecting the same in the same manner as provided in the City Charter; provided, however, such unpaid expenses may not be levied as a special assessment against any real property unless the owner, or person in charge of or responsible for said real property, has a connection or involvement with the hazardous material that resulted in an emergency hazardous materials incident.

(Ord. No. 92-19, § 1, 11-24-92; Ord. No. 94-10, § 1, 8-23-94)

**Sec. 10-74. Payment of invoice.**

Payment of an invoice for expenses incurred by the city under this article shall not constitute an admission of guilt or responsibility under any other ordinance, law, rule, or regulation.

(Ord. No. 92-19, § 1, 11-24-92; Ord. No. 94-10, § 1, 8-23-94)

**Sec. 10-75. Repeal of conflicting ordinances.**

All ordinances or parts or ordinances conflicting with the provisions of this article are hereby repealed, only to the extent necessary to give this article full force and effect.

(Ord. No. 92-19, § 1, 11-24-92; Ord. No. 94-10, § 1, 8-23-94)

**Sec. 10-76. Invalidity provision.**

Should the courts declare any provision or section of this article unconstitutional or invalid, then such decision shall affect only the section or provision so passed upon, and shall not affect any other section or part of this article.

(Ord. No. 92-19, § 1, 11-24-92; Ord. No. 94-10, § 1, 8-23-94)

**Sec. 10-77. Construction.**

The general penalty provision of section 1-18 of this code shall not apply to this article.

(Ord. No. 92-19, § 1, 11-24-92; Ord. No. 94-10, § 1, 8-23-94)



**DEPARTMENT OF PUBLIC WORKS**

*A Division of Public Services*

521 Water Street

Jackson, Michigan 49203

517.788.4170 + Fax 517.788.4639

July 14, 2009

Mr. David Horsch  
1200 Greenwood Avenue  
Jackson, Michigan 49203

Re: 1200 Greenwood - May 2009

Mr. Horsch:

Per your request, I have attached the detail for the City of Jackson, Invoice #20090816, dated June 16, 2009 issued for expenses incurred after used oil tank at 1200 Greenwood sprang a leak during May 2009.

The City of Jackson, Department of Public Works must comply with MDEQ requirements regarding storm water sewer issues. The City of Jackson has the responsibility to maintain and comply with a permit issued by the MDEQ. Once the release of the hazardous substance, the motor oil was reported, Public Works had to contain and perform necessary clean up required as well as, monitor the situation until it has been determined that the release has been completely cleaned up and no further contamination will occur. Huco cleaned up the street and the first (2) manholes. Public Works had to capture and contain the material that went in to the storm sewer. The motor oil release went to the South Street drainage ditch into the Grand River, which goes out to Sharp Park.

Public Works initially vactored the storm sewer, placed booms and pads to soak up the motor oil that was released. Waste Water Treatment Plant is where the Public Works Department emptied the vactor truck and the Plant had to take special precautions for the treatment of that water and charged accordingly. Huco actually disposed of that material, as well as all of the booms and pads that were used. Public Works delivered the pads and booms to Huco for them to dispose of. Public Works crews had to go out many different times to monitor and change out the pads and booms as needed at the drainage area at Sharp Park. Public Works activities that are being charged for were more off site with the storm sewer issues and Huco was more at the point of release, containment and cleanup of that area.

Thank you for contacting the City of Jackson, Department of Public Works, if you have any further questions, please do not hesitate to call.

Sincerely,

Lucinda Schutlz  
Accounting Manager  
(517) 768-6073



# 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

## INFORMATIONAL ITEM

TO: Christopher W. Lewis, Interim City Manager  
DATE: May 5, 2010  
FROM: Carol L. Konieczki, Community Development Director  
SUBJECT: Award of Bid for Rehab Project at 739 Briarcliff

Rehab Specialist Kurt Fritz requested bids through the Purchasing Department for an owner-occupied Community Development project at 739 Briarcliff. The Community Development Department has analyzed the bids submitted and arrived at a recommendation on bid award.

Three contractors attended the mandatory pre-bid walk through with all three submitting completed bids. The resulting Bid Tabulations are attached for your review. The lowest acceptable bid is as follows:

<b>Project</b>	<b>Awardable Contractor</b>	<b>Amount</b>
739 Briarcliff	Alpha Omega Construction	\$16,235

The homeowners have been prequalified to received full funding through either a CDBG or HOME rehab loan (\$14,110 Code and \$2,125 Lead). The bid tabulations are attached for your review. The contractor awarded this project is required to obtain a current installation floater on their general liability insurance policy.

In concurrence with the recommendation of the Department, we are prepared to award the contract as outlined above. Since this rehabilitation contract does not exceed the \$20,000 maximum, formal City Council action is not necessary to approve the award.

With your approval, please place this item in the Councilmembers packets as an informational item for the May 11, 2010 meeting.

cc: Shelly Allard, Purchasing Coordinator  
Dennis M. Diffenderfer, Rehab Coordinator  
Kim VanEvery, Loan Assistant  
Michelle Pultz, CD Project Coordinator



Bid Tabulation  
for  
Housing Rehabilitation  
at  
739 Briarcliff

				Alpha & Omega Construction Co.  340 Burt Avenue  Jackson, MI 49201	At A Moments Notice 209 W. Washington, Suite 182  Jackson, MI 49201	Concept Construction  1619 Cascade Ct. Jackson, MI 49203
Item #	Description	Code	Rehab Inspector Estimate	Unit Price	Unit Price	Unit Price
1	3 Double Hung Vinyl Windows - West	C	750.00	680.00	750.00	655.00
2	LSWP for Windows	L	150.00	100.00	200.00	200.00
3	3 Double Hung Windows South	C	750.00	680.00	750.00	855.00
4	LSWP for Windows	L	150.00	100.00	200.00	200.00
5	3 Window Wells	C	185.00	175.00	350.00	555.00
6	Topsoil West	C	200.00	500.00	400.00	325.00
7	Treated Wood Steps	C	175.00	260.00	250.00	420.00
8	3 Double Hung Windows East	C	750.00	680.00	750.00	655.00
9	LSWP for Windows	L	150.00	100.00	300.00	200.00
10	3 Slider Windows - East	C	750.00	740.00	900.00	655.00
11	LSWP for Windows	L	150.00	100.00	300.00	200.00
12	Garage Repairs	C	40.00	75.00	75.00	245.00
13	Shed Door Replacement	C	225.00	390.00	250.00	215.00
14	LSWP for Shed Doors	L	50.00	50.00	50.00	45.00
15	Replace Sliding Door	C	925.00	950.00	1,000.00	1,245.00
16	3 Double Hung Windows North	C	750.00	680.00	750.00	655.00
17	LSWP for Windows	L	150.00	100.00	150.00	200.00
18	1 Casement Window - North	C	300.00	425.00	300.00	285.00
19	LSWP for Windows	L	50.00	25.00	50.00	125.00
20	Replace Dryer Vent	C	25.00	25.00	50.00	65.00
21	Garage Trim Work	C	80.00	125.00	100.00	365.00
22	LSWP for Garage Trim	L	25.00	25.00	50.00	100.00
23	Encapsulant and Window Removal	L	100.00	175.00	300.00	445.00
24	Storm door	C	225.00	200.00	200.00	210.00
25	Steel Door	L	500.00	425.00	500.00	285.00
26	LSWP for Door	L	50.00	25.00	100.00	100.00
27	Wall Repair	C	35.00	75.00	75.00	285.00
28	Patch Plaster	C	25.00	25.00	25.00	310.00
29	Underlayment in 1/2 Bath	C	100.00	100.00	100.00	145.00
30	Vinyl Floor in 1/2 Bath	C	200.00	275.00	250.00	250.00
31	Wall Repair Under Lavatory	C	75.00	75.00	200.00	110.00
32	Access Panel	C	10.00	10.00	10.00	30.00
33	Window Closer in Bath	C	200.00	250.00	100.00	225.00
34	Paint Bathroom	C	175.00	350.00	250.00	365.00
35	Flue Liner and Repairs	C	550.00	100.00	400.00	725.00
37	Lead Clearance	L	600.00	600.00	600.00	600.00
38	Asbestos Abatement	C	480.00	725.00	800.00	725.00
39	Plumbing to Code	C	3,090.00	3,200.00	3,500.00	4,210.00
40	Electrical to Code	C	3,040.00	3,300.00	3,100.00	3,472.00
	Total		16,235.00	16,895.00	18,485.00	20,957.00
		C	14,110.00	15,070.00	15,685.00	18,257.00
		L	2,125.00	1,825.00	2,800.00	2,700.00

Bids are broken down to utilize/identify funding sources

L = Lead based paint hazard elimination work

C = Code requirement repair

I = Incipient Item

Prepared by Purchasing