



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

## **AGENDA – CITY COUNCIL MEETING**

August 17, 2010  
7:00 p.m.

1. **Call to Order.**
2. **Pledge of Allegiance** – Invocation by John R. Polaczyk, 6th Ward City Councilmember.
3. **Roll Call.**
4. **Adoption of Agenda.**
5. **Citizen Comments. (3-Minute Limit)**
6. **Presentations/Proclamations.**
  - A. Presentation by the Downtown Development Authority Design Committee, regarding proposed changes to the zoning ordinance.
    1. Consideration and referral of proposed zoning ordinance changes to the City Planning Commission for evaluation and recommendation.
  - B. Presentation by Warren D. Renando, Interim City Manager, regarding his proposed five year financial plan and outline.
  - C. Presentation by Vic Cooperwasser, Tetra Tech, regarding a proposed Storm Water Utility Feasibility Study and Contract.
    1. Consideration of the request to approve a contract with Tetra Tech, Ann Arbor, in the amount of \$12,400.00, to prepare a Storm Water Utility Feasibility Study, and authorization for the Mayor and City Clerk to execute a Professional Services Agreement.
7. **Consent Calendar.**
  - A. Approval of the minutes of the regular City Council meeting of July 20, 2010, and the special meeting minutes of July 15, 2010.
  - B. Approval of the payment of the Region 2 Planning Commission invoice in the amount of \$6,452.38, for planning services for the month of July 2010, in accordance with the recommendation of the City Manager.
  - C. Approval of the request from Cascades Inc., to close Brown Street at Randolph Street and Denton Road, with class 3 barricades with lights on Friday, August 27, 2010, at 7:00 a.m. through Sunday, August 29, 2010, at 6:00 p.m., to conduct the annual Cascades Civil War Muster. (Recommended approval received from the Police, Fire, Parks/Forestry, Public Works, and Traffic Engineering Departments. Insurance coverage contingent upon receipt.)
  - D. Approval of the request from Greater Bible Way Temple to conduct their Prayer and Praise in the Park at the Riverwalk Amphitheater on August 22, and 29, and September 5, 12, and 26, 2010, from 5:30 p.m. to 6:30 p.m., and in Bucky Harris Park on September 19, 2010, from 5:30 p.m. to 6:30 p.m. (Recommended approval received from the Police, Fire, Parks/Forestry, Public Works, and Engineering Departments, and the Downtown Development Authority. Proper insurance coverage has been received.)

- E. Approval of the request from St. John the Evangelist Parish to conduct their third annual Public Rosary at the Riverwalk Amphitheater on October 10, 2010, from 2:00 p.m. to 3:00 p.m. (Recommended approval received from the Police, Fire, Parks/Forestry, Public Works, and Engineering Departments, and the Downtown Development Authority. Insurance coverage contingent upon receipt.)
- F. Approval of the request from Kings of Rock Entertainment to conduct a concert at the Riverwalk Amphitheater on Saturday, August 28, 2010, from 1:00 p.m. to 11:00 p.m. (Recommended approval received from the Police, Fire, Parks/Forestry, Public Works, and Engineering Departments, and Downtown Development Authority. Contingent upon proper insurance coverage.)
- G. Approval of the request from Great Northern Axe to conduct their concert, "A Little Country in the City," at the Riverwalk Amphitheater on Saturday, September 18, 2010, from 6:00 p.m. to 11:00 p.m. (Recommended approval received from the Police, Fire, Parks/Forestry, Public Works, and Engineering Departments, and the Downtown Development Authority. Contingent upon proper insurance coverage.)
- H. Approval of Change Order No. 1 to the contract with Great Lakes Systems, Inc., Jennison, in the amount of \$6,900.00, covering additional expense for the Department of Public Works Building Roof Removal and Replacement project, and authorization for the Interim City Manager and City Engineer to execute the appropriate document(s).
- I. Approval of Traffic Control Order No. (TCO) 2064, adding a northbound left turn only lane on N. Jackson Street at Louis Glick Highway.
- J. Approval of Traffic Control Order No. (TCO) 2065, creating a new center left turn lane on N. Jackson Street between Calhoun and Ganson Streets.
- K. Approval of the request to allow the listed entities additional time to expend their Community Development Block Grant (CDBG) and HOME funding from Year 34 (2008-2009) and Year 35 (2009-2010), and authorization for the Mayor and City Clerk to execute the Amended Subrecipient Agreements, in accordance with the recommendation of the Community Development Director.
- L. Approval of the Offer To Purchase City-Owned Property located at 261 Griswold, Stencil #4-1840 (vacant lot), in the amount of \$1,550.00, require a development agreement for the proposed use, subject to zoning approval, with a closing date on or before December 1, 2010, 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.
- M. Approval of the Offer To Purchase City-Owned Property located at 1214 N. Waterloo, Stencil #8-1900 (vacant lot), in the amount of \$100.00, require a development agreement for the proposed use, subject to zoning approval, with a closing date on or before December 1, 2010, 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.
- N. Approval of the Offer To Purchase City-Owned Property located at 406 W. Franklin, Stencil #3-0054 (vacant lot), in the amount of \$250.00, require a development agreement for the proposed use, subject to zoning approval, with a closing date on or before December 1, 2010, 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.
- O. Approval of the Offer To Purchase City-Owned Property located at 506 E. Trail Street, Stencil #7-0625 (vacant lot), in the amount of \$250.00, require a development agreement for the proposed use, subject to zoning approval, with a closing date on or before December 1, 2010, 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.

- P. Receipt of Goals and Objectives for Transportation Issues as discussed at the July 20, 2010, meeting.
- Q. Receipt of CDBG Financial Summary Report through June, 2010.
- R. Receipt of the Dangerous Building Report through July 31, 2010.
- S. Receipt of the City Treasurer's report for the 3<sup>rd</sup> and 4<sup>th</sup> quarters.

8. **Committee Reports.**

- \*A. Consideration and receipt of the Rules and Personnel Committee Report.

9. **Appointments.**

- A. Approval of the Mayor's recommendation to appoint Rachel N. Wineman to the Historic District Commission, filling a current vacancy beginning immediately and ending December 31, 2012.
- B. Approval of the Mayor's recommendation to appoint a City Councilmember to the Human Relations Commission as an ex-officio member.

10. **Public Hearings.**

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

- A. Public hearing on Special Assessment Roll No. 3358 for street construction on Ganson Street from Cooper to East Avenue.
  - 1. Resolution confirming Special Assessment Roll No. 3358.
- B. Public hearing on Special Assessment Roll No. 3359 for street construction on Morrell Street from Brown Street to West Avenue.
  - 1. Resolution confirming Special Assessment Roll No. 3359.

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

- C. Public hearing on the request to appeal the Historic District Commission's decision denying the City's Application for Permission to rehabilitate property located at 509 W. Franklin with the condition the City continue to work with the HDC to the extent feasible by Federal regulations.
  - 1. Consideration of the City's appeal of the Historic District Commission's decision.
  - \*2. Consideration of the request to approve the bid award to At-A-Moments Notice in the amount of \$55,215.00, to rehabilitate the vacant City-owned property located at 509 W. Franklin under the Neighborhood Stabilization Program, **contingent upon receipt of the Neighborhood Stabilization Program funding.**

11. **Resolutions.**

- A. Consideration of a resolution issuing the Redevelopment Project Area Liquor License (pursuant to MCL 436.1521) to be issued to The Golden Number Inc., located at 105 E. Michigan Avenue, in accordance with the recommendation of the Downtown Development Authority.
- B. Consideration of a resolution supporting the application by Region 2 Planning Commission for a Sustainable Communities Regional Planning Grant for the purpose of developing a Regional Plan for Sustainable Development.
- C. Consideration of a resolution supporting the Michigan Department of Transportation's application for Federal Railroad Administration Funding to improve passenger rail liens and develop high speed rail corridors within the State of Michigan.
- D. Consideration of a resolution approving Contract Amendment No. 1 for Contract No. 2009-0487, with the Michigan Department of Transportation (MDOT) for the Rail Passenger Station Development Study, extending the expiration date to December 31, 2010, and authorization for the Interim City Manager to execute the appropriate document(s).
- E. Consideration of a resolution amending the Standard Streetlighting Contract between the City and Consumers Energy upgrading one streetlight located at 1425 Wildwood Avenue, and authorization for the Mayor and City Clerk to execute the appropriate document(s), in accordance with the recommendation of the City Engineer.

- F. Consideration of a resolution amending the Fiscal Year 2007-2008 (Year 33) and 2008-2009 (Year 34), and 2010-2011 (Year 36) HOME budgets to transfer \$762.00 from Rehabilitation Assistance Program funds to the same activity in the most current year funded.
- G. Consideration of a resolution amending the Fiscal Year 2004-2005 (Year 30), 2007-2008 (Year 33), 2008-2009 (Year 34), 2009-2010 (Year 35), and 2010-2011 (Year 36) Community Development Block Grant (CDBG) budgets to reallocate unexpended funds in the amount of \$13,370.00, and budget program income received in excess of budgeted amounts in the amount of \$105,967.00 to various eligible CDBG activities as detailed.
- \*H** Consideration of a resolution from the Liquor Control Commission regarding the request to transfer ownership of a 2009 Class C licensed business with dance-entertainment permit located in escrow at 128 W. Michigan Ave., from William Dullock to Holiday, Inc.

12. **Ordinances.**

- A. Final adoption of Ordinance No. 2010.7, amending Chapter 28, Section 28-32, City Code, rezoning property located at 543 N. Blackstone Street, and 540, 538, and Stencil #1-0271 Blackman Avenue from R-4 (high-density apartment and office) to C-4 (general commercial).

13. **Other Business.**

14. **New Business.**

- A. Consideration of request to approve the transfer of processing special event applications from the City Clerk's office to the Downtown Development Authority, to institute a \$25.00 application fee, and to authorize a one-time transfer of \$1,000.00 from the City Clerk's budget (General Fund) to the Downtown Development Authority, in accordance with the recommendation of the City Clerk, the DDA Executive Director, and the Interim City Manager.
- \*B.** Consideration of the request to approve the bid award to At-A-Moments Notice, in the amount of \$68,895.00, to rehabilitate the vacant City-owned property located at 604 Detroit Street, under the Neighborhood Stabilization Program, **contingent upon receipt of Neighborhood Stabilization Program funding**, in accordance with the recommendation of the Community Development Director.
- C. Consideration of the request to approve the bid award to Concepts Construction, in the amount of \$23,288.00, to rehabilitate the owner-occupied Community Development Rehabilitation project at 1009 Hallett, and approval of Rehabilitation Change Order #1 in the amount of \$2,750.00, to include the furnace upgrade and central air conditioning, in accordance with the recommendation of the Community Development Director.
- \*D.** Consideration of the request to approve the bid award to Concepts Construction, in the amount of \$50,500.00, to rehabilitate the vacant City-owned property located at 733 Oakdale, under the Neighborhood Stabilization Program, **contingent upon receipt of Neighborhood Stabilization Program funding**, in accordance with the recommendation of the Community Development Director.
- E. Consideration of the request to rescind City Council action taken on October 21, 2008, approving a Purchase Agreement between the City and Debra Green for property located at 208 E. Morrell Street, in accordance with the recommendation of the Community Development Director.
- \*F.** Item Moved to 6C.
- G. Consideration of the request to rescind action taken at the July 20, 2010 City Council meeting, and approve the bid award for planning, zoning, and code enforcement activities to Carlisle Wortman, Assoc., Inc., in the not-to-exceed amount of \$90,000.00, and authorization for the Mayor and City Clerk to execute the Professional Services Agreement contract, subject to minor modifications by the City Attorney.

- G. 1. Consideration of a resolution amending the Community Development Block Grant (CDBG) budget for fiscal years 2008-2009 (Year 34), and 2010-2011 (Year 36).

15. **City Councilmembers' Comments.**

16. **Manager's Comments.**

17. **Adjournment.**

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



Downtown Development Authority (DDA)

**Memorandum**

Date: August 2, 2010  
To: City Council  
From: Jonathan Greene, Executive Director  
RE: Downtown Development Authority – Design Committee Presentation

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The DDA Design Committee, would like to make a presentation regarding proposed changes to the zoning ordinance, to the City Council at its August 17, 2010 meeting. We ask you consider referring these proposed changes to the City of Jackson Planning Commission for evaluation and recommendation.

The Design Committee works to get the DDA District into top physical shape. Capitalizing on its best assets — such as historic buildings and pedestrian-oriented streets — is just part of the story. An inviting atmosphere, created through attractive window displays, parking areas, building improvements, street furniture, signs, sidewalks, street lights, and landscaping, conveys a positive visual message about the commercial district and what it has to offer. Design activities also include instilling good maintenance practices in the commercial district, enhancing the physical appearance of the commercial district by rehabilitating historic buildings, encouraging appropriate new construction, developing sensitive design management systems, and long-term planning.

**City of Jackson**  
**Five-Year Financial Model**  
**General Fund**  
**Summary of Revenues, Expenditures and Changes in Fund Balances**

|  | 2007/08<br>Actual | 2008/09<br>Actual  | 2009/10<br>Projected | 2010/11<br>Adopted | 2011/12<br>Estimated | 2012/13<br>Estimated | 2013/14<br>Estimated | 2014/15<br>Estimated |
|--|-------------------|--------------------|----------------------|--------------------|----------------------|----------------------|----------------------|----------------------|
| <b>Revenues:</b>                               |                   |                    |                      |                    |                      |                      |                      |                      |
| Property Taxes                                 | 7,847,792         | 7,770,119          | 7,662,601            | 7,016,817          | 6,746,714            | 6,730,787            | 6,852,742            | 7,031,834            |
| Income Taxes                                   | 7,946,837         | 7,645,706          | 6,900,000            | 6,900,000          | 7,024,200            | 7,150,636            | 7,279,347            | 7,410,375            |
| Licenses And Permits                           | 228,671           | 247,399            | 242,050              | 253,950            | 259,950              | 266,130              | 272,495              | 279,051              |
| Federal Grants                                 | 59,953            | 55,358             | 289,911              | 3,522              | 3,522                | 3,522                | 3,522                | 3,522                |
| State Grants                                   | 47,955            | 137,573            | 49,312               | 14,603             | 14,403               | 14,403               | 14,403               | 14,403               |
| State Revenue Sharing                          | 5,086,310         | 5,281,224          | 4,392,762            | 4,392,762          | 3,956,608            | 3,564,070            | 3,210,786            | 2,892,830            |
| Charges For Services                           | 1,271,893         | 1,311,658          | 1,524,599            | 1,539,126          | 1,531,672            | 1,549,628            | 1,568,004            | 1,586,813            |
| Fines And Forfeits                             | 279,673           | 224,967            | 274,507              | 258,060            | 258,060              | 258,060              | 258,060              | 258,060              |
| Investment Income                              | 309,452           | 101,926            | 90,000               | 110,000            | 48,105               | 48,105               | 48,105               | 48,105               |
| Contributions From Other Funds                 | 346,419           | 213,036            | 200,302              | 194,850            | 186,042              | 197,083              | 197,846              | 198,643              |
| Miscellaneous                                  | 144,678           | 367,662            | 496,576              | 463,302            | 148,870              | 153,947              | 154,362              | 147,011              |
| <b>General Fund Revenues</b>                   | <b>23,569,633</b> | <b>23,356,628</b>  | <b>22,122,620</b>    | <b>21,146,992</b>  | <b>20,178,146</b>    | <b>19,936,371</b>    | <b>19,859,672</b>    | <b>19,870,647</b>    |
| <b>Expenditures:</b>                           |                   |                    |                      |                    |                      |                      |                      |                      |
| Legislative/Judicial                           | 128,889           | 107,662            | 103,604              | 104,323            | 104,094              | 104,369              | 104,650              | 104,935              |
| General Government                             | 4,659,357         | 4,755,930          | 4,443,338            | 4,169,285          | 4,262,668            | 4,300,691            | 4,376,761            | 4,459,995            |
| Police Department                              | 8,907,993         | 9,107,670          | 8,772,481            | 8,121,119          | 8,194,391            | 8,280,198            | 8,389,255            | 8,505,542            |
| Fire Department                                | 5,400,246         | 5,587,320          | 5,119,739            | 4,621,045          | 4,476,462            | 4,526,761            | 4,578,241            | 4,625,306            |
| Other Public Safety                            | 1,530,022         | 1,625,232          | 1,858,149            | 1,931,473          | 2,025,774            | 2,154,022            | 2,258,921            | 2,340,015            |
| Engineering & Public Works                     | 925,136           | 951,427            | 875,234              | 771,249            | 799,256              | 830,034              | 862,299              | 896,126              |
| Recreation & Culture                           | 2,101,364         | 2,182,364          | 1,983,710            | 1,831,382          | 1,857,973            | 1,886,070            | 1,915,782            | 1,947,207            |
| Health & Welfare                               | 44,359            | 68,621             | 62,863               | 58,411             | 62,497               | 62,788               | 63,083               | 63,383               |
| Contributions to Other Funds                   | 383,461           | 324,158            | 177,471              | 53,900             | 55,000               | 56,500               | 58,000               | 59,500               |
| <b>General Fund Expenses</b>                   | <b>24,080,827</b> | <b>24,710,384</b>  | <b>23,396,589</b>    | <b>21,662,187</b>  | <b>21,838,115</b>    | <b>22,201,433</b>    | <b>22,606,992</b>    | <b>23,002,009</b>    |
| <b>Revenues Over (Under) Expenditures</b>      | <b>(511,194)</b>  | <b>(1,353,756)</b> | <b>(1,273,969)</b>   | <b>(515,195)</b>   | <b>(1,659,969)</b>   | <b>(2,265,062)</b>   | <b>(2,747,320)</b>   | <b>(3,131,362)</b>   |
| <b>Fund Balance - Beginning of Year</b>        | <b>2,968,931</b>  | <b>2,457,737</b>   | <b>1,956,447</b>     | <b>682,478</b>     | <b>167,283</b>       | <b>(1,492,686)</b>   | <b>(3,757,748)</b>   | <b>(6,505,068)</b>   |
| <b>Fund Balance - End of Year</b>              | <b>2,457,737</b>  | <b>1,103,981</b>   | <b>682,478</b>       | <b>167,283</b>     | <b>(1,492,686)</b>   | <b>(3,757,748)</b>   | <b>(6,505,068)</b>   | <b>(9,636,430)</b>   |
| <b>Prior Period Adjustment (St. Sh. Rev.)</b>  | <b>-</b>          | <b>852,466</b>     | <b>-</b>             | <b>-</b>           | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             |
| <b>Fund Balance - End of Year, As Restated</b> | <b>2,457,737</b>  | <b>1,956,447</b>   | <b>682,478</b>       | <b>167,283</b>     | <b>(1,492,686)</b>   | <b>(3,757,748)</b>   | <b>(6,505,068)</b>   | <b>(9,636,430)</b>   |
| <b>ADD: Budget Stabilization Fund</b>          | <b>1,603,500</b>  | <b>1,603,500</b>   | <b>1,603,500</b>     | <b>1,603,500</b>   | <b>1,603,500</b>     | <b>1,603,500</b>     | <b>1,603,500</b>     | <b>1,603,500</b>     |
| <b>Total Available Surplus For</b>             |                   |                    |                      |                    |                      |                      |                      |                      |
| <b>General Fund Operations</b>                 | <b>4,061,237</b>  | <b>3,559,947</b>   | <b>2,285,978</b>     | <b>1,770,783</b>   | <b>110,814</b>       | <b>-2,154,248</b>    | <b>-4,901,568</b>    | <b>-8,032,930</b>    |
| <b>As a Percent of G/F Expenditures</b>        | <b>16.87%</b>     | <b>14.41%</b>      | <b>9.77%</b>         | <b>8.17%</b>       | <b>0.51%</b>         | <b>-9.70%</b>        | <b>-21.68%</b>       | <b>-34.92%</b>       |



## Engineering & Public Works

161 W. Michigan Avenue - Jackson, MI 49201  
Telephone: (517) 788-4160 — Facsimile: (517) 768-6435

August 11, 2010

**TO:** Warren D. Renando, Interim City Manager

**FROM:** Jon H. Dowling, P.E., City Engineer

**RE:** **Proposed Storm Water Utility – Request to Approve Contract with Tetra Tech**

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The Department of Engineering and Public Works is requesting that a storm water utility be created to fund the activities currently included in the General Fund Drains at Large, Leaf Pickup, Mulching, Street Cleaning and Catch Basin Maintenance in the Major and Local Street accounts. Leaf Pickup has been in the General Fund, but last year was included in the street accounts.

To develop a storm water utility fee, the City has contacted Tetra Tech to assist in preparing a feasibility study and to provide implementation assistance. Tetra Tech was contacted based on their expertise with establishing storm water utilities within the state of Michigan. Tetra Tech responded with the attached proposal. The proposed schedule would be to develop the feasibility study over the next month and to be able to have a final report and presentation to City Council at their September 28 meeting. If the City Council approves the feasibility study proposal and adopts a storm water utility, implementation could be accomplished by April, 2011. The cost for this work is a lump sum of \$12,400 for the feasibility study and \$50,500 for the implementation assistance.

With your concurrence, it is the recommendation of the Department of Engineering that a contract with Tetra Tech for the feasibility study in the amount of \$12,400 be submitted to City Council for their approval, and the Mayor and City Clerk be authorized to sign a Professional Services Agreement. This will be paid from the Water and Sewer funds.

If you have any questions, please contact me.

Cc: Randall T. McMunn, P.E., Assistant City Engineer  
Lucinda Schultz, Accounting Manager

JHD:sms



TETRA TECH

July 21, 2010

Mr. Warren Renando  
City Manager  
City of Jackson  
161 West Michigan Avenue  
Jackson, MI 49201-1303

**Re: Storm Water Utility Feasibility Study and Implementation Assistance  
Proposal for Professional Engineering Services**

Dear Mr. Renando:

In response to your request, we are pleased to offer our proposal to prepare a Storm Water Utility Feasibility Study and to provide Implementation Assistance for the City of Jackson.

**BACKGROUND**

The City currently funds its storm water management program from Street and General Fund revenues. These revenues are declining at the same time that storm water regulatory requirements are expanding. Storm water management can be funded by user fees (rates) in the same way that the City's water and sewer programs are funded by water and sewer rates.

In order to develop a valid storm water user fee structure, the rates should be calculated to conform to the guidance provided by the Michigan Supreme Court in the case of *Bolt v. Lansing*. The guidance is that valid user fees must:

1. Serve a *regulatory* purpose
2. Be *proportional* to the necessary cost of the service
3. Be *voluntary*

**SCOPE OF WORK**

**Feasibility Study:** The tasks which will be performed by Tetra Tech (Tt), to complete the Feasibility Study are as follows:

**1. Budget Development**

Tt staff will meet with City staff responsible for the City's storm drainage operations to determine the current level of operation and maintenance expenditures. The system's current problems and needs will be identified. In like fashion, Tt staff will estimate the administrative and capital needs of the system. All budgets will be based on fiscal year 2010/11 data projected to the fiscal year of initial billing. We understand that the City has projected an initial annual need in the range of \$650,000. We will review these work categories as applicable:

- Operation and Maintenance
  - Street sweeping
  - Leaf collection
  - Catch basin repair
  - Storm sewer cleaning
  - Storm system inspection
  - Ditch cleanout



- Cleaning of ponding areas
- Storm water pumping stations
- Capital
  - New construction
  - Storm sewer and appurtenances repair and replacement
  - Storm sewer equipment replacement
  - Storm sewer and appurtenances construction in association with street work
  - Storm sewer capital improvement program
- Engineering
  - Storm water studies (Master plans, etc.)
  - Storm sewer and appurtenances design
  - Storm sewer and appurtenances construction inspection
- Storm Water System Management
  - Administrative (percentage of City Manager's time, etc.)
  - Public awareness
  - Illicit connection removal
  - NPDES storm water permit compliance
  - Storm water system inventory
  - Storm water system inspection

## **2. Billing**

Tt staff will meet with City of Jackson staff to obtain their input on the proposed billing system which will be capable of billing the following parcel types. This meeting will be scheduled concurrent with the budget development meeting.

- Parcels with water and wastewater service
- Parcels without water and wastewater service
- Taxable parcels
- Non-taxable parcels

## **3. Rate Method**

Tt staff will meet with City of Jackson staff to obtain their input on the proposed rate method which will have the following attributes. This meeting will be scheduled concurrent with the budget development meeting.

- Equivalent Hydraulic Area to determine billable areas
- A flat rate for Single Family Residential (SFR) parcels
- Detention basin discounts
- Street and highway billing
- Parks and recreation billing
- New customer, new construction one-time storm water system development charge (connection fee)

## **4. Preliminary Area Analysis**

Tt staff will work with the City Assessor's office to develop a preliminary area analysis for all parcel categories which will be billed. This preliminary area analysis will be a conservative number, leaning toward the low side since it is important that projected revenues be based on a realistic estimate of the City's storm water utility billable area. The billable acreage data will include:



- Estimated total and impervious acreage within Jackson, broken down by land use:
  - Single family residential
  - Multi-family
  - Commercial
  - Industrial
  - Institutional
  - Vacant land
  - Undeveloped parcels
  - Local streets
  - County roads
  - State and Federal Highways
  - Railroads
  - Parcels that discharge directly into waterways
  - City property
- Estimated number of single family residential parcels in Jackson.
- Representative sample, selected by the City Assessor, of the impervious and pervious areas of 100 SRF parcels.
- The top ten **taxable** developed parcels in Jackson with the largest impervious areas. Provide the impervious area and the total area of each parcel.
- The top ten **tax-exempt** developed parcels in Jackson with the largest impervious areas. Provide the impervious area and the total area of each parcel.

#### **5. Rate Calculation**

Tt staff will calculate storm water rates (including the SFR flat rates and the rate per EHA for measured parcels) based on the EHA storm water rate method, initial year total budget and preliminary area analysis.

#### **6. National Storm Water Rate Comparison**

The proposed Jackson storm water SFR flat rate will be shown in the context of a comparison to Tt's national storm water utility rate database, currently comprised of over 800 entries.

#### **7. Implementation Plan**

Tt staff will describe recommended implementation steps, including a schedule, covering, at a minimum, the following:

- Identify the personnel who will conduct individual parcel area measurements
- Identify the personnel who will enter the area data into the City storm water utility billing system
- Identify the top ten customers who will probably receive the highest storm water bills and suggest a plan to notify them
- Public education brochure preparation and distribution plan
- Public relations PowerPoint slide presentation and handout preparation
- Determination of the groups which will be invited to attend the presentations and receive the handouts
- Ordinance adoption plan
- Target date to initiate billing based on reasonable dates to complete the items given above.

#### **8. Reports and Presentation**

Tt will prepare a draft report for review by City staff. Upon receipt of the City's review comments, Tt will prepare a final report and will present the results of the final report to City officials at a City



Council meeting. Assuming City approval of this proposal by August 17, 2010 and data collection meeting on August 18<sup>th</sup> followed by all necessary data provided timely to us by the City we will deliver the draft report by September 1<sup>st</sup>. We will meet with City staff on September 15<sup>th</sup> to review the draft report and will deliver the final report by September 21<sup>st</sup>. We will meet with City staff to review the final report and plan for the presentation to City Council. We will present the results to the City Council on September 28<sup>th</sup>.

**Implementation Assistance:** Upon authorization by the City to proceed with implementation of the storm water utility, Tt staff will perform the following tasks to assist the City in that effort:

**1. Credit Manual**

Tt staff will prepare a draft storm water utility Credit Manual to establish the criteria for customers to receive credits toward their storm water bills. The Credit Manual will be consistent with the City's proposed Storm Water Management Manual as described in the City's proposed *Post-Construction Storm Water Management for New Development and Redevelopment* ordinance. Tt will meet with City staff to review the draft Credit Manual and prepare a final version incorporating the City's input. Tt will meet with City staff to review the final Credit Manual.

**2. Parcel Area Measurement and Data Entry**

Tt staff will help establish the parcel area measurement and data entry guidelines to be followed by the City personnel who will be performing the parcel area measurements and data entry. Guidelines will be developed for both SFR and non-SFR parcels and credits established by the Credit Manual will be incorporated. Tt staff will conduct monthly progress reviews of these efforts. Three meetings are budgeted.

**3. Meet With the Top Ten Storm Water Utility Customers**

Based on the results of the parcel area measurements conducted in Task 2, Tt staff will attend meetings with representatives of the ten taxable customers who will be receiving the largest storm water bills. Meetings with the top ten tax-exempt customers will also be held. It is recommended that City representatives also attend these meetings. The purpose of these meetings will be to explain the storm water utility concept to these customers, show them their proposed storm water bills, and respond to their questions and concerns. Three meetings are budgeted.

**4. Prepare Public Education Brochure**

Tt staff will prepare a master public education brochure describing the City's proposed storm water utility. The brochure will contain the initial rates proposed and date of billing initiation. All material will be reviewed and approved by City staff. The City will be responsible for printing and distribution costs.

**5. Prepare PowerPoint Presentation**

Tt staff will prepare an electronic slide (PowerPoint) presentation. All material will be reviewed and approved by City staff.

**6. Meet With Media, Service Organizations and User Groups**

Tt staff will attend meetings with media (such as newspaper, TV, and radio), service organizations (such as Kiwanis, Rotary, Lions, etc.), and user groups (such as churches, industrial, commercial, residential, schools and colleges). The purpose of these meetings will be to explain the storm water utility concept and respond to questions. Three meetings are budgeted.

**7. Ordinance Adoption**

Tt will furnish a draft storm water utility ordinance and example storm water utility ordinances from other communities to Jackson's City Attorney to assist him to prepare a storm water utility ordinance for Jackson. Tt staff will review and comment on the City's draft ordinance prior to the City's public hearing and ordinance reading process.



### 8. General Assistance

During the entire Implementation period, Tt staff will provide as much as 80 hours of time to City staff to assist them in answering questions regarding the storm water utility. The City's staff will be able to forward any letters or telephone messages concerning customer's questions to us for review and/or response as required.

Assuming City Council chooses to proceed with the implementation of a storm water utility at the September 28, 2010 meeting, implementation of the storm water utility can be accomplished by April 2011 assuming that those tasks dependant on City staff are completed in a timely fashion.

### ITEMS NOT INCLUDED

The following items are not included. Any of them can be included upon receipt of the City's written approval for a scope and budget adjustment:

- Meetings beyond those included above
- Review of alternative billing methods
- Technical support for the City in defense of any legal challenges to the storm water utility
- Preparation of a storm water master plan
- Storm water master plan public hearing assistance
- General assistance to City staff to respond to customer questions beyond the Implementation period (i.e., no general assistance provided after billing is initiated)
- Projections of storm water rates for any years subsequent to the rates required in the initial fiscal year
- Projections of storm water budget or regulatory requirements beyond the initial fiscal year
- Inclusion of a storm water pollution factor into the rate calculation

### COMPENSATION

Compensation for our personnel directly engaged in the work of this proposal will be a lump sum of \$12,400 for the Feasibility Study and \$50,500 for Implementation Assistance. Acceptance of this proposal will constitute the City's notice to proceed with the Feasibility Study only. We will proceed with Implementation Assistance only upon the City's written authorization to proceed as a completely separate task.

We look forward working with you on this vital project for the City of Jackson.

Sincerely,

Vic Cooperwasser, P.E.  
Senior Project Manager

## **JACKSON CITY COUNCIL MEETING**

### **MINUTES**

**JULY 20, 2010**

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

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

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

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

#### **ROLL CALL.**

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

Also Present: Interim City Manager Warren D. Renando, City Attorney Julius A. Giglio and City Clerk Lynn Fessel.

#### **AGENDA.**

Motion was made by Councilmember Greer and seconded by Councilmember Howe to adopt the agenda. 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.**

Mark Cesarz, Aspen Heating and Cooling, complained to Council about the increase in mechanical and plumbing permit fees.

Mark Foeller, Dave Maynard, John Hoffius and Scott Aughney spoke in opposition to the appointment of Julie Nemecek to the Human Relations Commission.

Karen Lewthwaite, Kathleen Conley and Ed Peterson spoke in support of the appointments of Thomas Burke and Julie Nemecek to the Human Relations Commission.

Julie Nemecek spoke in support of her appointment to the Human Relations Commission.

Megan Springer, Katrina Sims and Lesia Pikaart all spoke about Project Connect for the Homeless, which will be held on July 23 at Parkside Middle School.

Christine Peterson asked the Council if they do not appoint Julie Nemecek to the Human Relations Commission aren't they forcing their lifestyle on others.

Laura Schlecte spoke in opposition to the new building inspection and sign ordinance fees. She would like to see notification letters go out to landlords rather than cutting the lawns and then billing them for that service. She also asked Council to consider implementing a tax credit for a first time homebuyer.

Richard Carlisle introduced himself as President of Carlisle Wortman Assoc. Inc., stating he is available to answer questions regarding his company's bid for planning, zoning and code enforcement activities.

Mike Swope spoke in favor of the four proposed City Charter amendments on the August 3, 2010, Primary Election ballot.

#### **PRESENTATIONS/PROCLAMATIONS.**

- A. CONSIDERATION OF A RESOLUTION HONORING ALLEGIANCE HEALTH AND THEIR EXCELLENCE IN HEALTH CARE.**  
**1. PRESENTATION OF THE RESOLUTION.**

Mayor Dunigan read and presented the resolution to President and CEO Georgia Fojtasek, Vice-president Marketing & Communications Anthony Gardner and Director of Corporate Accounts Chad Noble. Mrs. Fojtasek expressed her appreciation and explained that Allegiance is very committed to partnering and working with the City to make sure it continues to thrive. Mr. Gardner explained in brief the transition of Foote Health System to Allegiance Health.

Motion was made by Councilmember Polaczyk 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.

#### **CONSENT CALENDAR.**

Motion was made by Councilmember Greer and seconded by Councilmember Polaczyk to approve the following Consent Calendar. 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 June 22, 2010, and the special meeting of June 30, 2010.
- B. Approval of the request from Marriage Matters Jackson, to show a family-friendly movie to the general public at the Riverwalk Amphitheater on Friday, July 23, 2010, beginning at 8:30 p.m. (Recommended approval received from the Police, Fire, Parks/Forestry

- Departments and the Downtown Development Authority. Proper insurance coverage received.)
- C. Approval of the request from the Southside Reunion Steering Committee, Inc., to conduct their biennial Southside Reunion on Saturday, August 14, 2010, at the Howard Woods Complex and the Martin Luther King, Jr. Center, beginning at dawn. (Recommended approval received from the Police, Fire, Public Services, Traffic Engineering, and Parks/Forestry Departments. Insurance coverage contingent upon receipt.)
  - D. Approval of the request from the Downtown Development Authority to hold Picnic in the Park on Tuesdays, July 6, July 13, July 20, July 27, August 3, August 10, August 17, August 24, and August 31, 2010, from 12:00 until 1:00 p.m., at Bucky Harris Park. (Recommended approval received from the Police, Fire, Traffic Engineering, Public Services and Parks/Forestry Departments and the Downtown Development Authority. Proper insurance coverage is in place.)
  - E. Approval of the request from the Juvenile Diabetes Research Foundation to conduct the 2010 annual Jackson Walk to Cure Diabetes, with police assistance at Ella Sharp Park on Saturday, September 18, 2010, beginning at 8:00 a.m. (Recommended approval received from the Police, Fire, Traffic Engineering, Public Works, and the Parks & Recreation Departments. Proper insurance coverage received.)
  - F. Approval of the request from Allegiance Health to conduct their annual Allegiance Race to Health, with police assistance, Saturday, September 11, 2010, beginning at 7:00 a.m. (Recommended approval received from the Police, Fire, and Traffic Engineering Departments. Proper insurance coverage received.)
  - G. Approval of the request from the American Cancer Society to hold their annual Making Strides Against Breast Cancer 5K Walk at the Riverwalk Amphitheater on Saturday, October 9, 2010, beginning at 5:00 a.m. (event begins at 9:00 a.m.). (Approval recommended by Police, Fire, Traffic Engineering, Parks & Forestry, Public Services Departments, and the Downtown Development Authority. Proper insurance coverage has been received.)
  - H. Approval of the request from disAbility Connections, Inc., to hold a celebration of the 20<sup>th</sup> anniversary of the Americans with Disabilities Act (ADA), on Monday, July 26, 2010, from 12:30 p.m. – 2:00 p.m., in Bucky Harris Park. (Approval recommended by Police, Fire, Traffic Engineering, and Parks/Forestry Departments, and the Downtown Development Authority. Proper insurance coverage has been received.)
  - I. Approval of the payment of the Region 2 Planning Commission invoice in the amount of \$8,317.87, for planning services for the month of June 2010, in accordance with the recommendation of the City Manager.
  - J. Approval of the payment of an invoice from the ASTI Environmental in the amount of \$5,400.00 (City's share), for shared services with The Enterprise Group for a total of \$10,800.00, for a proposal for bid specification services for the demolition of the former Riverwalk Plaza Hotel.
  - K. Receipt of the Dangerous Building Report through June 30, 2010.
  - L. Receipt of the Unaccounted-for Water Analysis report from Tetra Tech.
  - M. Establishment of August 17, 2010, at the City Council meeting as the time and place to hold public hearings on the following special assessment rolls for street construction:
    - 1. Roll No. 3358 for street construction on Ganson Street from Cooper to East Avenue.
    - 2. Roll No. 3359 for street construction on Morrell Street from Brown Street to West Avenue.

### **COMMITTEE REPORTS.**

None.

### **APPOINTMENTS.**

- A. APPROVAL OF THE MAYOR'S RECOMMENDATION, IN CONCURRENCE WITH THE HUMAN RELATIONS COMMISSION'S RECOMMENDATION, TO APPOINT THOMAS BURKE AND JULIE NEMECEK TO THE HUMAN RELATIONS COMMISSION TO CURRENT VACANCIES BEGINNING IMMEDIATELY, AND ENDING DECEMBER 31, 2012.**

Motion was made by Councilmember Breeding and seconded by Councilmember Frounfelker that the appointments not be confirmed. The motion was adopted by the following vote. Yeas: Councilmembers Breeding, Howe, Greer, Frounfelker and Polaczyk—5. Nays: Mayor Dunigan and Councilmember Gaiser—2. Absent: 0.

- B. APPROVAL OF THE MAYOR'S RECOMMENDATION TO REAPPOINT GEORGE VEACH (MEMBER-AT-LARGE) TO THE CITY EMPLOYEES RETIREMENT BOARD OF TRUSTEES FOR A FOUR-YEAR TERM, BEGINNING SEPTEMBER 1, 2010, AND ENDING AUGUST 31, 2014.**

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

### **PUBLIC HEARINGS.**

- A. PUBLIC HEARING TO DESIGNATE PROPERTY LOCATED AT 2341 ENTERPRISE ROAD AS AN INDUSTRIAL DEVELOPMENT DISTRICT NO. 94, AS REQUESTED BY TECHNIQUE, INC., 2341 ENTERPRISE DRIVE.**

Mayor Dunigan opened the public hearing. Ronnie Johncox, President of Technique, Inc., thanked the Council for considering the resolution to create IDD No. 94. Scott Aughney asked what will be happening at 2341 Enterprise Road and Mr. Johncox responded. Mayor Dunigan closed the public hearing.

**1. RESOLUTION CREATING INDUSTRIAL DISTRICT NO. 94.**

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 TO CONSIDER THE REQUEST TO REZONE PROPERTY LOCATED AT 543 N. BLACKSTONE STREET, AND 540, 538, AND ---N. BLACKMAN AVENUE FROM R-4 (HIGH-DENSITY APARTMENT AND OFFICE) TO C-4 (GENERAL COMMERCIAL). (CITY PLANNING COMMISSION RECOMMENDS APPROVAL.)**

Mayor Dunigan opened the public hearing. Dr. Dale Gaide, owner of the properties, explained his plans for an addition. The Mayor closed the public hearing.

**1. CONSIDERATION OF AN ORDINANCE TO AMEND CHAPTER 28, SECTION 28-32, CITY CODE, REZONING PROPERTY LOCATED AT 543 N. BLACKSTONE STREET, AND 540, 538, AND --- N. BLACKMAN AVENUE FROM R-4 (HIGH-DENSITY APARTMENT AND OFFICE) TO C-4 (GENERAL COMMERCIAL).**

Motion was made by Councilmember Frounfelker and seconded by Councilmember Greer to approve the ordinance and place it on the next regular Council meeting agenda for adoption. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

**RESOLUTIONS.**

**A. CONSIDERATION OF A RESOLUTION APPROVING THE AUTHORIZATION FOR CHANGE IN STANDARD STREETLIGHTING CONTRACT BETWEEN THE CITY AND CONSUMERS ENERGY DEDUCTING TWO (2) STREET LIGHTS, AND ADDING 19 STREET LIGHTS FOR THE GRAND RIVER ARTSWALK PROJECT, AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE DOCUMENT(S).**

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. CONSIDERATION OF A RESOLUTION APPROVING THE AUTHORIZATION FOR CHANGE IN STANDARD STREETLIGHTING CONTRACT BETWEEN THE CITY AND CONSUMERS ENERGY ADJUSTING THE NUMBER OF LIGHTS TO THE ACTUAL NUMBER OF LIGHTS WITHIN THE CITY AS A RESULT OF THE STREETLIGHT SURVEY, AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE DOCUMENT(S).**

Motion was made by Councilmember Polaczyk 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.

**C. CONSIDERATION OF A RESOLUTION APPROVING THE 2010 EDITION OF THE CITY COMPREHENSIVE PLAN.**

Motion was made by Councilmember Polaczyk 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 REQUEST TO APPROVE THE BID AWARD TO SCOPY CONSTRUCTION, IN THE AMOUNT OF \$28,600.00, FOR THE OWNER-OCCUPIED COMMUNITY DEVELOPMENT REHABILITATION PROJECT LOCATED AT 143 WALL STREET, IN ACCORDANCE WITH THE RECOMMENDATION OF THE COMMUNITY DEVELOPMENT DIRECTOR. (POSTPONED AT THE JUNE 22, 2010, CITY COUNCIL MEETING.)**

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

**NEW BUSINESS.**

- A. **CONSIDERATION OF THE REQUEST TO TRANSFER OWNERSHIP OF CITY PROPERTY, VACANT LOT, PARCEL #4-0597 TO THE JACKSON COUNTY LAND BANK AUTHORITY, CONDITIONED UPON COMBINING THE PARCEL WITH 104 W. BIDDLE STREET, 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 AND THE CITY ATTORNEY.**

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

- B. **CONSIDERATION OF THE APPROVAL OF THE LOW BID AWARD TO CONCORD EXCAVATING, CONCORD, AT THEIR LOW BID OF \$223,138.62, FOR THE SEWER CONSTRUCTION PROJECT CONTRACT FOR BLACKSTONE STREET, EUCLID AVENUE, AND HIBBARD AVENUE, AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE DOCUMENT(S), IN ACCORDANCE WITH THE RECOMMENDATION OF THE PURCHASING AGENT AND THE CITY ENGINEER.**

Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to approve the low bid award to Concord Excavating. 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. **CONSIDERATION OF THE REQUEST TO PURCHASE LAW ENFORCEMENT RECORDS MANAGEMENT SOFTWARE FROM NEW WORLD SYSTEMS IN THE AMOUNT OF \$89,107.00, TO BE FINANCED INTERNALLY OVER A THREE YEAR PERIOD AT A COST OF \$31,502.03 FOR THE FIRST YEAR, ENABLING THE JACKSON POLICE DEPARTMENT RECORDS MANAGEMENT SYSTEM TO BE MERGED WITH THE JACKSON COUNTY SHERIFF DEPARTMENT, IN ACCORDANCE WITH THE RECOMMENDATION OF THE CHIEF OF POLICE.**

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

- D. CONSIDERATION OF THE REQUEST TO APPROVE A REVOCABLE LICENSE FOR A 25 FOOT WIDE BY 125 FOOT LENGTH OF THE SOUTH EDGE OF THE INTER CITY TRAIL ADJACENT TO 1408 S. FRANCIS STREET, 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 AND THE CITY ATTORNEY.**

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

- E. CONSIDERATION OF THE FOLLOWING ACTIONS REQUESTED BY THE COMMUNITY DEVELOPMENT DIRECTOR REGARDING THE NEIGHBORHOOD STABILIZATION PROGRAM:**

- 1. CONSIDERATION OF THE REQUEST FOR AUTHORIZATION FOR THE MAYOR TO EXECUTE THE NEIGHBORHOOD STABILIZATION PROGRAM GRANT AGREEMENT AMENDMENT WITH MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY FOR THE EXTENSION OF TIME TO JULY 31, 2010, AND AUTHORIZATION FOR THE CITY ATTORNEY TO MAKE MINOR MODIFICATIONS TO THE AGREEMENT IF NECESSARY.**

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

- 2. CONSIDERATION OF A RESOLUTION SUPPORTING THE APPLICATION OF REALLOCATED NEIGHBORHOOD STABILIZATION PROGRAM (NSP) FUNDS TO THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY (MSHDA) IN THE AMOUNT OF \$1,508,713.00.**

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

- F. CONSIDERATION OF THE FOLLOWING REQUEST REGARDING CITY PLANNING, ZONING, AND CODE ENFORCEMENT, IN ACCORDANCE WITH THE RECOMMENDATION OF THE COMMUNITY DEVELOPMENT DIRECTOR (SUPPORTING DOCUMENTATION IS AVAILABLE THROUGH THE COMMUNITY DEVELOPMENT DEPARTMENT):**

1. **APPROVE THE BID AWARD TO CARLISLE/WORTMAN ASSOC. INC., IN THE NOT-TO-EXCEED PRICE OF \$90,000.00, FOR THE PLANNING, ZONING AND CODE ENFORCEMENT ACTIVITIES, AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE PROFESSIONAL SERVICES AGREEMENT (PSA), SUBJECT TO MINOR MODIFICATIONS BY THE CITY ATTORNEY.**

Motion was made by Councilmember Frounfelker and seconded by Councilmember Breeding to refer the item to the City Affairs Committee and continue with the Region 2 Planning Commission until discharged from the City Affairs Committee.

Motion was made by Councilmember Greer and seconded by Councilmember Howe to amend the motion to have the item referred first to the Finance Committee, once discharged it would go to the City Affairs Committee and then to the City Council.

Motion was made by Councilmember Howe and seconded by Councilmember Greer asking that permission be granted to withdraw the above motions and seconds. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

Motion was made by Councilmember Polaczyk and seconded by Councilmember Breeding to continue with Region 2 Planning Commission for the remainder of this fiscal year. 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.

2. **RESOLUTION APPROVING A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) BUDGET AMENDMENT FOR FISCAL YEARS 2008-2009 (YEAR 34), AND 2010-2011 (YEAR 36).**

No action taken.

**G. CONSIDERATION AND DISCUSSION OF THE FOLLOWING PROPOSED CHARTER AMENDMENTS INCLUDED ON THE AUGUST 3, 2010, PRIMARY ELECTION BALLOT, AND COUNCIL RECOMMENDATIONS TO THE COMMUNITY:**

1. **SECTION 8.8, TO CHANGE THE NUMBER OF COUNCILMEMBERS REQUIRED TO CONSTITUTE A QUORUM;**
2. **SECTION 11.1, TO PROVIDE THAT THE EXISTING POLICE DEPARTMENT AND FIRE DEPARTMENT SHALL NOT BE COMBINED INTO A PUBLIC SAFETY DEPARTMENT WITHOUT AN APPROVING VOTE OF THE MAJORITY OF CITY VOTERS VOTING ON THE ISSUE;**
3. **SECTION 11.1.5, TO ACKNOWLEDGE THAT STATE LAW ALLOWS THE CITY COUNCIL TO ENTER INTO AGREEMENTS WITH NEIGHBORING JURISDICTIONS TO PROVIDE SERVICES, AND**
4. **SECTION 11.4, TO PROVIDE THAT THE CITY CLERK SHALL BE SWORN IN BY THE MAYOR, AND THAT THE CLERK SHALL KEEP A RECORD OF THE**

**OATHS OF OFFICE FOR ALL APPOINTED AND ELECTED CITY OFFICIALS.**

Motion was made by Councilmember Howe and seconded by Councilmember Greer to recommend to voters the approval of No. 1 (Quorum) above. Councilmember Howe withdrew his motion.

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

**H. GOALS AND OBJECTIVES:**

**1. PRESENTATION OF ENTRYWAYS INTO THE CITY AND TRANSPORTATION ISSUES.**

Interim City Manager Warren Renando discussed Cooper Street and West Avenue, the major entrances into the City. He suggested that an attractive entranceway on Cooper between I-94 and the railroad tracks be created by installing low level streetlighting, remaining residential, rehabbing houses on the street, creating a corridor authority, and using urban forestry and sign regulation. Comments included creating cul de sacs on some side streets, widening some streets to allow for walking/bike lanes, using a boulevard treatment, using design continuity and erecting a “Welcome to Jackson” sign.

Regarding West Avenue, look at the existing plan, be urban in character, put in a major “Welcome to Jackson” sign, and rebuild the bridge over the railroad tracks.

Regarding Louis Glick Avenue, turn the train depot into a multi-modal facility, focus on the history of the area, plant trees, install stamped concrete, bring the Michigan Flyer to the multi-modal facility, install better traveler signage and acquire property.

Councilmember Polaczyk stated we should take any opportunity we have to embrace the river.

**CITY COUNCILMEMBERS’ COMMENTS.**

Councilmember Breeding inquired about a streetlight that is located between 928 and 930 S. Francis Street that is continuously lit. He inquired when Council will talk about future financing and future budgets. He also requested a list of City employees that identifies those who live outside the City.

Councilmember Howe encouraged everyone to consider adopting a kitten from the Cascades Humane Society.

Councilmember Greer remarked that there was another concert at the County Fairgrounds and he received no complaints. He stated he is looking forward to sitting down with the County and talking about these events. He also reminded everyone to vote on August 3.

Councilmember Gaiser remarked that his constituents could call him if they have questions about the ballot proposals.

Councilmember Frounfelker thanked Interim City Manager Renando for his entryway/transportation presentation.

Councilmember Polaczyk thanked Fire Chief Beyerstedt for the work he has been doing in the 6<sup>th</sup> Ward lately.

**MANAGER'S COMMENTS.**

None.

**EXECUTIVE SESSION TO DISCUSS PENDING LITIGATION.**

Motion was made by Councilmember Frounfelker and seconded by Councilmember Howe that the City Attorney enter into a settlement with the plaintiff on record. 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.

**ADJOURNMENT.**

No further business being presented, a motion was made by Councilmember Polaczyk and seconded by Councilmember Howe to adjourn the meeting. The motion was adopted by unanimous voice vote and the meeting adjourned at 9:07 p.m.

Lynn Fessel  
City Clerk

**JACKSON CITY COUNCIL  
SPECIAL MEETING MINUTES  
JULY 15, 2010**

**CALL TO ORDER.**

The Jackson City Council met in special session in the Council Chambers in City Hall and was called to order by Mayor Karen F. Dunigan at 6:34 p.m.

**ROLL CALL.**

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

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

**ADOPTION OF THE AGENDA.**

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

**INTERVIEW WITH JOSEPH BIPPUS.**

Council began their interview with Mr. Bippus at 6:35 p.m. At the conclusion of the interview, Mr. Bippus left the Council Chambers.

Motion was made by Councilmember Greer and seconded by Councilmember Howe to offer the position of City Manager to Mr. Bippus and authorize staff, the Interim City Manager, the City Attorney and the Personnel Director, if necessary, to work on negotiating a contract and bring that to the Rules and Personnel Committee for a recommendation to the full Council.

Motion was made by Councilmember Greer and seconded by Councilmember Breeding to divide the question (No. 1 offer the position and No. 2 discuss negotiations). The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Gaiser--1.

**No. 1.** The motion to offer the position to Mr. Bippus was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding Howe, Greer, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Gaiser—1.

**No. 2.** Motion was made by Councilmember Breeding and seconded by Councilmember Polaczyk to refer the matter of negotiating a contract, utilizing whatever resources they need, to the Rules & Personnel Committee. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Gaiser—1.

Council recessed at 7:52 p.m. and reconvened at 7:55 p.m.

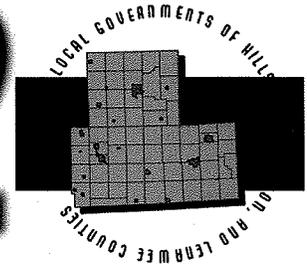
Mr. Bippus returned to the Council Chambers and the Mayor announced, on behalf of the City Council, that they are offering him the position of City Manager, subject to negotiations.

**ADJOURNMENT.**

No further business being presented, a motion was made by Councilmember Polaczyk and seconded by Mayor Dunigan to adjourn the meeting. The motion was adopted by unanimous voice vote and the meeting adjourned at 7:56 p.m.

Lynn Fessel  
City Clerk

# Region 2 Planning Commission



INVOICE NO. 3097

DATE: July 31, 2010

Warren Renando, City Manager  
 City of Jackson ( 364 J )  
 161 W. Michigan Avenue  
 Jackson, MI 49201

cc: Phil Hones, CPA

| DESCRIPTION   |  |   |
|---|--|---|
| Planning Services for July<br>Historic District<br>Zoning Administration<br>Zoning Ordinance Rec/Information<br>Zoning Appeals/Variances<br>Metro Parks Study<br>Metro Parks Plan |  | \$ 161.35<br>1,791.78<br>3,815.91<br>716.68<br>(10.07)<br>(23.27) |
| Balance Due Region 2 Planning Commission.   |  | \$ 6,452.38   |



Downtown Development Authority (DDA)

## Memorandum

Date: August 11, 2010

To: Honorable Mayor and City Council

From: Jonathan Greene, Executive Director

RE: **Special Event Request: Cascades Inc. - Cascades Civil War Muster**

---

Attached please find the Special Event Application from Cascades Inc. requesting approval to conduct the Cascades Civil War Muster on August 27 and 28, 2010, from 10:00AM Saturday to 5:00PM Sunday at Cascades Park. Recommended approval has been received from the Police, Fire, Parks/Forestry, Public Works, and Engineering Departments, contingent upon receipt of proper insurance coverage. The City Engineering Department is estimating an economic impact of \$404.92 for activities performed for this event.

att: Special Event Application: Cascades Inc. - Cascades Civil War Muster

JG/jt



**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:** 8/9/10 **Time:** 2:00 pm **By:** JG

**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: Cascades Inc.

Organization Address: 1992 Warren Ave. Jackson, mi. 49203

Organization Agent: Kim Conway Title: President

Phone: Work 262-6391 Home 563-2685 During event 262-6391

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

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

Event Name: Cascades Civil War Muster

Please give a brief description of the proposed special event: 2 day event featuring 2 battles, Arts & Crafts show, Period ball, Living period village, Step back in time & other exhibits.

Event Day(s) & Date(s): Sat-Sun Aug 28-29, 2010 Event Time(s): 10:00 Am Sat - 5:00 pm Sun

Set-Up Date & Time: Fri Aug 27 - 7:00 Am Tear-Down Date & Time: Sun Aug 29 5:00 pm

Event Location: Cascades Park - Jackson, mi.

**ANNUAL EVENT:** Is this event expected to occur next year?  YES  NO How many years has this event occurred? 26

**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: Fri Aug 27 7:00 Am through Date/ Time: Sun Aug 29 - 6:00 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:  
on county Prop.

**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 \_\_\_\_\_



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

*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? 6500+

**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? 26 Rest & handicaps  
 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 @ Randolph + Brown + Denton + Brown

**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.

August 9, 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



**Event Title: Cascades Inc.—Cascades Civil War Muster**

**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 reasonability of their department have been met.

Police Dept.: \_\_\_\_\_ Recommend Approval: YES NO Est. Economic Impact:\$ 0

Fire Dept.: \_\_\_\_\_ Recommend Approval: YES NO Est. Economic Impact:\$ 0

Traffic Eng.: \_\_\_\_\_ Recommend Approval: YES NO Est. Economic Impact:\$ 404.92

Dept. Pub. Serv.: \_\_\_\_\_ Recommend Approval: YES NO Est. Economic Impact:\$ 0

DDA: \_\_\_\_\_ Recommend Approval: YES NO Est. Economic Impact:\$ 0

Have businesses been notified for street closures?: YES NO N/A

Parks/Forestry: \_\_\_\_\_ Recommend Approval: YES NO Est. Economic Impact:\$ 0

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

Any special requirements/conditions:

Insurance / Indemnification Received: \_\_\_\_\_

Insurance Approved: \_\_\_\_\_

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

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



Downtown Development Authority (DDA)

## Memorandum

Date: August 11, 2010

To: Honorable Mayor and City Council

From: Jonathan Greene, Executive Director

RE: Special Event Request: **Greater Bible Way Temple – Prayer and Praise in the Park**

---

Attached please find the Special Event Application from Greater Bible Way Temple requesting approval to conduct their Prayer and Praise in the Park at the Riverwalk Amphitheater on August 22 and 29, and September 5, 12, and 26 from 5:30PM to 6:30PM, as well as Bucky Harris Park on September 19 from 5:30PM to 6:30PM. Recommended approval has been received from the Police, Fire, Parks/Forestry, Public Works, and Engineering Departments, and the Downtown Development Authority. Insurance coverage has also been received and approved for this event. The event is not expected to have an economic impact on the mentioned City departments.

att: Special Event Application: Greater Bible Way Temple – Prayer and Praise in the Park

JG/jt



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: 7/30/10 Time: 4:45 pm By: CR

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: Greater Bible Way Temple

Organization Address: 322 Madison St.

Organization Agent: Elna Y. Fitzpatrick Title: Musical Administrator

Phone: Work 788-4150 Home 960-7272 During event 960-7272

Agent's Address: 334 Jefferson St.

Agent's E-Mail Address: Efitzpatrick2@yahoo.com or Efitzpatrick2@cityofjackson.org

Event Name: "Prayer & Praise In The Park"

Please give a brief description of the proposed special event: Musical outreach for prayer for our community, Leaders, children and service personnel (USA, Air Force, Army, Navy, Marines)

Event Day(s) & Date(s): 8/22, 8/29, 9/5, 9/12, 9/19, 9/26 Event Time(s): 5:30 pm - 6:30 pm

Set-Up Date & Time: " " " " " " " " Tear-Down Date & Time: " " " " " " " "

Event Location: Amphitheater (Riverwalk) all except 9/19 to be held @ Bucky Harris Park

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? 1st year

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 n/a 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? unknown (at least 50-100)

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

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

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

**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:  
~~(with some copy within a few days)~~ **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.

9/28/10  
 Date

*[Signature]*  
 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



**Event Title: Greater Bible Way Temple—Prayer and Praise in the Park**

**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 reasonability of their department have been met.

Police Dept.: \_\_\_\_\_ Recommend Approval: YES NO Est. Economic Impact:\$ 0

Fire Dept.: \_\_\_\_\_ Recommend Approval: YES NO Est. Economic Impact:\$ 0

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

Dept. Pub. Serv.: \_\_\_\_\_ Recommend Approval: YES NO Est. Economic Impact:\$ 0

DDA: \_\_\_\_\_ Recommend Approval: YES NO Est. Economic Impact:\$ 0

Have businesses been notified for street closures?: YES NO N/A

Parks/Forestry: \_\_\_\_\_ Recommend Approval: YES NO Est. Economic Impact:\$ 0

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

Any special requirements/conditions:

None.

Insurance / Indemnification Received: \_\_\_\_\_

Insurance Approved: \_\_\_\_\_

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

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



Downtown Development Authority (DDA)

## Memorandum

Date: August 11, 2010

To: Honorable Mayor and City Council

From: Jonathan Greene, Executive Director

RE: **Special Event Request: St. John the Evangelist Parish – Public Rosary**

---

Attached please find the Special Event Application from St. John the Evangelist Parish requesting approval to conduct their third annual Public Rosary at the Riverwalk Amphitheater on October 10, 2010, from 2:00PM to 3:00PM. Recommended approval has been received from the Police, Fire, Parks/Forestry, Public Works, and Engineering Departments, and the Downtown Development Authority, contingent upon receipt of proper insurance coverage. The event is not expected to have an economic impact on the mentioned City departments.

att: Special Event Application: St John the Evangelist Parish – Public Rosary

JG/jt

PAID \$25 Amp. Fee  
7/23/10 CASH



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: 7/26/10 Time: 9:30am By: [Signature]

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: St. John the Evangelist Parish

Organization Address: \_\_\_\_\_

Organization Agent: Cindy Smith Title: parishioner

Phone: Work 841-3857 Home 937-6786 During event 937-6786

Agent's Address: 1036 S. Durand St.

Agent's E-Mail Address: Jackson.CynthiamSmith@comcast.net

Event Name: Public Rosary

Please give a brief description of the proposed special event: Public Prayer for our nation

Event Day(s) & Date(s): Oct. 10th, 2010 Event Time(s): 2:00pm - 3:00pm

Set-Up Date & Time: Oct 10th noon Tear-Down Date & Time: Oct 10th 3:00

Event Location: Riverwalk Amphitheater

ANNUAL EVENT: Is this event expected to occur next year?  YES NO How many years has this event occurred? be 3 <sup>this will</sup>

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

STREET CLOSURES: Start Date/ Time: NONE through Date/ Time: \_\_\_\_\_

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

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

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES  NO  
If yes, 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? 200

**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:

I'm in the process of obtaining a copy

**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.

July 23, 2010  
 Date

Cynthia M. Smith  
 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: St. John the Evangelist Parish—Public Rosary, 3rd annual**

**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 reasonability of their department have been met.

Police Dept.: \_\_\_\_\_ Recommend Approval: YES NO Est. Economic Impact:\$ 0 \_\_\_\_\_

Fire Dept.: \_\_\_\_\_ Recommend Approval: YES NO Est. Economic Impact:\$ 0 \_\_\_\_\_

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

Dept. Pub. Serv.: \_\_\_\_\_ Recommend Approval: YES NO Est. Economic Impact:\$ 0 \_\_\_\_\_

DDA: \_\_\_\_\_ Recommend Approval: YES NO Est. Economic Impact:\$ 0 \_\_\_\_\_

Have businesses been notified for street closures?: YES NO N/A

Parks/Forestry: \_\_\_\_\_ Recommend Approval: YES NO Est. Economic Impact:\$ 0 \_\_\_\_\_

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

Any special requirements/conditions:

None.

Insurance / Indemnification Received: \_\_\_\_\_

Insurance Approved: \_\_\_\_\_

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

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



Downtown Development Authority (DDA)

## Memorandum

Date: August 11, 2010  
To: Honorable Mayor and City Council  
From: Jonathan Greene, Executive Director  
RE: **Special Event Request: Kings of Rock - Concert**

---

Attached please find the Special Event Application from Kings of Rock Ent. requesting approval to conduct their Concert at the Riverwalk Amphitheater on August 28, 2010, from 1:00PM to 11:00PM. Recommended approval has been received from the Police, Fire, Parks/Forestry, Public Works, and Engineering Departments, and the Downtown Development Authority, contingent upon receipt of proper insurance coverage, as insurance company requires purchase of non-refundable special event insurance. The City Engineering Department is requesting reimbursement (\$404.92 estimate) for any and all costs incurred by the Engineering Department for this event.

att: Special Event Application: Kings of Rock – Concert

JG/jt



**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:** 8/2/10 **Time:** 9:10 **By:** CR

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: Kings of Rock Ent

Organization Address: 703 Williams St Jacksonville NC 28540

Organization Agent: Tim Corser Title: Owner

Phone: Work 57-414-6785 Home \_\_\_\_\_ During event \_\_\_\_\_

Agent's Address: timcorser@hotmail 703 Williams St Jacksonville NC

Agent's E-Mail Address: timcorser@hotmail

Event Name: Concert

Please give a brief description of the proposed special event: All Day Concert

Event Day(s) & Date(s): Aug 28<sup>th</sup> 2010 Event Time(s): 1pm - 11pm

Set-Up Date & Time: Aug 28<sup>th</sup> 6am Tear-Down Date & Time: Aug 28<sup>th</sup> 11pm

Event Location: Riverwalk Amphitheater

**ANNUAL EVENT:** Is this event expected to occur next year?  YES  NO How many years has this event occurred? 1

**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. Need Hupp and Columbus (west of cooper)

**STREET CLOSURES:** Start Date/ Time: 7am Aug 28<sup>th</sup> through Date/ Time: 11pm Aug 28<sup>th</sup>

**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? few weeks 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 *Still working on acts*  
 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? 500 - 1,000

**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? 6  
 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:

will be purchased through Walton Agency

**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.

Aug 3rd, 2010  
 Date

  
 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

July 28, 2010

City of Jackson Staff and Council Members  
161 W Michigan Ave.  
Jackson, MI 49201

Dear City of Jackson Officials,

My name is Tim Corser and I am the President of Kings of Rock Entertainment. My company helped with the very successful Amphitheater Concert Series held last summer by the DDA and the Rockapolooza event held for the past few years in Jackson.

We are aware the 2010 Rockapolooza event, held at the Jackson County Fairgrounds, became a cause for concern regarding the sound level and possible incidents of profanity. As a result, all of our performer contracts now explicitly prohibit the use of profanity. This requirement is communicated to the performers, agents, and management. We are serious about promoting Jackson and painting Jackson in the best possible light.

We are submitting a special event application to hold a smaller concert at the Riverwalk Amphitheatre on August 28, 2010. We plan to end the show promptly at 11pm and again, have taken the necessary precautions to eliminate the use of profanity by performers.

Thank you for your understanding regarding our 2010 Rockapolooza event. We want to make sure we are good neighbors to the community and respect the people of Jackson while bringing events that positively impact the local economy.

Thank you,

Tim Corser

A handwritten signature in black ink, appearing to read 'Tim Corser', written in a cursive style.

# Street Closures





**Event Title: Kings of Rock—Concert**

**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 reasonability of their department have been met.

Police Dept.: \_\_\_\_\_ Recommend Approval: YES NO Est. Economic Impact:\$ 0

Fire Dept.: \_\_\_\_\_ Recommend Approval: YES NO Est. Economic Impact:\$ 0

Traffic Eng.: \_\_\_\_\_ Recommend Approval: YES NO Est. Economic Impact:\$ 404.92

Dept. Pub. Serv.: \_\_\_\_\_ Recommend Approval: YES NO Est. Economic Impact:\$ 0

DDA: \_\_\_\_\_ Recommend Approval: YES NO Est. Economic Impact:\$ 0

Have businesses been notified for street closures?: YES NO N/A

Parks/Forestry: \_\_\_\_\_ Recommend Approval: YES NO Est. Economic Impact:\$ 0

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

Any special requirements/conditions:

As the applicant is hosting a for profit event and an entry fee will be collected, any and all expenses incurred by City departments should be reimbursed. In the event City staff is called in for a loss/lack of electrical power, that is not a result of power failure or City's electrical system, event organizers will be responsible for reimbursement of all incurred costs by the City, not to exceed \$430.00 per response.

Insurance / Indemnification Received: \_\_\_\_\_

Insurance Approved: \_\_\_\_\_

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

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



Downtown Development Authority (DDA)

## Memorandum

Date: August 11, 2010

To: Honorable Mayor and City Council

From: Jonathan Greene, Executive Director

RE: **Special Event Request: Great Northern Axe – A Little Country in the City**

---

Please find the attached Special Event Application from Great Northern Axe requesting approval to conduct the concert 'A Little Country in the City' at the Riverwalk Amphitheater on September 18<sup>th</sup>, 2010, from 6:00PM to 11:00PM. Recommended approval has been received from the Police, Fire, Parks/Forestry, Public Works, and Engineering Departments, and the Downtown Development Authority, contingent upon approval of proper insurance coverage, as insurance company requires purchase of non-refundable special event insurance. The event is not expected to have an economic impact on the mentioned City departments.

att: Special Event Application: Great Northern Axe – A Little Country in the City

JG/jt



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: 7/26/10 Time: 3:30pm By: CR

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: GREAT Northern Axc

Organization Address: 10880 Resort Rd Pleasant Lake, MI 49272

Organization Agent: DANIEL Bamm Title: Owner / President

Phone: Work 1(517)474-0527 Home " During event "

Agent's Address: dbamm@daniel@yaho.com

Agent's E-Mail Address: 10880 Resort Rd. Pleasant Lk., MI. 49272

Event Name: A Little Country in the City.

Please give a brief description of the proposed special event: Musical Concert with 2-3 acts

\*(Admission \$20/ticket)

Raindate: Sept. 19, 2010  
Event Day(s) & Date(s): Sat. Sept. 18, 2010 Event Time(s): 6pm (date of Event)

Set-Up Date & Time: 5pm (date of Event) Tear-Down Date & Time: 11pm (date of Event)

Event Location: Amphitheater

ANNUAL EVENT: Is this event expected to occur next year?  YES  NO How many years has this event occurred? 1

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? 6pm until 9:30pm



**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? 4-500

**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? 8  
 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:

Insurance thru the Walter Agency (Sam Bacon)

**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.

7/26/10  
Date

[Signature]  
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



**Event Title: Great Nothern Axe—A Little Country in the City**

**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 reasonability of their department have been met.

Police Dept.: \_\_\_\_\_ Recommend Approval: YES NO Est. Economic Impact:\$ 0

Fire Dept.: \_\_\_\_\_ Recommend Approval: YES NO Est. Economic Impact:\$ 0

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

Dept. Pub. Serv.: \_\_\_\_\_ Recommend Approval: YES NO Est. Economic Impact:\$ 0

DDA: \_\_\_\_\_ Recommend Approval: YES NO Est. Economic Impact:\$ 0

Have businesses been notified for street closures?: YES NO N/A

Parks/Forestry: \_\_\_\_\_ Recommend Approval: YES NO Est. Economic Impact:\$ 0

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

Any special requirements/conditions:

None.

Insurance / Indemnification Received: \_\_\_\_\_

Insurance Approved: \_\_\_\_\_

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

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



## Department of Public Works

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

July 30, 2010

**TO:** Warren D. Renando, Interim City Manager  
**FROM:** Jon H. Dowling, P.E., City Engineer  
**RE:** Change Order No. 1 for DPW Building Roof Replacement

---

At the October 20, 2009, City Council meeting, the contract for the removal and replacement of the roof of the DPW building was approved and awarded to Great Lakes Systems, Inc. of Jenison, Michigan. This was based on the recommendation of the Department of Engineering and architect Jeannette Woodard of Woodard and Associates.

During construction, a problem was discovered with snow runoff from the rubber roof. In working with the contractor and architect, a proposal to furnish and install new snowguard has been provided.

Attached is Changer Order #1 for the proposed work for a total of \$6,900.00.

With your concurrence, I request Change Order No. 1 for the DPW Roof Removal and Replacement project be submitted to City Council for their approval and the Interim City Manager and City Engineer be authorized to execute the appropriate document(s). This will be paid from the Motor Pool and Garage funds.

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

JHD:sms

c: Randall T. McMunn, P.E., Assistant City Engineer  
Lynn Fessel, Purchasing Agent  
Shelly Allard, Purchasing Coordinator  
Lucinda Schultz, Accounting Manager

WOODARD  ASSOCIATES  
ARCHITECTS INC

July 28, 2010

CHANGE ORDER #1

City of Jackson  
Purchasing Department  
161 W. Michigan  
Jackson, MI 49201

**Project 1473: New Roof City of Jackson DPW Roof**

Great Lakes Systems  
2286 Port Sheldon Court  
Jenison, MI 49428-9307

Make the following changes in Great Lakes Systems contract dated October 26, 2009.

Item #1

- Furnish and install approximately 90 lineal feet of new snowguard where shown on the attached plan, in accordance with the Manufacturer's requirements.

Add \$6,900.00

The above items include Contractors overhead and profit.

Total net add, C.O. #1

\$6,900.00

APPROVED BY  
City of Jackson  
161 W. Michigan  
Jackson, MI 49201

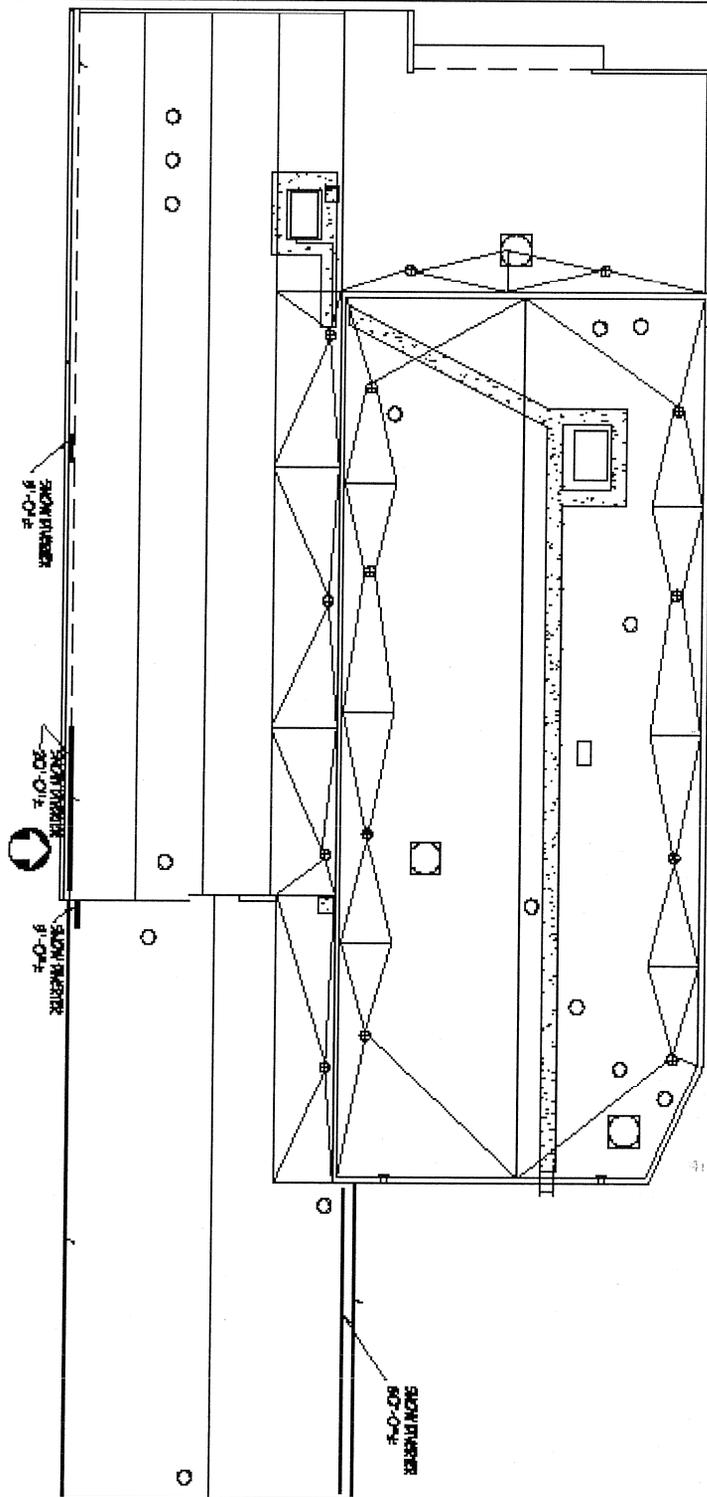
APPROVED BY  
Great Lakes Systems  
2286 Port Sheldon Court  
Jenison, MI 49428-9307

  
MIKE KARSIOR 7-29-2010

|                                      |                   |
|--------------------------------------|-------------------|
| Original Contract Amount             | \$157,200.00      |
| Previous Change Order Add            | \$0.00            |
| Net Change Order #1 Add              | <u>\$6,900.00</u> |
| <b>TOTAL CONTRACT AMOUNT TO DATE</b> | \$164,100.00      |

---

Jeannette Woodard  
Woodard & Associates, Architects, Inc.





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

**DATE:** July 28, 2010  
**TO:** Warren D. Renando, Interim City Manager  
**FROM:** Jon H. Dowling, P.E., City Engineer  
**RE:** Request to Approve Traffic Control Order No. 2064,  
N. Jackson Street at Louis Glick Highway.

---

The Department of Engineering investigated the addition of a northbound left turn only lane on N. Jackson Street at Louis Glick Highway, for safer traffic flow.

It is the Department of Engineering's recommendation that all northbound traffic on N. Jackson Street in the left (westernmost) lane at the intersection with Louis Glick Highway shall be required to turn left (westbound) onto Louis Glick Highway.

With your concurrence, I request Traffic Control Order 2064 be placed on the Council agenda for their approval. If you have any questions, please do not hesitate to contact me.

JD:sms

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

**CITY OF JACKSON, MICHIGAN**  
**TRAFFIC ENGINEERING DIVISION**  
**Traffic Control Order No. 2064**

**LOCATION:** Jackson and Louis Glick Highway

**DATE:** July 28, 2010

**ASSIGNED TO:** Engineering

**TCO DESCRIPTION**

For safer traffic flow investigate addition of a northbound left turn only lane on N. Jackson at Louis Glick Highway.

BY JON H. DOWLING, P.E.

**RECOMMENDATION**

All northbound traffic on N. Jackson Street in the left (westernmost) lane at the intersection with Louis Glick Highway shall be required to turn left (westbound) onto Louis Glick Highway.

**APPROVED**

**REJECTED**

**DATE:**

BY CITY COUNCIL

**WORK ASSIGNMENT:** To Sign Shop

**DATE:**

**TO:**

BY JON H. DOWLING, P.E.

**MATERIAL USED**

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:** August 6, 2010  
**TO:** Warren D. Renando, Interim City Manager  
**FROM:** Jon H. Dowling, P.E., City Engineer  
**RE:** Request to Approve Traffic Control Order No. 2065,  
N. Jackson Street between Calhoun and Ganson Streets

---

The Department of Engineering requests the creation of a new center left turn lane on N. Jackson Street between Calhoun and Ganson Streets.

It is the Department of Engineering's recommendation that all traffic traveling northbound or southbound in the center lane on N. Jackson Street between Calhoun and Ganson Streets shall be required to complete a left turn off the roadway.

With your concurrence, I request Traffic Control Order 2065 be placed on the Council agenda for their approval. If you have any questions, please do not hesitate to contact me.

JD:sms

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

**CITY OF JACKSON, MICHIGAN**  
**TRAFFIC ENGINEERING DIVISION**  
**Traffic Control Order No. 2065**

**LOCATION:** N. Jackson Street

**DATE:** July 28, 2010

**ASSIGNED TO:** Engineering

**TCO DESCRIPTION**

Create a new center left turn lane on N. Jackson between Calhoun and Ganson Streets.

BY JON H. DOWLING, P.E.

**RECOMMENDATION**

All traffic traveling northbound or southbound in the center lane on N. Jackson between Calhoun and Ganson Streets shall be required to complete a left turn off of the roadway.

**APPROVED**  **REJECTED**

**DATE:**

BY CITY COUNCIL

**WORK ASSIGNMENT:** To Sign Shop

**DATE:**

**TO:**

BY JON H. DOWLING, P.E.

**MATERIAL USED**

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



August 11, 2010

**TO:** Warren D. Renando, Interim City Manager  
**FROM:** Carol L. Konieczki, Community Development Director  
**RE:** Request to Amend Subrecipient Agreements

---

The following CDBG and HOME subrecipients were unable to fully expend their allocated funds from Year 34 (2008-2009) or Year 35 (2009-2010) and have requested additional time within which to complete projects. I have outlined each request separately below:

### **Community Action Agency (CAA)**

On August 5, 2008, the City and CAA entered a Developer Contract for CAA to rehabilitate 132 W Wilkins and 143 W Wilkins utilizing \$75,000 from 2006-2007 HOME funds. The project was delayed until the Michigan State Housing Development Authority (MSHDA) released \$74,676 in match funds to CAA on June 22, 2009. Rehabilitation is currently underway at 132 W Wilkins; however, while preparing specifications for 143 W Wilkins, it became apparent not enough funds would be available to complete the project due to the level of deterioration. Instead of demolishing a housing unit, CAA is requesting an extension of its Contract with the City until June 30, 2011 in order to convert the project to a YouthBuild training opportunity and garner additional funding from the Department of Labor. CAA has received permission from MSHDA to proceed with this venture; it would also provide an opportunity for the City to be in compliance with Section 3 regulations.

### **Downtown Development Authority (DDA)**

The DDA currently has a project at 135 W Pearl utilizing \$15,000 of CDBG funds for the façade improvement loan, leaving an unencumbered balance of \$5,180 in Year 34 (2008-2009) CDBG funds. The DDA did not receive an allocation for Year 35 (2009-2010) or Year 36 (2010-2011). As the slum and blight designation in the downtown has expired, businesses applying to the DDA for funding will have much stricter eligibility requirements to meet in order to receive assistance.

### **Engineering**

In Year 35 (2009-2010), the Engineering Department received \$30,000 to install a sidewalk on Monroe Street from North Blackstone to just east of the Grand River. That project has been bid and work is slated to begin in August and finish in September. Further, Engineering received \$302,801 for street reconstruction on Mason from Jackson to Francis Streets and on Loomis from Leroy to Argyle Streets. Currently, it is anticipated construction on Mason Street will begin on September 7 and be completed by October 30. Design and specifications for the Leroy Street project is underway with expectations to bid and award the contract this winter so work can begin in the spring of 2011.

### **Department of Public Works (DPW)**

DPW was allocated \$67,523 from Year 35 (2009-2010) for the installation of sidewalk curb ramps. This allocation was used in conjunction with over \$17,000 in unspent Year 34 (2008-2009) funds, which Council granted an extension within which the funds could be spent. Since July 1, 2009, 10 intersections received new curb ramps. Approving an extension of time to spend the Year 35 balance until June 30, 2011 will allow funds to be used in conjunction with DPW's Year 36 (2010-2011) allocation of \$20,000.

**Forestry**

An allocation of \$25,000 was made to Forestry for the Ash Tree Removal/Replacement program in Year 35 (2009-2010). Forestry successfully removed 110 dead, diseased, dying or dangerous Ash trees, but came in under budget by \$6,249.36. As Forestry received an additional \$14,000 allocation for Year 36 (2010-2011), they are requesting the time to use the remaining unspent funds be extended to June 30, 2011.

**Habitat for Humanity**

As explained last year, the Greater Jackson Habitat for Humanity hired a new Executive Director in 2009. During the past year, City staff has worked diligently with Habitat staff to overcome billing and reporting issues related to inexperience with federal grants and unfamiliarity with ongoing projects. Habitat did not receive an allocation of HOME funds from Year 35 (2009-2010) or Year 36 (2010-2011) while these issues were being ironed out. City staff is now confident Habitat is more familiar with rules and regulations relating to a HOME allocation. Habitat has identified two new construction projects for 2010-2011, including a collaborative venture with YouthBuild to construct a new home at 708 S Mechanic. Consequently, Habitat has requested an extension of time to spend its Year 34 (2008-2009) funding balance of \$13,266.86 until June 30, 2011.

**Jackson Affordable Housing Corp. (JAHC)**

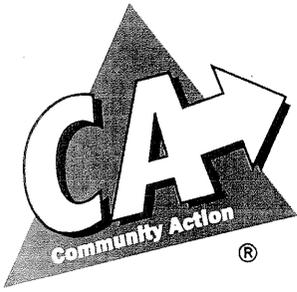
JAHC has unspent HOME funds relating to its work as the City's only Community Housing Development Organization (CHDO). While providing CHDO Operating Expenses is optional, HUD mandates CHDOs receive no less than 15% of an annual allocation. City Council has routinely provided JAHC operating expenses to conduct its CHDO activities, which is acquisition of modest property to rehabilitate and resell to low- and moderate-income persons. During Year 35 (2009-2010), JAHC has conducted the following activities:

| <b>Address</b> | <b>Acquired</b> | <b>Rehabilitated</b> | <b>Sold</b> |
|----------------|-----------------|----------------------|-------------|
| 1212 Burr      | X               | X                    | X           |
| 1306 Leroy     | X               | X                    | on market   |
| 734 N Waterloo | X               | in process           | n/a         |

As HOME funds must be spent within five (5) years of receiving, beginning in 2009-2010 all HOME contracts reflect this time of performance. However, JAHC currently has unexpended funds from 2008-2009, which are \$16,694.68 in CHDO activities and \$1,541.75 for CHDO Operating Expenses.

Due to the fiscal year ending June 30 and subrecipients needing time to gather and request reimbursement for expenses through June 30, not enough time was available to submit this request to Council at its July 20, 2010 meeting. Requested action from City Council is to authorize the Mayor and City Clerk execute Amended Subrecipient Agreements to allow those entities listed above which City Council approves additional time to expend its CDBG or HOME funding. Please place this item on the August 17, 2010 City Council agenda for consideration.

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



# Community Action Agency

PROMOTING SELF-SUFFICIENCY

RECEIVED

JUL 30 2010

• **Jackson**

1214 Greenwood Ave.  
Jackson, MI 49203  
(517) 784-4800  
(800) 491-0004  
Fax: (517) 784-5188  
www.caajlh.org

• **Lenawee**

400 W. South St.  
Adrian, MI 49221  
(517) 263-7861  
(800) 438-1845  
Fax: (517) 263-6531  
www.caajlh.org

• **Hillsdale**

55 Barnard Street  
Hillsdale, MI 49242  
(517) 437-3346  
(800) 750-9300  
Fax: (517) 437-3480  
www.caajlh.org

TDD: 1-800-649-3777

July 26, 2010

Michelle L. Pultz  
City of Jackson  
Community Development Project Coordinator  
161 W Michigan Ave  
Jackson, MI 49201

Ms. Pultz,

Community Action Agency is requesting an extension of the HOME funds allocated for the rehabilitation of 143 W. Wilkins from June 30, 2010 to June 30, 2011. CAA put this project out to bid in March, 2010, however, due to the level of deterioration of the property, the bids for labor and materials that were received far exceeded the funds available for rehabilitation.

In order to complete the project, CAA is proposing to use the house as a training opportunity for the agency's YouthBuild program. Currently, youth are being trained in new construction through a partnership with Habitat for Humanity. What we know, however, is that in this economic climate, there are many more houses receiving rehabilitation than new houses being built. We feel that utilizing 143 W Wilkins to provide experience in rehabilitation of existing structures will provide the youth involved in the program skills that will be more marketable.

CAA has obtained permission from MSHDA to utilize their portion of the HOME funds for this project to purchase materials and pay for certain aspects of the rehab that the youth are not qualified to complete, such as the mechanical work. Through the Department of Labor, youth will be provided a training stipend for their work on the project, thus leveraging additional federal dollars to decrease the overall costs to one funding source and making the project financially feasible. Youth would begin work on the project at the beginning of September and it would be completed within the timeframe of the requested extension.

CAA respectfully requests the above mentioned extension and permission to move forward as proposed providing a training opportunity for youth enrolled in the YouthBuild Program.

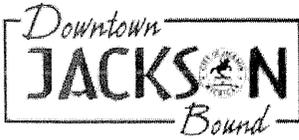
If you have any questions, please feel free to contact me at 517-784-4800.

Sincerely,

Toby L Berry  
Neighborhood Development Director



Community Action Agency is an equal opportunity provider.



Downtown Development Authority  
161 West Michigan Avenue, Jackson, MI 49201  
Phone 517.788.4355 Fax 517.768.6367

Michelle Pultz  
City of Jackson  
Community Development Department  
161 W. Michigan Ave  
Jackson, MI 49201

RECEIVED

AUG - 6 2010

Dear Ms. Pultz,

The Jackson DDA respectfully requests an extension to spend our 2009 CDBG funds. Construction delays meant the majority of our funds could not be spent in time. Our project is still on going and is now progressing well. We expect all funds to be spent within 6 months. Thank you for your consideration,

Best regards,



Jonathan Greene  
Executive Director



## Department of Public Works

521 Water Street - Jackson, MI 49203  
Telephone: (517) 788-4170 — Facsimile: (517) 788-4639

August 5, 2010

**TO:** Michelle Pultz, Community Development Project Coordinator

**FROM:** Jon H. Dowling, P.E., City Engineer & Director of Public Works

**RE:** CDBG Handicap Ramps  
Monroe Street Sidewalk  
Local Street Construction  
Request for Extension of Time

The Engineering Department and the Department of Public Works are requesting an extension of time for the following projects that were not totally completed for 2009-2010:

CDBG Handicap Ramp Project – Public Works  
Monroe Street Sidewalk Project - Engineering  
Local Street Construction - Engineering

The Engineering and Public Works staffs are currently working on these projects. The Departments are requesting permission to continue working on the programs and roll over the current funding to 2010-2011.

If you need any further information for this request for extension, please call me at your convenience. Thank you very much for your assistance with this project.



## Cemeteries, Forestry & Parks

2615 Francis St. – Jackson, MI 49203  
Telephone: (517) 788-4078 — Facsimile: (517) 780-4776

RECEIVED

AUG - 9 2010

August 9, 2010

MEMO TO: Michelle Pultz, CDBG Project Coordinator

FROM: Thomas Steiger, Superintendent of Cemeteries, Forestry and Parks 

SUBJECT: FY 2009/10 CDBG Fund Balance

Please use this memorandum as a formal request to carry over \$6,249.36 of 2009/10 CDBG “Ash Tree Removal and Replacement” project. These funds were not spent due to the fact that our bids for removal were less than we anticipated. Furthermore, as Ash trees continue to rapidly decline and die, we deemed it appropriate to carry over these funds and add them to FY 2010/11 Ash Tree Removal Contract.

The time frame for spending both last year’s and the upcoming fiscal year funding is as follows:

Contractual bidding process for removal of 100-125 trees in October/November 2010  
Contractual bidding process for planting of 100-125 trees in Spring 2011

Should you have any questions or require additional information, feel free to contact me.



**BOARD OFFICERS:**

**President**  
Rev. Erick Johnson  
**Vice President**  
Terry Klaasen  
**Treasurer**  
J.R. Saucedo  
**Secretary**  
Amy Rice  
**Executive Director**  
Kevin Dowd

**Board Members**

Jerry Adams  
Taryn Barlow  
Karen Jackson  
Kerry Klee  
Joyce Keicher  
Ron Mealoy  
Steve Noble  
Howard Linnabury

**COMMITTEES:**

**Church Relations**

Erick Johnson  
Rodney Johnson

**Construction**

Robert Johnson  
Jim Schneider

**Site Selection**

Ramona Knight  
Carol Kobert

**Family Selection**

Karen Jackson  
**Family Support**

Melody Olney

**Finance**

Terry Klaasen

**Nominations/**

**Board Development**

Rev. Jay Cummings

**Speaker's Bureau**

Jerry Adams

**Public Relations**

Ron Mealoy

**ReStore**

Howard Linnabury  
Bruce Green

August 6, 2010

Michelle L. Pultz  
City of Jackson  
Community Development Project Coordinator  
161 W Michigan Ave  
Jackson, MI 49201

Dear Michelle,

I am writing to request an extension on the use of HOME Funds from FY 2008 in the amount of \$13,266.86. We had originally anticipated using those funds for new homes constructed at 606 Mechanic and 333 Euclid both in the City of Jackson. However in our eagerness to move forward on the projects we proceed without obtaining a Section 106 clearance from SHPO. We also didn't realize that SHPO was required even when building on vacant land.

We will use the funds to construct a two story home at 708 Mechanic. This home will be constructed through a partnership with YouthBuild and will roughly follow the academic year of 2010-2011 with completion in June 2011. We anticipate a complete draw down of HOME Funds by the end of the second quarter with a reimbursement request submitted by January 31, 2011.

These funds are absolutely essential to our build and represent a commitment that was made to YouthBuild and the young people involved, over two years ago. Thank you for your consideration of this request.

Sincerely,

*Kevin Dowd*

Kevin Dowd  
Executive Director





*Improving the quality  
of life in  
Jackson area neighborhoods*

Jackson Affordable Housing Corporation  
[www.jacksonaffordablehousing.org](http://www.jacksonaffordablehousing.org)

August 6, 2010

**Board of Directors**

Karen Hawley,  
President  
*JTV*

Ron Clingerman,  
Vice President  
*Fifth Third Bank*

Terry Willyard,  
Treasurer  
*Baker College*

Phil Fracker,  
Secretary  
*Jackson Housing  
Commission*

Mike Archer,  
Member at Large  
*Flagstar Bank*

Willie Walters  
*Community Member*

Kitrina Sims  
*Homebuyer*

C. Jean LaFountain  
*Community Member*

Billy Beers  
*Homebuyer*

Laura Piascik  
*Community Member*

Michelle Pultz  
Community Development Project Coordinator  
City of Jackson

Dear Ms. Pultz:

Jackson Affordable Housing Corporation has unexpended HOME funds as of June 30, 2010. We are requesting extensions on these funds to June 30, 2011. They are:

CHDO Acq/Rehab/Resale \$16,694.68

JAHC finished renovation on one property (1306 Leroy) in 2009, which is currently on the market. MSHDA has extended their grant to partially fund the next project (734 Waterloo), which is in process.

CHDO Operating \$1,541.75

These funds are tied to our renovation projects, and will be drawn down accordingly.

  
Karen A. Jackson  
Executive Director



Equal Housing Opportunity  
Equal Opportunity Employer



*Assisting people to become homeowners in Jackson County*

161 West Michigan Avenue, Jackson, Michigan 49201 517.788.4626. Facsimile 517.780.4721



## 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: Warren D. Renando, Interim City Manager  
DATE: April 20, 2010  
FROM: Carol Konieczki, Community Development Director *CKK*  
SUBJECT: Sale of Vacant Lot at 261 Griswold, Assessor's Stencil 4-1840

---

The City has received an offer of \$1,550.00 for the vacant lot located at 261 Griswold. The lot is .118 acres. The purchaser does not live in the City, however, purchaser wishes to build a garage or carport and small garden.

This lot has been classified under the City's Disposition of Property Policy as Class B:

- Class B: (Vacant lots with development potential). Minimum offer will be set at current market value (generally defined as 2 times the assessed value) as established by the City Assessor.
- Class B Residential Properties: Preference will be given to offers for the purpose of residential development. A Development Agreement will be a condition of the sale of Class B properties sold for development.
- Class B Commercial Properties: Preference will be given to offers for the purpose of commercial development, with emphasis on job creation and retention as well as overall property investment. A Development Agreement will be a condition of the sale of Class B Commercial Properties.

Estimated value by the City Assessor is \$2,400.00 TCV (SEV is \$1,200.00). The purchaser does not live adjacent to this parcel. Therefore, the lot cannot be combined with the purchaser's property. In accordance with the City's Disposition of Property Policy, a development agreement is required.

Action requested is to approve the Offer to Purchase City-Owned Property for the stated sum of \$1,550, and require a development agreement for the proposed use, subject to zoning approval, with a closing date on or before December 1, 2010. Further approval is requested to authorize the Mayor and City Clerk to sign all documents necessary to close the sale, subject to approval and minor modifications by the City Attorney. Please add this item to the August 17, 2010 City Council agenda.



Offer to Purchase City Owned Property

Attachment B  
RECEIVED

AUG - 3 2010

Department of Community Development  
161 W Michigan Avenue  
Jackson, Michigan 49201

Date 3 Aug 2010

I, CARL B Johnson  
(Name or Names as desired on deed),  
339 OAK GROVE APT D JACKSON MI 780-0025  
Address, City State Telephone Number

am submitting an offer to purchase City-owned property located at:

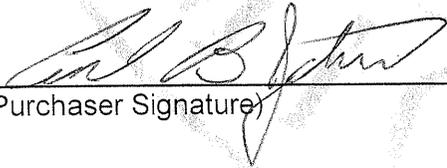
261 GARWOOD 4-184000000, hereinafter "Property"  
(Address) (Assessor's Stencil Number)

for the sum of \$ 1550 cash.

If purchased, I would use the Property for the following purpose:

BUILDING OF GARAGE OR CAR PORT TO STORE MY PERSONAL  
R.V. AND SMALL GARDEN

**Disclaimers and Limitations.** Notwithstanding anything to the contrary herein contained, Purchaser expressly understands, acknowledges and agrees that the conveyance of the Property shall be made by Seller to Purchaser on an "as is, where is" basis, and with all faults, including fire damage, the environmental condition of the Property, and Purchaser acknowledges that Purchaser has agreed to buy the Property in its present condition and that Purchaser is relying solely on its own examination and inspections of the Property and not on any statements or representations made by Seller or any agents or representatives of Seller. Additionally, Purchaser hereby acknowledges that Seller makes no warranty or representation, express or implied, or arising by operation of law, including, but in no way limited to, any warranty of condition, habitability, merchantability, or fitness for a particular purpose of the Property or any portion thereof, or with respect to the economical, functional, environmental or physical condition, or any other aspect, of the Property, including Seller's title to the Property. Seller hereby specifically disclaims any warranty, guaranty or representation, oral or written, past, present or future, of, as to, or concerning: (i) the nature and condition of the Property or any part thereof, including, but not limited to, its water, soil, or geology, or the suitability thereof for any and all activities and uses which Purchaser may elect to conduct thereon, or any improvements Purchaser may elect to construct thereon, or any income to be derived therefrom, or any expenses to be incurred with respect thereto, or any obligations or any other matter or thing relating to or affecting the same; (ii) the absence of asbestos or any environmentally hazardous substances on, in or under the Property or on, in or under any property adjacent to or abutting the Property; (iii) the manner of construction or condition or state of repair or lack of repair of any improvements; (iv) the nature or extent of any easement, restrictive covenant, right-of-way, lease, possession, lien, encumbrance, license, reservation, condition or other similar matter pertaining to the Property, or portion thereof; and (v) the compliance of the Property or the operation of the Property or portion thereof with any laws, rules, ordinances or regulations of any government or other body. Purchaser hereby absolutely waives any right, claim, or cause of action which Purchaser may have against Seller with respect to the environmental conditions existing at the Property on the date of closing. By way of example only and not by way of limitation of the foregoing, Seller does not warrant either clear title to the Property, or that Purchaser will be able to obtain title insurance to the Property. Nor shall Purchaser be allowed to return Property because of defect in title. Purchaser shall indemnify, defend and save Seller harmless from and against any and all claims, liability, costs, damages or losses from personal injury, including death, or property damage of any nature, resulting or arising from the sale of the Property. The provisions of this paragraph shall survive the execution and delivery of the deed by Seller and the closing of the transaction contemplated by this agreement.

  
(Purchaser Signature)

\_\_\_\_\_  
(Purchaser Signature)

Acceptance of Offer to Purchase

For the City: \_\_\_\_\_

Date: \_\_\_\_\_

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



# City of Jackson, Michigan

## Disposition of City-Owned Property Policy

1. The City will maintain a list of all City-owned properties, including information regarding size, zoning, assessed value, legal description and any other data pertinent to the status and disposition of City-owned properties.
  - When the City obtains a Property, it will be classified by staff as follows:
    1. Class A-Vacant Lots whose size prohibits development.
    2. Class B-Vacant residential or commercial lots.
    3. Class C-Residential or Commercial Structures.
    4. Class D-Industrial zoned property either Vacant or with Structures
    5. Class E – Reserved for City Use
    6. Class F – Land Banking for Development.
  - Classifications are intended to be a guide, to identify the property type and potential use and may change in order to conform with changes in the City Code of Ordinances or as needed to allow the highest and best use of City owned property.
2. Properties will be sold “as is-where is”, via quit-claim deed. The City will not guarantee title, nor conduct any soil testing, environmental or engineering studies, surveys or in any way attest to the usability of the property. A title search in commitment form will be obtained at the time an offer to purchase is received. A disclaimer (Attachment A) prepared by the City Attorney’s office will appear on all documents related to the sale of these properties.
3. Pursuant to Section 12.5 of the City charter which states, “The city shall not contract with a person or entity in default to the city”, the City will not sell property to any purchaser who is in default to the City, which shall include, but not limited to, delinquent property taxes, judgments, assessments, or outstanding past-due utility bills or invoices for City services.
4. The Purchaser will be responsible for obtaining any necessary permits, licenses, changes to zoning, or variances, in order to accomplish their intended use of the property. Costs, including but not limited to, soil testing, environmental or engineering studies, surveys, title insurance, or recording of documents will be borne by the purchaser unless otherwise agreed to by the City. The full purchase price, including closing costs must be paid at closing.
5. Offers must contain the total purchase price for the property, the name(s) as they are to appear on a deed, the proposed use of the property, an address and telephone number of purchaser, and must be signed by the person submitting the offer. The City will consider options to purchase if the terms of such offers are acceptable to the City. Staff shall be allowed to make minor modifications to the offer sheet as it deems appropriate. The offer sheet is attached (Attachment B).

- 
6. The City may advertise the availability of City-owned property by placement of signs on the property, by published advertisement or in City sponsored websites or newsletters. The City will consider offers on any property unless such offer is in conflict with a published deadline.
  7. Offers, which meet the criteria set forth in this policy, will be presented to the City Council for final acceptance. Closing arrangements for accepted offers should be made within 30 days of acceptance by City Council.

8. Disposition of Properties

- Class A: (Vacant Lots too small for development). Class A properties will initially be offered to all adjoining property owners for a minimum offer of market value as established by the City Assessor. Offers will be accepted for the period of time specified in the notification to all adjoining property owners.

Those properties not sold to adjoining property owners will be:

- Reconsidered for land banking for future development
  - Considered for use as neighborhood gardens or a pocket park
  - Offered to general public for a minimum offer of current market value (generally defined as 2 times the taxable value) as established by the City Assessor.
  - Those properties remaining in the inventory after 24 months, not suitable for land banking or use as garden/pocket park may be offered for a minimum of \$250, or other amount determined by the City Assessor to be equitable to the City.
- Class B: (Vacant lots with development potential). Minimum offer will be set at current market value (generally defined as 2 times the assessed value) as established by the City Assessor.
    - Class B Residential Properties: Preference will be given to offers for the purpose of residential development. A Development Agreement will be a condition of the sale of Class B properties sold for development.
    - Class B Commercial Properties: Preference will be given to offers for the purpose of commercial development, with emphasis on job creation and retention as well as overall property investment. A Development Agreement will be a condition of the sale of Class B Commercial Properties.
  - Class C: (Residential or Commercial Structures)
    - Class C Residential
      - All residential structures will be reserved for City or City sponsored local non-profit rehabilitation projects.
      - Properties in which rehabilitation is not feasible will be demolished, and the vacant land reclassified for disposition.
    - Class C Commercial

Preference will be given to offers for the purpose of commercial development, with emphasis on job creation and retention as well as overall property

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investment. A Development Agreement will be a condition of the sale of Class C Commercial Properties sold for development.

- Minimum offer will be market value (generally defined as 2 times the taxable value) as determined by the City Assessor.
- Properties in which rehabilitation is not feasible will be demolished and the property reclassified for disposition.
- Class D: (Industrially zoned properties either vacant or with structures). Preference will be given to offers for the purpose of commercial/industrial development, with emphasis on job creation and retention as well as overall property investment.
  - Minimum offer to be market value (generally defined as 2 times the assessed value) as determined by the City Assessor, plus any costs incurred by the City in obtaining, maintaining, testing, taxes, utilities or assessments, in disposing of the property. A Development Agreement will be a condition of such sales.
  - If rehabilitation is not feasible, property will be demolished, and then marketed for development as vacant land.
- Class E: (Reserved for City Use) Class E properties will be retained for current or future City use.
- Class F: (Land Bank for Development)

Preference will be given to offers for the purpose of commercial/industrial development, with emphasis on job creation and retention as well as overall property investment.

  - Class F properties will be land banked for development purposes. They may include: lots larger than 60 x 125, or of sufficient size for potential development as set forth in the City of Jackson Code of Ordinances.
  - Two or more contiguous lots or lots in a favorable development location. A Development Agreement will be a condition of the sale of these properties

The City will consider offers to develop such properties on a case by case basis.

Notwithstanding anything to the contrary contained in this policy, the City reserves the right to contract with a real estate broker or other marketing agency for disposition of City-owned properties

City Council reserves the right to reject any and all offers or to accept an offer other than the highest offer when the public interest is served thereby and such action is in the best interest of the City of Jackson.

**Disclaimers and Limitations.** Notwithstanding anything to the contrary herein contained, Purchaser expressly understands, acknowledges and agrees that the conveyance of the Property shall be made by Seller to Purchaser on an "as is, where is" basis, and with all faults, including fire damage, the environmental condition of the Property, and Purchaser acknowledges that Purchaser has agreed to buy the Property in its present condition and that Purchaser is relying solely on its own examination and inspections of the Property and not on any statements or representations made by Seller or any agents or representatives of Seller. Additionally, Purchaser hereby acknowledges that Seller makes no warranty or representation, express or implied, or arising by operation of law, including, but in no way limited to, any warranty of condition, habitability, merchantability, or fitness for a particular purpose of the Property or any portion thereof, or with respect to the economical, functional, environmental or physical condition, or any other aspect, of the Property, including Seller's title to the Property. Seller hereby specifically disclaims any warranty, guaranty or representation, oral or written, past, present or future, of, as to, or concerning: (i) the nature and condition of the Property or any part thereof, including, but not limited to, its water, soil, or geology, or the suitability thereof for any and all activities and uses which Purchaser may elect to conduct thereon, or any improvements Purchaser may elect to construct thereon, or any income to be derived therefrom, or any expenses to be incurred with respect thereto, or any obligations or any other matter or thing relating to or affecting the same; (ii) the absence of asbestos or any environmentally hazardous substances on, in or under the Property or on, in or under any property adjacent to or abutting the Property; (iii) the manner of construction or condition or state of repair or lack of repair of any improvements; (iv) the nature or extent of any easement, restrictive covenant, right-of-way, lease, possession, lien, encumbrance, license, reservation, condition or other similar matter pertaining to the Property, or portion thereof; and (v) the compliance of the Property or the operation of the Property or portion thereof with any laws, rules, ordinances or regulations of any government or other body. Purchaser hereby absolutely waives any right, claim or cause of action which Purchaser may have against Seller with respect to the environmental conditions existing at the Property on the date of closing. By way of example only and not by way of limitation of the foregoing, Seller does not warrant either clear title to the Property, or that Purchaser will be able to obtain title insurance to the Property. Nor shall Purchaser be allowed to return Property because of defect in title. Purchaser shall indemnify, defend and save Seller harmless from and against any and all claims, liability, costs, damages or losses from personal injury, including death, or property damage of any nature, resulting or arising from the sale of the Property. The provisions of this paragraph shall survive the execution and delivery of the deed by Seller and the closing of the transaction contemplated by this agreement.



## 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: Warren D. Renando, Interim City Manager  
DATE: April 20, 2010  
FROM: Carol Konieczki, Community Development Director *CKK*  
SUBJECT: Sale of Vacant Lot at 1214 N. Waterloo, Assessor's Stencil 8-1900

The City has received an offer of \$100 for the vacant lot located at 1214 N. Waterloo. The lot is .31 acres. The purchaser plans to use it to build a garage for his personal use.

This lot has been classified under the City's Disposition of Property Policy as Class B:

- Class B: (Vacant lots with development potential). Minimum offer will be set at current market value (generally defined as 2 times the assessed value) as established by the City Assessor.
- Class B Residential Properties: Preference will be given to offers for the purpose of residential development. A Development Agreement will be a condition of the sale of Class B properties sold for development.
- Class B Commercial Properties: Preference will be given to offers for the purpose of commercial development, with emphasis on job creation and retention as well as overall property investment. A Development Agreement will be a condition of the sale of Class B Commercial Properties.

Estimated value by the City Assessor is \$4,800.00 TCV (SEV is \$2,400.00). The purchaser does not live adjacent to this parcel. Therefore, the lot cannot be combined with the purchaser's property. In accordance with the City's Disposition of Property Policy, a development agreement is required.

Action requested is to approve the Offer to Purchase City-Owned Property for the stated sum of \$100, and require a development agreement for the proposed use, subject to zoning approval, with a closing date on or before December 1, 2010. Further approval is requested to authorize the Mayor and City Clerk to sign all documents necessary to close the sale, subject to approval and minor modifications by the City Attorney. Please add this item to the August 17, 2010 City Council agenda.



RECEIVED

JUL 26 2010

Attachment B

Offer to Purchase City Owned Property

Department of Community Development  
161 W Michigan Avenue  
Jackson, Michigan 49201

Date July 26, 2010

I, Charles R. Cummings  
(Name or Names as desired on deed),

1103 N. Waterloo St. (517) 787-3598  
Address, City State Telephone Number

am submitting an offer to purchase City-owned property located at:

30-6 1214 N Waterloo St. 8-1900, hereinafter "Property"  
(Address) (Assessor's Stencil Number)

for the sum of \$ 100<sup>00</sup> cash.

If purchased, I would use the Property for the following purpose:  
To Build a Two and one Half Car garage (Residential Type)

**Disclaimers and Limitations.** Notwithstanding anything to the contrary herein contained, Purchaser expressly understands, acknowledges and agrees that the conveyance of the Property shall be made by Seller to Purchaser on an "as is, where is" basis, and with all faults, including fire damage, the environmental condition of the Property, and Purchaser acknowledges that Purchaser has agreed to buy the Property in its present condition and that Purchaser is relying solely on its own examination and inspections of the Property and not on any statements or representations made by Seller or any agents or representatives of Seller. Additionally, Purchaser hereby acknowledges that Seller makes no warranty or representation, express or implied, or arising by operation of law, including, but in no way limited to, any warranty of condition, habitability, merchantability, or fitness for a particular purpose of the Property or any portion thereof, or with respect to the economical, functional, environmental or physical condition, or any other aspect, of the Property, including Seller's title to the Property. Seller hereby specifically disclaims any warranty, guaranty or representation, oral or written, past, present or future, of, as to, or concerning: (i) the nature and condition of the Property or any part thereof, including, but not limited to, its water, soil, or geology, or the suitability thereof for any and all activities and uses which Purchaser may elect to conduct thereon, or any improvements Purchaser may elect to construct thereon, or any income to be derived therefrom, or any expenses to be incurred with respect thereto, or any obligations or any other matter or thing relating to or affecting the same; (ii) the absence of asbestos or any environmentally hazardous substances on, in or under the Property or on, in or under any property adjacent to or abutting the Property; (iii) the manner of construction or condition or state of repair or lack of repair of any improvements; (iv) the nature or extent of any easement, restrictive covenant, right-of-way, lease, possession, lien, encumbrance, license, reservation, condition or other similar matter pertaining to the Property, or portion thereof; and (v) the compliance of the Property or the operation of the Property or portion thereof with any laws, rules, ordinances or regulations of any government or other body. Purchaser hereby absolutely waives any right, claim or cause of action which Purchaser may have against Seller with respect to the environmental conditions existing at the Property on the date of closing. By way of example only and not by way of limitation of the foregoing, Seller does not warrant either clear title to the Property, or that Purchaser will be able to obtain title insurance to the Property. Nor shall Purchaser be allowed to return Property because of defect in title. Purchaser shall indemnify, defend and save Seller harmless from and against any and all claims, liability, costs, damages or losses from personal injury, including death, or property damage of any nature, resulting or arising from the sale of the Property. The provisions of this paragraph shall survive the execution and delivery of the deed by Seller and the closing of the transaction contemplated by this agreement.

CR Cummings  
(Purchaser Signature)

\_\_\_\_\_  
(Purchaser Signature)

Acceptance of Offer to Purchase

For the City: \_\_\_\_\_

Date: \_\_\_\_\_

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

# Real Estate Summary Sheet

\*\*\*Information herein deemed reliable but not guaranteed\*\*\*

07/26/2010 2:18 PM

|                          |   |                                  |                       |
|--------------------------|---|----------------------------------|-----------------------|
| <b>Parcel:</b>           | 8-190000000                                       | <b>Current Class:</b>            | 711.EXEMPT CITY , TWP |
| <b>Owner's Name:</b>     | CITY OF JACKSON                                   | <b>Previous Class:</b>           | 711.EXEMPT CITY , TWP |
| <b>Property Address:</b> | 1214 N WATERLOO AVE<br>JACKSON, MI 49202          | <b>Gov. Unit:</b>                | 50 UNIT '50' JACKSON  |
|                          |   | <b>MAP #</b>                     |                       |
|                          |   | <b>School:</b>                   | 38170 JACKSON PUBLIC  |
|                          |   | <b>Neighborhood:</b>             | 003 N WATERLOO        |
| <b>Liber/Page:</b>       |   | <b>Created:</b>                  | //                    |
| <b>Public Impr.:</b>     | Paved Road, Sidewalk, Water, Sewer, Electric, Gas | <b>Split:</b>                    | //                    |
| <b>Topography:</b>       | Level   | <b>Active:</b>                   | Active                |
| <b>Mailing Address:</b>  |   | <b>Description:</b>              |                       |
| COMMUNITY DEVELOPMENT    |   | LOT 19 EX S 115 FT HAMMOND'S ADD |                       |
| 161 W MICHIGAN AVE       |   |                                  |                       |
| JACKSON MI 49201         |   |                                  |                       |

## Most Recent Sale Information

None Found

## Most Recent Permit Information

None Found

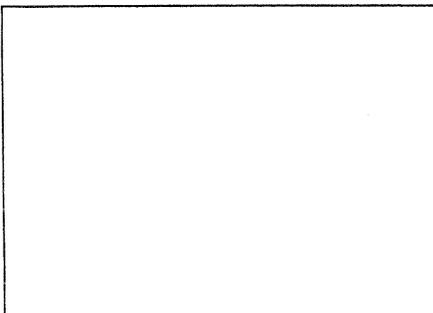
## Physical Property Characteristics

|                     |           |                          |           |                        |       |
|---------------------|-----------|--------------------------|-----------|------------------------|-------|
| <b>2011 S.E.V.:</b> | Tentative | <b>2011 Taxable:</b>     | Tentative | <b>Lot Dimensions:</b> |       |
| <b>2010 S.E.V.:</b> | 0         | <b>2010 Taxable:</b>     | 0         | <b>Acreage:</b>        | 0.31  |
| <b>Zoning:</b>      | R-1       | <b>Land Value:</b>       | Tentative | <b>Frontage:</b>       | 50.0  |
| <b>PRE:</b>         | 0.000     | <b>Land Impr. Value:</b> | Tentative | <b>Average Depth:</b>  | 270.0 |

## Improvement Data

None

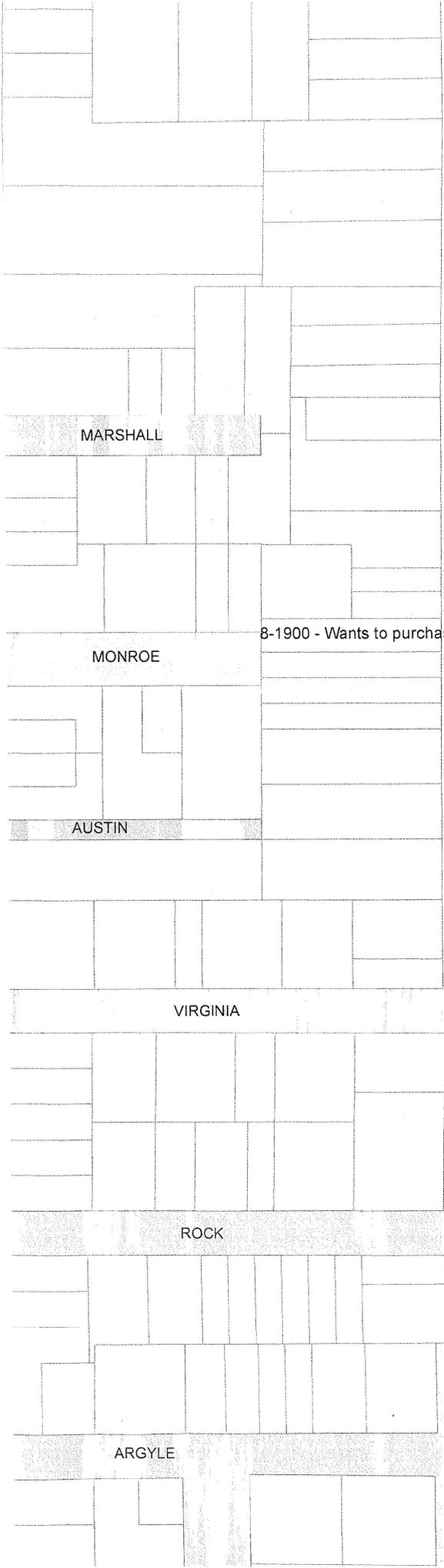
## Image



WATERLOO AVE

WATERLOO AVE

WATERLOO AVE



MARSHALL

8-1900 - Wants to purchase

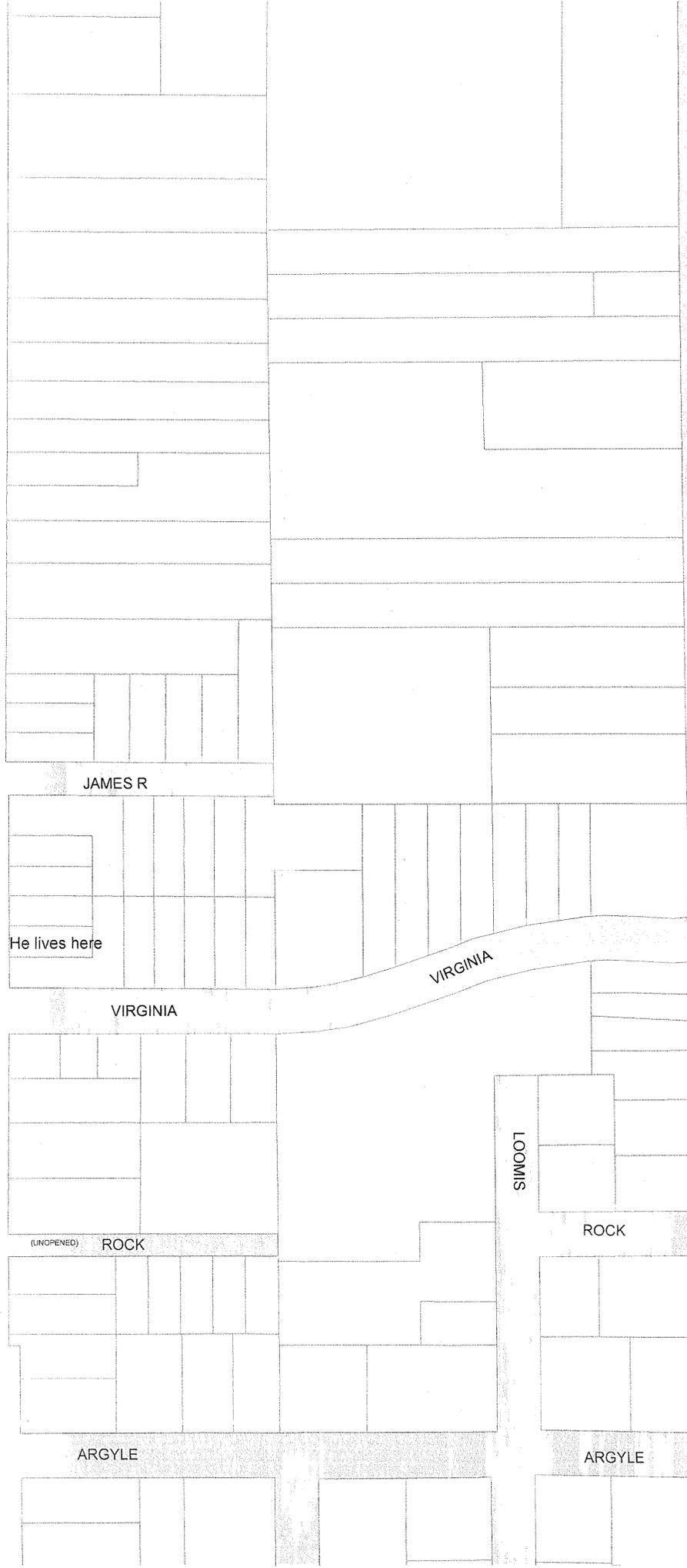
MONROE

AUSTIN

VIRGINIA

ROCK

ARGYLE



JAMES R

He lives here

VIRGINIA

VIRGINIA

(UNOPENED) ROCK

LOOMIS

ROCK

ARGYLE

ARGYLE



## 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: Warren D. Renando, Interim City Manager  
DATE: April 20, 2010  
FROM: Carol Konieczki, Community Development Director *CKK*  
SUBJECT: Sale of Vacant Lot at 406 W. Franklin, Assessor's Stencil 3-0054

---

The City has received an offer of \$250.00 for the vacant lot located at 406 W. Franklin. The lot is .07 acres. The purchaser plans to use it to either garden, or, if a variance is approved by the Zoning Board of Appeals, to use as a parking lot for personal use.

This lot has been classified under the City's Disposition of Property Policy as Class B:

- Class B: (Vacant lots with development potential). Minimum offer will be set at current market value (generally defined as 2 times the assessed value) as established by the City Assessor.
- Class B Residential Properties: Preference will be given to offers for the purpose of residential development. A Development Agreement will be a condition of the sale of Class B properties sold for development.
- Class B Commercial Properties: Preference will be given to offers for the purpose of commercial development, with emphasis on job creation and retention as well as overall property investment. A Development Agreement will be a condition of the sale of Class B Commercial Properties.

Estimated value by the City Assessor is \$1,600.00 TCV (SEV is \$800.00). The purchaser does not live adjacent to this parcel. Therefore, the lot cannot be combined with the purchaser's property. In accordance with the City's Disposition of Property Policy, a development agreement is required.

Action requested is to approve the Offer to Purchase City-Owned Property for the stated sum of \$250.00, and require a development agreement for the proposed use, subject to zoning approval, with a closing date on or before December 1, 2010. Further approval is requested to authorize the Mayor and City Clerk to sign all documents necessary to close the sale, subject to approval and minor modifications by the City Attorney. Please add this item to the August 17, 2010 City Council agenda.



Offer to Purchase City Owned Property

RECEIVED

JUN 14 2010

Department of Community Development  
161 W Michigan Avenue  
Jackson, Michigan 49201

Date 6-14-2010

I, Michael Caldwell  
(Name or Names as desired on deed),  
411 W. Franklin St Jackson MI 49201 517 250 1414  
Address, City State Telephone Number

am submitting an offer to purchase City-owned property located at:

406 W. Franklin St. Jackson MI 49201 3-0054, hereinafter "Property"  
(Address) (Assessor's Stencil Number)

for the sum of \$ 250.00 cash.

If purchased, I would use the Property for the following purpose:

Private, fenced garden and or private parking for  
411 W. Franklin St. Residence

**Disclaimers and Limitations.** Notwithstanding anything to the contrary herein contained, Purchaser expressly understands, acknowledges and agrees that the conveyance of the Property shall be made by Seller to Purchaser on an "as is, where is" basis, and with all faults, including fire damage, the environmental condition of the Property, and Purchaser acknowledges that Purchaser has agreed to buy the Property in its present condition and that Purchaser is relying solely on its own examination and inspections of the Property and not on any statements or representations made by Seller or any agents or representatives of Seller. Additionally, Purchaser hereby acknowledges that Seller makes no warranty or representation, express or implied, or arising by operation of law, including, but in no way limited to, any warranty of condition, habitability, merchantability, or fitness for a particular purpose of the Property or any portion thereof, or with respect to the economical, functional, environmental or physical condition, or any other aspect, of the Property, including Seller's title to the Property. Seller hereby specifically disclaims any warranty, guaranty or representation, oral or written, past, present or future, of, as to, or concerning: (i) the nature and condition of the Property or any part thereof, including, but not limited to, its water, soil, or geology, or the suitability thereof for any and all activities and uses which Purchaser may elect to conduct thereon, or any improvements Purchaser may elect to construct thereon, or any income to be derived therefrom, or any expenses to be incurred with respect thereto, or any obligations or any other matter or thing relating to or affecting the same; (ii) the absence of asbestos or any environmentally hazardous substances on, in or under the Property or on, in or under any property adjacent to or abutting the Property; (iii) the manner of construction or condition or state of repair or lack of repair of any improvements; (iv) the nature or extent of any easement, restrictive covenant, right-of-way, lease, possession, lien, encumbrance, license, reservation, condition or other similar matter pertaining to the Property, or portion thereof; and (v) the compliance of the Property or the operation of the Property or portion thereof with any laws, rules, ordinances or regulations of any government or other body. Purchaser hereby absolutely waives any right, claim, or cause of action which Purchaser may have against Seller with respect to the environmental conditions existing at the Property on the date of closing. By way of example only and not by way of limitation of the foregoing, Seller does not warrant either clear title to the Property, or that Purchaser will be able to obtain title insurance to the Property. Nor shall Purchaser be allowed to return Property because of defect in title. Purchaser shall indemnify, defend and save Seller harmless from, and against any and all claims, liability, costs, damages or losses from personal injury, including death, or property damage of any nature, resulting or arising from the sale of the Property. The provisions of this paragraph shall survive the execution and delivery of the deed by Seller and the closing of the transaction contemplated by this agreement.

Michael Caldwell  
(Purchaser Signature)

\_\_\_\_\_  
(Purchaser Signature)

Acceptance of Offer to Purchase

For the City: \_\_\_\_\_

Date: \_\_\_\_\_

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

# Real Estate Summary Sheet

\*\*\*Information herein deemed reliable but not guaranteed\*\*\*

06/15/2010 8:15 AM

|  |   |  |                       |
|--|---|--|-----------------------|
| <b>Parcel:</b>                         | 3-005400000                                       | <b>Current Class:</b>  | 711.EXEMPT CITY , TWP |
| <b>Owner's Name:</b>                   | CITY OF JACKSON                                   | <b>Previous Class:</b>   | 711.EXEMPT CITY , TWP |
| <b>Property Address:</b>               | 406 W FRANKLIN ST<br>JACKSON, MI 49201            | <b>Gov. Unit:</b>  | 50 UNIT '50' JACKSON  |
|  |   | <b>MAP #</b>   |                       |
|  |   | <b>School:</b>   | 38170 JACKSON PUBLIC  |
|  |   | <b>Neighborhood:</b>   | 031 FRANKLIN & FOURTH |
| <b>Liber/Page:</b>                     | 1650-465  | <b>Split:</b>  | //                    |
| <b>Public Impr.:</b>                   | Paved Road, Sidewalk, Water, Sewer, Electric, Gas | <b>Active:</b>   | Active                |
| <b>Topography:</b>                     | High  |  |                       |
| <b>Mailing Address:</b>                |   | <b>Description:</b>  |                       |
| 161 W MICHIGAN AVE<br>JACKSON MI 49201 |   | W 39.63 FT OF LOT 17 & E 1 FT OF LOT 18 BLK 9 LIVERMORE WOOD & EATON'S ADD |                       |

## Most Recent Sale Information

Sold on 02/16/2001 for 52,000 by FIRST MORTGAGE FUND INC.

**Terms of Sale:** CITY BOUGHT

**Liber/Page:** 1650-465

## Most Recent Permit Information

Permit B11354 on 04/26/2001 for \$0 category Building.

## Physical Property Characteristics

|                     |           |                          |           |                        |      |
|---------------------|-----------|--------------------------|-----------|------------------------|------|
| <b>2011 S.E.V.:</b> | Tentative | <b>2011 Taxable:</b>     | Tentative | <b>Lot Dimensions:</b> |      |
| <b>2010 S.E.V.:</b> | 0         | <b>2010 Taxable:</b>     | 0         | <b>Acreage:</b>        | 0.07 |
| <b>Zoning:</b>      | C-2       | <b>Land Value:</b>       | Tentative | <b>Frontage:</b>       | 49.6 |
| <b>PRE:</b>         | 0.000     | <b>Land Impr. Value:</b> | Tentative | <b>Average Depth:</b>  | 62.7 |

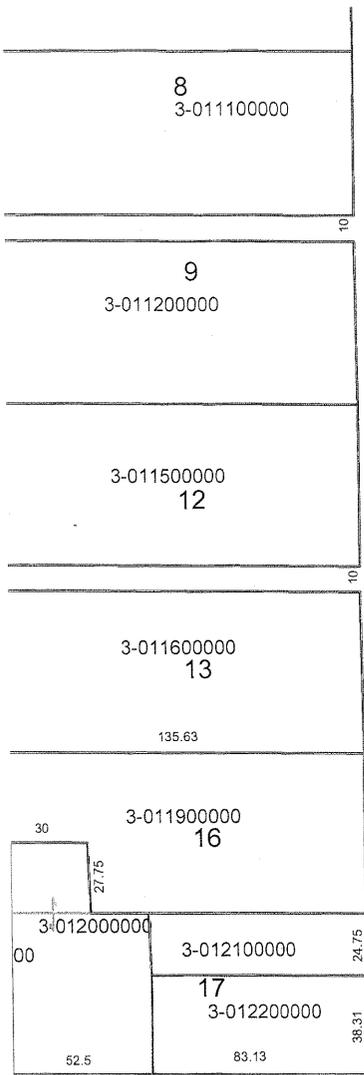
## Improvement Data

None

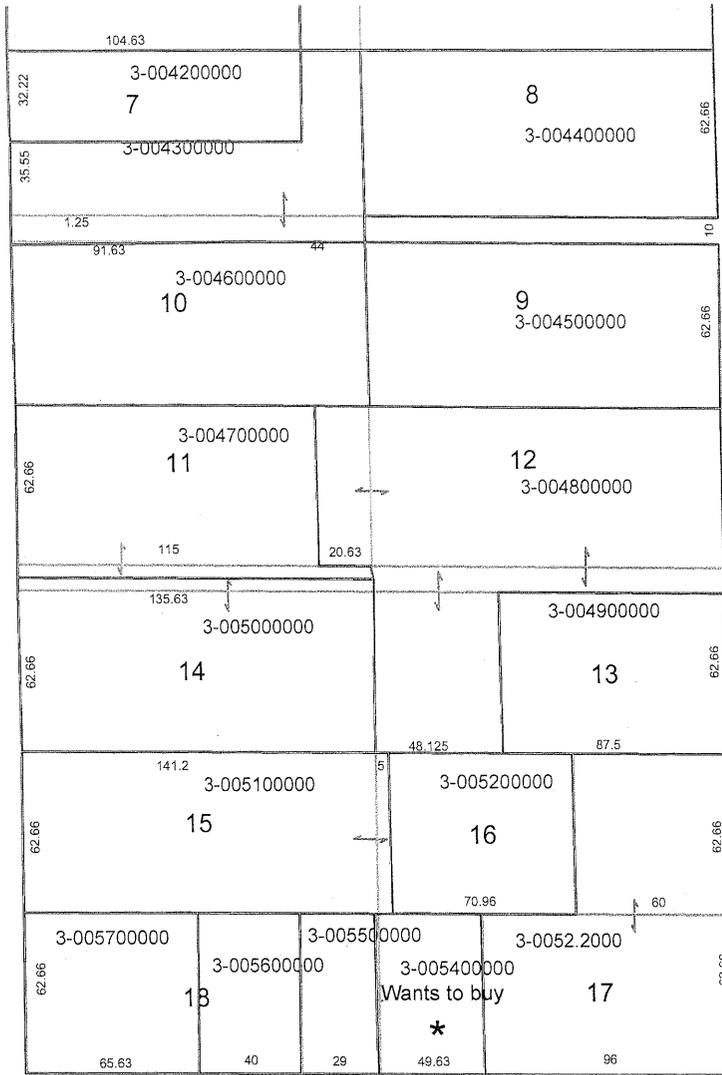
SEV  
2002 - 2007 1700  
2001 40,800

## Image

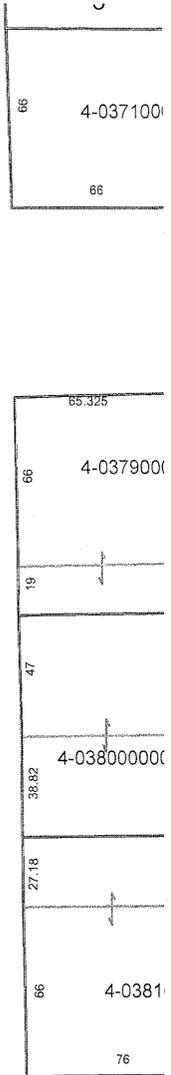




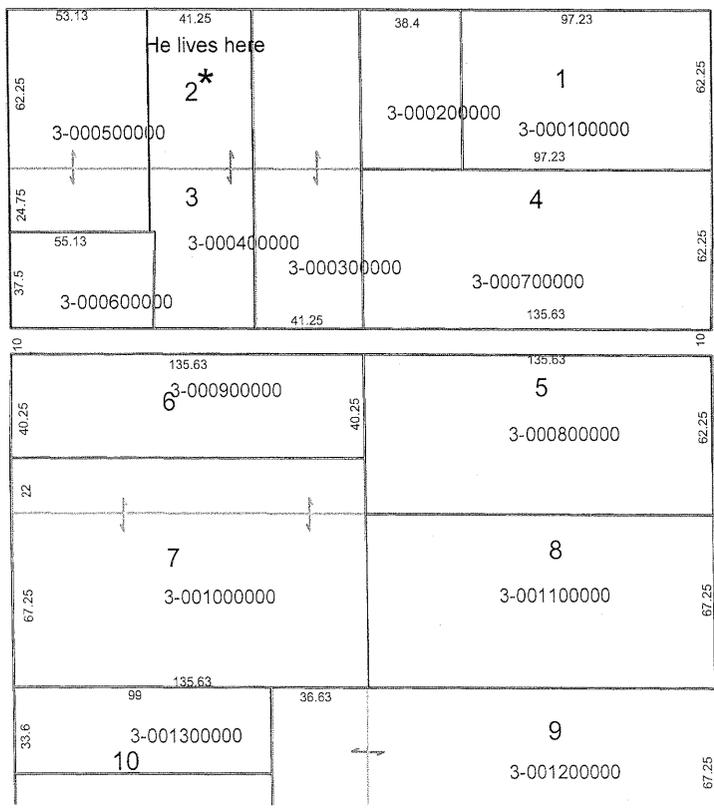
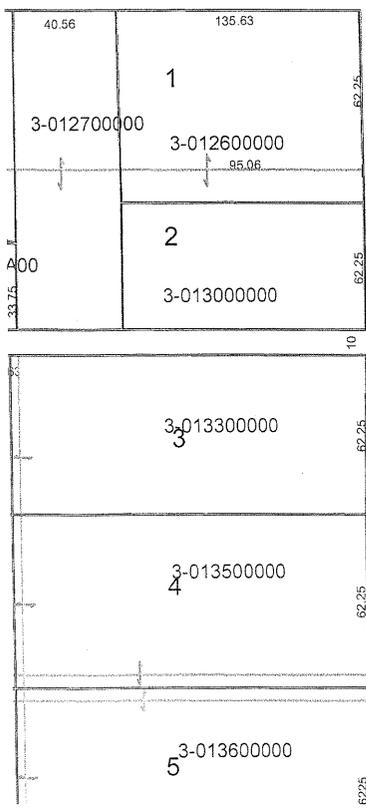
SECOND ST



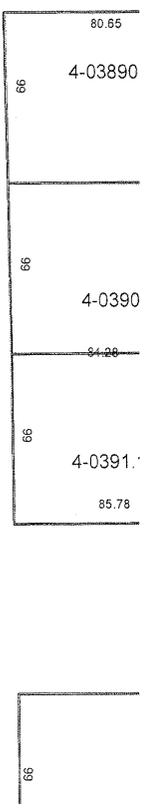
FIRST



FRANKLIN ST.



FIRST ST



Wants to buy \*

He lives here



## 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: Warren D. Renando, Interim City Manager

DATE: April 20, 2010

FROM: Carol Konieczki, Community Development Director *CK*

SUBJECT: Sale of Vacant Lot at 506 E. Trail St, Assessor's Stencil 7-0625

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The City has received an offer of \$250.00 for the vacant lot located at 506 E. Trail St. The lot is .09 acres. The purchaser plans to use it to provide a recreational/play area for neighborhood children.

This lot has been classified under the City's Disposition of Property Policy as Class B:

- Class B: (Vacant lots with development potential). Minimum offer will be set at current market value (generally defined as 2 times the assessed value) as established by the City Assessor.
- Class B Residential Properties: Preference will be given to offers for the purpose of residential development. A Development Agreement will be a condition of the sale of Class B properties sold for development.
- Class B Commercial Properties: Preference will be given to offers for the purpose of commercial development, with emphasis on job creation and retention as well as overall property investment. A Development Agreement will be a condition of the sale of Class B Commercial Properties.

Estimated value by the City Assessor is \$700.00 TCV (SEV is \$350.00). The purchaser does not live adjacent to this parcel. Therefore, the lot cannot be combined with the purchaser's property. In accordance with the City's Disposition of Property Policy, a development agreement is required.

Action requested is to approve the Offer to Purchase City-Owned Property for the stated sum of \$250, and require a development agreement for the proposed use, subject to zoning approval, with a closing date on or before December 1, 2010. Further approval is requested to authorize the Mayor and City Clerk to sign all documents necessary to close the sale, subject to approval and minor modifications by the City Attorney. Please add this item to the August 17, 2010 City Council agenda.



### Offer to Purchase City Owned Property

RECEIVED  
JUN 24 2010

Department of Community Development  
161 W Michigan Avenue  
Jackson, Michigan 49201

Date 6-24-2010

I, ALAN MEEUWSEN  
(Name or Names as desired on deed),  
515 E. TRAIL ST. JACKSON, MI. 49201 (517) 782-7830  
Address, City State Telephone Number

am submitting an offer to purchase City-owned property located at:

506 E. TRAIL ST. JACKSON, MI. 49201 7-0625, hereinafter "Property"  
(Address) (Assessor's Stencil Number)

for the sum of \$ 250.00 cash.

If purchased, I would use the Property for the following purpose: RECREATIONAL / PLAY AREA  
FOR NEIGHBORHOOD CHILDREN

**Disclaimers and Limitations.** Notwithstanding anything to the contrary herein contained, Purchaser expressly understands, acknowledges and agrees that the conveyance of the Property shall be made by Seller to Purchaser on an "as is, where is" basis, and with all faults, including fire damage, the environmental condition of the Property, and Purchaser acknowledges that Purchaser has agreed to buy the Property in its present condition and that Purchaser is relying solely on its own examination and inspections of the Property and not on any statements or representations made by Seller or any agents or representatives of Seller. Additionally, Purchaser hereby acknowledges that Seller makes no warranty or representation, express or implied, or arising by operation of law, including, but in no way limited to, any warranty of condition, habitability, merchantability, or fitness for a particular purpose of the Property or any portion thereof, or with respect to the economical, functional, environmental or physical condition, or any other aspect, of the Property, including Seller's title to the Property. Seller hereby specifically disclaims any warranty, guaranty or representation, oral or written, past, present or future, of, as to, or concerning: (i) the nature and condition of the Property or any part thereof, including, but not limited to, its water, soil, or geology, or the suitability thereof for any and all activities and uses which Purchaser may elect to conduct thereon, or any improvements Purchaser may elect to construct thereon, or any income to be derived therefrom, or any expenses to be incurred with respect thereto, or any obligations or any other matter or thing relating to or affecting the same; (ii) the absence of asbestos or any environmentally hazardous substances on, in or under the Property or on, in or under any property adjacent to or abutting the Property; (iii) the manner of construction, or condition or state of repair or lack of repair of any improvements; (iv) the nature or extent of any easement, restrictive covenant, right-of-way, lease, possession, lien, encumbrance, license, reservation, condition or other similar matter pertaining to the Property, or portion thereof; and (v) the compliance of the Property or the operation of the Property or portion thereof with any laws, rules, ordinances or regulations of any government or other body. Purchaser hereby absolutely waives any right, claim or cause of action which Purchaser may have against Seller with respect to the environmental conditions existing at the Property on the date of closing. By way of example only and not by way of limitation of the foregoing, Seller does not warrant either clear title to the Property, or that Purchaser will be able to obtain title insurance to the Property. Nor shall Purchaser be allowed to return Property because of defect in title. Purchaser shall indemnify, defend and save Seller harmless from and against any and all claims, liability, costs, damages or losses from personal injury, including death, or property damage of any nature, resulting or arising from the sale of the Property. The provisions of this paragraph shall survive the execution and delivery of the deed by Seller and the closing of the transaction contemplated by this agreement.

Alan Meeuwesen  
(Purchaser Signature)

\_\_\_\_\_  
(Purchaser Signature)

Acceptance of Offer to Purchase

For the City: \_\_\_\_\_

Date: \_\_\_\_\_

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

# Real Estate Summary Sheet

\*\*\*Information herein deemed reliable but not guaranteed\*\*\*

07/09/2010 3:57 PM

|   |   |                        |                       |   |    |                |        |
|---|---|------------------------|-----------------------|---|----|----------------|--------|
| <b>Parcel:</b>  | 7-062500000                                       | <b>Current Class:</b>  | 711.EXEMPT CITY , TWP |   |    |                |        |
| <b>Owner's Name:</b>  | CITY OF JACKSON                                   | <b>Previous Class:</b> | 711.EXEMPT CITY , TWP |   |    |                |        |
| <b>Property Address:</b>  | 506 E TRAIL ST<br>JACKSON, MI 49201               | <b>Gov. Unit:</b>      | 50 UNIT '50' JACKSON  |   |    |                |        |
|   |   | <b>MAP #</b>           | 7-20                  |   |    |                |        |
|   |   | <b>School:</b>         | 38170 JACKSON PUBLIC  |   |    |                |        |
|   |   | <b>Neighborhood:</b>   | 004 COOPER TRAIL      |   |    |                |        |
| <b>Liber/Page:</b>  | 1750-592  | <b>Created:</b>        | //                    | <b>Split:</b>                           | // | <b>Active:</b> | Active |
| <b>Public Impr.:</b>  | Paved Road, Sidewalk, Water, Sewer, Electric, Gas |                        |                       |   |    |                |        |
| <b>Topography:</b>  | Level   |                        |                       |   |    |                |        |
| <b>Mailing Address:</b>   |   |                        |                       | <b>Description:</b>                     |    |                |        |
| COMMUNITY DEVELOPMENT<br>161 W MICHIGAN AVE<br>JACKSON MI 49201 |   |                        |                       | LOT 5 EX E 35 FT BLK 6 FORD'S NORTH ADD |    |                |        |

## Most Recent Sale Information

Sold on 07/15/2003 for 1,721 by JACKSON COUNTY TREASURER.

**Terms of Sale:** STATE/CITY/CNTY DEED **Liber/Page:** 1750-592

## Most Recent Permit Information

Permit B13960 on 03/17/2005 for \$0 category Building.

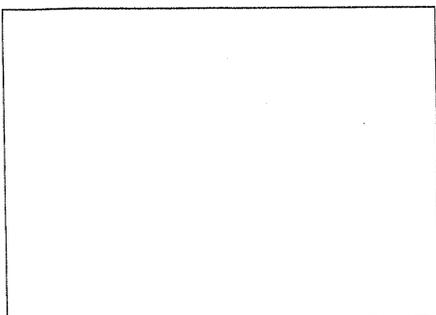
## Physical Property Characteristics

|                     |           |                          |           |                        |       |
|---------------------|-----------|--------------------------|-----------|------------------------|-------|
| <b>2011 S.E.V.:</b> | Tentative | <b>2011 Taxable:</b>     | Tentative | <b>Lot Dimensions:</b> |       |
| <b>2010 S.E.V.:</b> | 0         | <b>2010 Taxable:</b>     | 0         | <b>Acreage:</b>        | 0.09  |
| <b>Zoning:</b>      | R-4       | <b>Land Value:</b>       | Tentative | <b>Frontage:</b>       | 31.0  |
| <b>PRE:</b>         | 0.000     | <b>Land Impr. Value:</b> | Tentative | <b>Average Depth:</b>  | 132.0 |

## Improvement Data

None

## Image



GANSON ST

EAST GANSON ST



DARK

QUARRY

TRAIL

HARRIS

BURR

VAN DORN

PERRINE

HOMEWILD

Wants to purchase \*

He lives here \*

PUBLIC ALLEY  
FRAY'S ADD.

HARRIS ADD.



## City Manager's Office

---

**161 W. Michigan Avenue - Jackson, MI 49201**  
**Telephone: (517) 788-4035 — Facsimile: (517) 768-5820**

MEMO TO: Honorable Mayor and City Councilmembers  
FROM: Warren D. Renando, Interim City Manager  
DATE: August 9, 2010  
SUBJECT: Goals & Objectives – Transportation Issues

Attached for receipt and approval are the Goals and Objectives for Transportation Issues that were previously discussed at the July 20, 2010.

WDR:skh

## **GOALS & OBJECTIVES**

### **TRANSPORTATION ISSUES:**

Jackson lies south of “Michigan’s Main Street,” the I-94 corridor. A first priority of the City of Jackson should be to secure a safe easy route for residents and visitors into and out of the City.

The City has two main connector streets onto I-94, that being West Avenue and Cooper Street. Both of these streets completely traverse the City, are major North/South routes through the City, and have direct interchanges with I-94. For the purposes of this paper, we will focus on these two corridors from I-94 south to Michigan Avenue.

### **COOPER/FRANCIS STREET CORRIDOR:**

This street is both the direct entrance to the downtown – through Francis Street and the major North/South route through the City via Cooper Street. North of Michigan Avenue the streets have a residential character even though they carry over 14,000 cars a day.

#### **Recommendations:**

1. Make every effort to keep the residential character of this street and to upgrade the residential units along this corridor. Concentrate housing purchase/rehabilitation programs on units that face these streets. Resist requests to expand strip commercial development along the street north of North Street.
2. Consider the creation of a corridor improvement zone as a means of capturing tax dollars to make aesthetic improvements to the streets.
3. Improvements to be considered should include low level decorative street lighting, an extensive street tree planting program, and better signage.
4. The northern portion of Cooper Street from West Porter to Austin has a lot of offset intersections. Examine the possibility of more decorative and efficient turning lanes being placed in this area. The City should ask some of the residents of these streets if they would like them to be made into a cul-de-sac.
5. Adhere to strict code enforcement procedures for housing units located along this corridor -- no garbage, illegally parked vehicles in the yards, and no deteriorated paint and exterior siding on the houses. An entrance to the City should look good as it reflects all of us.
6. Build two major new signs to welcome people to the City. One at the north and near I-94 to welcome people to the City. Another at the split of Cooper and Francis to direct people to the downtown and to cast another positive image for the City.
7. In all aspects of design the same treatment used in the downtown, and in pocket parks like Betsy Butterfield, should be continued and repeated.

### **THE WEST AVENUE CORRIDOR:**

For several years the staff of the City and Region 2 Planning Commission worked to secure the right of ways necessary so that a better entranceway into the City could be developed. Property was given and a roadway expansion was completed. The plan that was developed included an

extensive amount of streetscape improvements that were reviewed by the property owners and approved by the Michigan Department of Transportation. No work has been done to implement this plan in the last five years. The plan should be reviewed again and implemented, as promises were made to the landowners when they gave up their land, that improvements would be made.

1. Steps should be taken to complete the repairs or rebuilding of the railroad bridge on West Avenue, which has had its completion delayed several years. The bridge is in bad shape and this work needs to be done now.
2. The City needs to re-examine the zoning on the eastside of West Avenue between Michigan Avenue, and Wildwood Avenue. This property had a request to be rezoned turned down over five years ago. There appears little chance that it will remain viable in a residential character, and its current zoning hinders its development. The current zoning and mix of uses has stalled its transition to a viable commercial mix use area. I would recommend a P.U.D. that can create a mix of uses and still maintain high visual quality.
3. The City should start a program of selective urban forestry to soften the stark feeling of the entranceway from the freeway to the intersection of West and North Avenues. Concentrating the location of trees and shrubs so that unattractive areas could be minimized and screened, the appearance softened and yet all this done while still keeping excellent visibility for the signs and storefronts.
4. A new entranceway sign to the City of Jackson should be built at the triangle where West Dewey and Clinton intersect. This sign should have electronic message capabilities and also be heavily landscaped. It should be available for both community and commercial users to tell about upcoming events in the City or standard commercial messages. It should have sufficient height to be read clearly day or night.
5. The basketball court located at the intersection of Argyle and West offers the opportunity to have a "Center Court" facility for the game of pick up basketball. Perhaps some limited seating and one or two more courts could be added to make this park a regional "basketball" attraction. If it were really successful, additional parking would be required.

### **THE DEPOT AREA:**

The area around the train depot has been proposed as an intermodal transportation center since the middle 90's. The City needs to make the establishment of the train station as an intermodal transport center one of the top priorities. The bus, taxi, and train stations should all work out of this historic train station. If possible, commercial bus and airport transfer busses should also be encouraged to work out of the depot as well. In addition to the transport center the City should emphasize the historic nature of the area the key part of the economic development strategy of that part of Jackson. Low level lighting, an emphasis on Victorian 1890's design, and in-street furniture and lighting would help set the right tone. The small triangular park in front of the train station should be planted with American Chestnuts that are now being saved by Michigan State University just South of Jackson. Additional long term parking is needed to assure the success of the area as both a transit center and a historically themed redevelopment area. Making Louis Glick Highway a two-way street so that Michigan Avenue flows completely through town smoothly as a two lane street, should also be a long term goal of the City.

**OTHER TRANSPORTATION ISSUES:**

One-way streets should be eliminated throughout the City. One-way streets are designed to carry more traffic faster between two points, and are safer for automobiles because there is no opposing traffic from other automobiles. Studies have also shown that because a business can only be approached from one direction, businesses located on a one-way do not do as well as those who can be accessed by a two-way street. Safety for pedestrians is lower on one-ways because of limited visibility and higher speeds by the automobiles on one-way streets. Houses and businesses located on a one-way have lower property values than those on two-way because of the higher speeds and poorer access issues on one-way streets. The City has no current street that is one way that can be justified as such based on traffic count.

Some key intersection need to be widened slightly to accommodate increased traffic but should be done so in such a way as to not disturb the residential character of the neighborhood, (i.e.: between the intersections of 4<sup>th</sup> and Morrell Streets and 4<sup>th</sup> and Greenwood).



## Community Development

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

August 9, 2010

**TO:** Warren D. Renando, Interim City Manager  
**FROM:** **Carol L. Konieczki, Community Development Director**  
**RE:** CDBG Financial Summary through June 2010

---

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

Please place this item for consideration on the August 17, 2010 City Council agenda.

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

**City of Jackson  
Community Development Block Grant  
Monthly Financial Summary  
For the Twelve Months Ended June 30, 2010**

|  | <u>Budgeted</u> | <u>Expended<br/>Prior Year</u> | <u>Actual<br/>Month-to-Date</u> | <u>Actual<br/>Year-to-Date</u> | <u>Total Funds<br/>Expended-<br/>to-Date</u> | <u>Balance</u> | <u>Percent<br/>Spent</u> |
|--|-----------------|--------------------------------|---------------------------------|--------------------------------|--|----------------|--------------------------|
| <b><u>Public Services</u></b>                        |                 |                                |                                 |                                |  |                |                          |
| 1 American Red Cross (FY 2008/2009)                  | 2,000           | 1,899                          | -                               | 101                            | 2,000  | -              | 100.0%                   |
| 2 Center for Family Health                           | 15,000          | -                              | -                               | 15,000                         | 15,000                                       | -              | 100.0%                   |
| 3 Fair Housing Services (FY 2004/2005)               | 10,000          | -                              | -                               | -                              | -  | 10,000 *       | 0.0%                     |
| 4 Family Services & Children's Aid                   | 10,000          | -                              | -                               | 7,263                          | 7,263  | 2,737          | 72.6%                    |
| 5 Human Relations Comm (Cool Cities Youth Council)   |                 |                                |                                 |                                |  |                |                          |
| FY 2007/2008   | 5,000           | 2,503                          | -                               | 427                            | 2,930  | 2,070 *        | 58.6%                    |
| FY 2008/2009   | 1,000           | -                              | -                               | -                              | -  | 1,000 *        | 0.0%                     |
| 6 JAHC - Homeownership Training                      | 6,000           | -                              | 51                              | 6,000                          | 6,000  | -              | 100.0%                   |
| 7 JAHC - Foreclosure Prevention & Housing Counseling |                 |                                |                                 |                                |  |                |                          |
| FY 2008/2009   | 27,273          | 11,381                         | -                               | 15,892                         | 27,273                                       | -              | 100.0%                   |
| FY 2009/2010   | 12,500          | -                              | 10,529                          | 12,500                         | 12,500                                       | -              | 100.0%                   |
| 8 Legal Services of SE Michigan (FY 2007/2008)       | 1,500           | 919                            | -                               | 281                            | 1,200  | 300 *          | 80.0%                    |
| 9 MLK Summer Program                                 | 40,000          | -                              | -                               | 40,000                         | 40,000                                       | -              | 100.0%                   |
| 10 Neighborhood Resource Centers (FY 2008/2009)      | 13,187          | 13,177                         | -                               | 10                             | 13,187                                       | -              | 100.0%                   |
| 11 Partnership Park-After School Programs            | 5,000           | -                              | -                               | 4,485                          | 4,485  | 515            | 89.7%                    |
| 12 Salvation Army - Heating Assistance               |                 |                                |                                 |                                |  |                |                          |
| FY 2008/2009   | 63,000          | 18,001                         | -                               | 44,999                         | 63,000                                       | -              | 100.0%                   |
| FY 2009/2010   | 52,000          | -                              | 16,483                          | 52,000                         | 52,000                                       | -              | 100.0%                   |
| 13 United Way - 211 Services                         |                 |                                |                                 |                                |  |                |                          |
| FY 2008/2009   | 10,000          | 7,500                          | -                               | 2,500                          | 10,000                                       | -              | 100.0%                   |
| FY 2009/2010   | 12,000          | -                              | -                               | 9,000                          | 9,000  | 3,000          | 75.0%                    |
| <b><u>Administration</u></b>                         |                 |                                |                                 |                                |  |                |                          |
| 14 Administration & Planning                         |                 |                                |                                 |                                |  |                |                          |
| FY 2008/2009   | 248,600         | 145,276                        | -                               | 103,324                        | 248,600                                      | -              | 100.0%                   |

|  | <u>Budgeted</u> | <u>Expended<br/>Prior Year</u> | <u>Actual<br/>Month-to-Date</u> | <u>Actual<br/>Year-to-Date</u> | <u>Total Funds<br/>Expended-<br/>to-Date</u> | <u>Balance</u> | <u>Percent<br/>Spent</u> |
|--|-----------------|--------------------------------|---------------------------------|--------------------------------|--|----------------|--------------------------|
| FY 2009/2010                                     | 216,425         | -                              | 30,525                          | 125,853                        | 125,853                                      | 90,572         | 58.2%                    |
| <b><u>Code Enforcement</u></b>                   |                 |                                |                                 |                                |  |                |                          |
| 15 City Code Enforcement Division                |                 |                                |                                 |                                |  |                |                          |
| FY 2008/2009                                     | 500,000         | 368,816                        | -                               | 131,184                        | 500,000                                      | -              | 100.0%                   |
| FY 2009/2010                                     | 450,000         | -                              | 58,045                          | 373,952                        | 373,952                                      | 76,048         | 83.1%                    |
| <b><u>Housing Rehabilitation Projects</u></b>    |                 |                                |                                 |                                |  |                |                          |
| 16 Owner Occupied Housing Rehabilitation         |                 |                                |                                 |                                |  |                |                          |
| FY 2007/2008                                     | 259,035         | 47,053                         | 9,723                           | 159,818                        | 206,871                                      | 52,164         | 79.9%                    |
| FY 2008/2009                                     | 58,980          | -                              | -                               | -                              | -  | 58,980         | 0.0%                     |
| FY 2009/2010                                     | 88,000          | -                              | -                               | -                              | -  | 88,000         | 0.0%                     |
| 17 City Emergency Hazard Repair Program          |                 |                                |                                 |                                |  |                |                          |
| FY 2008/2009                                     | 175,000         | 99,867                         | -                               | 75,133                         | 175,000                                      | -              | 100.0%                   |
| FY 2009/2010                                     | 125,000         | -                              | 194                             | 81,944                         | 81,944                                       | 43,056         | 65.6%                    |
| 18 New Neighbor Program (FY 2005/2006)           | 80,000          | 64,082                         | 69                              | 134                            | 64,216                                       | 15,784         | 80.3%                    |
| 19 World Changers                                |                 |                                |                                 |                                |  |                |                          |
| FY 2007/2008                                     | 45,000          | 35,980                         | 8,920                           | 9,020                          | 45,000                                       | -              | 100.0%                   |
| FY 2008/2009                                     | 38,250          | -                              | 16,231                          | 16,231                         | 16,231                                       | 22,019         | 42.4%                    |
| 20 Spring Cleanup (FY 2007/2008)                 |                 |                                |                                 |                                |  |                |                          |
| FY 2007/2008                                     | 5,000           | 4,428                          | -                               | 572                            | 5,000  | -              | 100.0%                   |
| FY 2009/2010                                     | 8,329           | -                              | -                               | 8,329                          | 8,329  | -              | 100.0%                   |
| 21 City Rehab Administration (Denied Loans)      |                 |                                |                                 |                                |  |                |                          |
| FY 2008/2009                                     | 3,000           | 851                            | (1,053)                         | 1,096                          | 1,947  | 1,053          | 64.9%                    |
| FY 2009/2010                                     | 1,000           | -                              | (327)                           | -                              | -  | 1,000          | 0.0%                     |
| 22 Downtown Development Authority - Façade Loans |                 |                                |                                 |                                |  |                |                          |
| FY 2007/2008                                     | 15,000          | 12,820                         | -                               | 2,180                          | 15,000                                       | -              | 100.0%                   |
| FY 2008/2009                                     | 18,000          | -                              | -                               | 5,026                          | 5,026  | 12,974         | 27.9%                    |
| 23 John George Home - building repairs           | 50,000          | -                              | -                               | 50,000                         | 50,000                                       | -              | 100.0%                   |
| 24 Grace Haven - shelter repairs (2008/2009)     | 18,000          | -                              | -                               | -                              | -  | 18,000         | 0.0%                     |
| <b><u>Street Projects</u></b>                    |                 |                                |                                 |                                |  |                |                          |

|   | <u>Budgeted</u> | <u>Expended<br/>Prior Year</u> | <u>Actual<br/>Month-to-Date</u> | <u>Actual<br/>Year-to-Date</u> | <u>Total Funds<br/>Expended-<br/>to-Date</u> | <u>Balance</u> | <u>Percent<br/>Spent</u> |
|---|-----------------|--------------------------------|---------------------------------|--------------------------------|--|----------------|--------------------------|
| 25 Mason - Jackson to Mechanic          | 91,000          | -                              | 3,033                           | 12,120                         | 12,120                                       | 78,880         | 13.3%                    |
| 26 Mason - Mechanic to Francis          | 72,000          | -                              | 2,094                           | 6,718                          | 6,718  | 65,282         | 9.3%                     |
| 27 Loomis - Leroy to North              | 90,000          | -                              | 2,907                           | 12,393                         | 12,393                                       | 77,607         | 13.8%                    |
| 28 Loomis - North to Argyle             | 47,000          | -                              | -                               | -                              | -  | 47,000         | 0.0%                     |
| 29 Monroe Street Sidewalk               | 30,000          | -                              | -                               | -                              | -  | 30,000         | 0.0%                     |
| 30 Special Assessments                  | 22,718          | -                              | -                               | -                              | -  | 22,718         | 0.0%                     |
| <b><u>Other Projects</u></b>            |                 |                                |                                 |                                |  |                |                          |
| 31 Public Works - curb ramps            |                 |                                |                                 |                                |  |                |                          |
| FY 2008/2009                            | 40,000          | 11,347                         | 10,767                          | 21,990                         | 33,337                                       | 6,663          | 83.3%                    |
| FY 2009/2010                            | 67,523          | -                              | -                               | -                              | -  | 67,523         | 0.0%                     |
| 32 Tree Removal/Replacement             |                 |                                |                                 |                                |  |                |                          |
| FY 2008/2009                            | 25,000          | 19,257                         | -                               | 5,743                          | 25,000                                       | -              | 100.0%                   |
| FY 2009/2010                            | 25,000          | -                              | 5,564                           | 18,751                         | 18,751                                       | 6,249          | 75.0%                    |
| <b><u>Economic Development</u></b>      |                 |                                |                                 |                                |  |                |                          |
| 33 Job Creation Loans (FY 2006/2007)    |                 |                                |                                 |                                |  |                |                          |
| FY 2006/2007                            | 30,000          | -                              | -                               | 30,000                         | 30,000                                       | -              | 100.0%                   |
| FY 2008/2009                            | 34,000          | -                              | -                               | 34,000                         | 34,000                                       | -              | 100.0%                   |
| FY 2009/2010                            | 36,000          | -                              | -                               | 36,000                         | 36,000                                       | -              | 100.0%                   |
| <b><u>Public Improvements</u></b>       |                 |                                |                                 |                                |  |                |                          |
| 34 Riverwalk Project (FY 2005/2006)     | 35,429          | 30,781                         | -                               | 4,648                          | 35,429                                       | -              | 100.0%                   |
| 35 Grand River Arts Walk (FY 2008/2009) | 328,906         | 199,878                        | 37,342                          | 100,652                        | 300,530                                      | 28,376         | 91.4%                    |

\* Denotes balance to be reallocated in early fiscal year 2010/2011

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



# Department of Community Development

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

Administrative Services  
(517) 788-4060

Building Inspection  
(517) 788-4012

Rehabilitation Services & Information  
(517) 788-4070

Date: August 9, 2010

To: Building Code Board of Examiners and Appeals Members

From: Frank Donovan, Chief Building Official

Subject: Dangerous Building Report

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

|              |  |
|--------------|--|
| Page 1       | Dangerous Building Report Summary Sheet          |
| Page 2 – 11  | Condemned Properties (Dangerous and Unsafe) 2010 |
| Page 12 – 17 | Condemned Properties (Dangerous and Unsafe) 2009 |
| Page 18 – 19 | Condemned Properties (Dangerous and Unsafe) 2008 |
| Page 20      | Hazardous Properties (Secured and Released)      |
| Page 21      | Unfit for Human Habitation (Notice to Vacate)    |

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

FD/smp



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

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

| Jan-10  | Feb-10 | March-10 | April-10 | May-10 | June-10 | July-10 | Aug-10 | Sep-10 | Oct-10 | Nov-10 | Dec-10 | YTD Total |
|---|--------|----------|----------|--------|---------|---------|--------|--------|--------|--------|--------|-----------|
| 1   | 5      | 7        | 4        | 4      | 3       | 5       |        |        |        |        |        | 29        |
| <b>(7) CONDEMNED PROPERTIES (DANGEROUS AND UNSAFE) CARRIED OVER FROM 2009</b> (2 properties are scheduled for BCBA hearings, 5 properties have been upheld and are awaiting demolition) |        |          |          |        |         |         |        |        |        |        |        | 9         |
| <b>(2) CONDEMNED PROPERTIES (DANGEROUS AND UNSAFE) CARRIED OVER FROM 2008</b> (1 has a new owner who plans on repairing, 1 is now owned by the County of Jackson)                       |        |          |          |        |         |         |        |        |        |        |        |           |

**This table reflects the number of properties that are condemned and posted as dangerous and unsafe**

**CONDEMNED PROPERTIES THAT HAVE BEEN REPAIRED/RELEASED**

| Jan-10 | Feb-10 | March-10 | April-10 | May-10 | June-10 | July-10 | Aug-10 | Sep-10 | Oct-10 | Nov-10 | Dec-10 | YTD Total |
|--------|--------|----------|----------|--------|---------|---------|--------|--------|--------|--------|--------|-----------|
| 0      | 0      | 0        | 5        | 0      | 0       | 3       |        |        |        |        |        | 8         |

**CONDEMNED PROPERTIES THAT HAVE BEEN DEMOLISHED**

| Jan-10 | Feb-10 | March-10 | April-10 | May-10 | June-10 | July-10 | Aug-10 | Sep-10 | Oct-10 | Nov-10 | Dec-10 | YTD Total |
|--------|--------|----------|----------|--------|---------|---------|--------|--------|--------|--------|--------|-----------|
| 0      | 4      | 2        | 3        | 2      | 0       | 0       |        |        |        |        |        | 11        |

**HAZARDOUS PROPERTIES (OPEN AND ACCESSIBLE)**

| Jan-10 | Feb-10 | March-10 | April-10 | May-10 | June-10 | July-10 | Aug-10 | Sep-10 | Oct-10 | Nov-10 | Dec-10 | YTD Total |
|--------|--------|----------|----------|--------|---------|---------|--------|--------|--------|--------|--------|-----------|
| 4      | 7      | 5        | 4        | 7      | 4       | 6       |        |        |        |        |        | 37        |

**This table reflects the number of properties that were posted open and accessible. Once secured they have been released.**

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

| Jan-10 | Feb-10 | March-10 | April-10 | May-10 | June-10 | July-10 | Aug-10 | Sep-10 | Oct-10 | Nov-10 | Dec-10 | YTD Total |
|--------|--------|----------|----------|--------|---------|---------|--------|--------|--------|--------|--------|-----------|
| 2      | 1      | 0        | 0        | 0      | 0       | 0       |        |        |        |        |        | 3         |

**This information reflects the number or properties that were posted unfit for human habitation and the occupants were ordered to vacate.**

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2010**

(Dangerous and Unsafe)

| <b>Property Address (Stencil #)</b>   | <b>Date and reason for condemnation</b>   | <b>Summary of Activities and Building Code Board of Appeals actions</b>  |
|---|---|--|
| <b>614 Backus St (2-1558)</b><br>Earl Dutton<br>House   | 3/26/2010 North second story roof system has collapsed. Large voids throughout roof. Rafters, decking and shingles water damaged. | 03/26/2010 Condemned house.<br>03/29/2010 Notice and Order mailed to owner(s). Owner given 60 days to complete repairs.<br>06/01/2010 Reinspection scheduled.<br><br>06/17/2010 Staff recommended UPHOLDING Notice and Order.<br>06/17/2010 Board UPHELD Notice and Order, bids for demolition to be requested.<br><br>Permit Information: No inspections issued to date.<br><br>Current Status: Building Board UPHELD Notice and Order. Bids for demolition awarded 08/03/2010. |
| <b>939 Chittock Ave (5-0649)</b><br>Trainor Financial LLC<br>House/Detached garage<br><br><b>New owner Jackson County Treasurer</b> | 04/28/2010 House/garage open and accessible. Third time posted within last year.  | 04/28/2010 Condemned house and garage.<br>05/05/2010 Notice and Order mailed to owner(s). Owner given 60 days to demolish.<br>07/06/2010 Reinspection scheduled.<br><br>Permit Information: No permits issued to date.<br><br>Current Status: Property is now owned by the County of Jackson, file closed.   |

CITY OF JACKSON

CONDEMNED PROPERTIES 2010

(Dangerous and Unsafe)

| Property Address (Stencil #)                                       | Date and reason for condemnation  | Summary of Activities and Building Code Board of Appeals actions  |
|--|---|---|
| <b>1415 S Cooper St (5-0866)</b><br>James/Kim Justin<br>Commercial | 05/03/2010 Commercial building open and accessible. Awning rotted and collapsing. Interior egress paths blocked.              | 05/03/2010 Condemned commercial building.<br>05/05/2010 Notice and Order mailed to owner(s). Owner given 2 weeks to complete.<br>05/20/2010 Reinspection scheduled.<br><br>07/29/2010 Staff recommended tabling until the August meeting so that inspector can conduct inspection.<br>07/29/2010 Board tabled until the August Board meeting.<br><br>Permit Information: Electrical permit issued 05/19/2010, rough inspection disapproved, finalized 06/14/2010.<br><br>Current Status: Scheduled for the August Building Code Board of Appeals meeting. |
| <b>915 Everhard St (5-0496)</b><br>Katrina Foster<br>House         | 03/01/2010 House is deteriorated and decayed. Chimney collapsed, open and accessible, hole in flooring, foundation crumbling. | 03/01/2010 Condemned house.<br>03/03/2010 Notice and Order mailed to owner(s). Owner given 45 days to complete repairs.<br>05/03/2010 Reinspection conducted; no progress being made on repairs.<br><br>05/27/2010 Staff recommended UPHOLDING Notice and Order.<br>05/27/2010 Board UPHELD Notice and Order, bids for demolition to be requested.<br><br>Permit Information: No permits issued to date.<br><br>Current Status: Building Board UPHELD Notice and Order, bids for demolition awarded 08/03/2010.   |

CITY OF JACKSON

CONDEMNED PROPERTIES 2010

(Dangerous and Unsafe)

| Property Address (Stencil #)                                       | Date and reason for condemnation   | Summary of Activities and Building Code Board of Appeals actions  |
|--|--|---|
| <b>1412 First St (3-2342)</b><br>Ross/Rosemary Cain<br>House       | <b>07/13/2010</b> House is deteriorated and decayed; roof system collapsed.<br><b>New this month</b> | 07/13/2010 Condemned house.<br>07/23/2010 Notice and Order mailed to owner(s). Owner given 3 months to complete repairs.<br>10/25/2010 Reinspection scheduled.<br><br>Permit Information: Building permit issued 07/28/2010; no inspections.<br><br>Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 11/18/2010 if the owner does not comply with the Notice and Order. |
| <b>119 Francis Ct (5-1478)</b><br>Steve Simokaitis<br>Garage/House | 05/27/2010 Garage roof system rotted and has holes and is collapsing.                                | 05/27/2010 Condemned garage/house.<br>05/27/2010 Notice and Order mailed to owner(s). Owner given 45 days to complete repairs.<br>08/27/2010 Reinspection scheduled.<br><br>Permit Information: No permits issued to date.<br><br>Current Status: Publication required. Scheduled for the September Building Code Board of Appeals meeting.   |
| <b>703 E Ganson St (7-0701)</b><br>Candy Moffitt<br>Garage/Porch   | 05/04/2010 Garage/porch deteriorated and decayed. Roof has holes in it and is collapsing.            | 05/04/2010 Condemned house.<br>05/05/2010 Notice and Order mailed to owner(s). Owner given 3 months to demolish.<br>08/06/2010 Reinspection scheduled.<br><br>Permit Information: No permits issued to date.<br><br>Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 08/26/2010 if the owner does not comply with the Notice and Order.                                 |

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2010**

(Dangerous and Unsafe)

| Property Address (Stencil #)                                       | Date and reason for condemnation               | Summary of Activities and Building Code Board of Appeals actions   |
|--|--|--|
| <b>804 Greenwood Ave (4-0475)</b><br>William/Marie Amodio<br>House | 04/22/2010 House severely damaged by fire      | 04/22/2010 Condemned house.<br>04/23/2010 Notice and Order mailed to owner(s). Owner given 45 days to demolish.<br>06/07/2010 Reinspection scheduled.<br><br>06/17/2010 Staff recommended UPHOLDING Notice and Order.<br>06/17/2010 Board UPHELD Notice and Order, bids for demolition to be requested.<br><br>Permit Information: No inspections issued to date.<br><br>Current Status: Owner signed consent to demolish, bids for demolition awarded 07/08/2010. |
| <b>334 N Horton St (8-0163)</b><br>Kassie Elliott<br>Garage        | 02/01/2010 Garage deteriorated and collapsing. | 02/01/2010 Condemned garage.<br>02/10/2010 Notice and Order mailed to owner(s). Owner given 1 month to complete repairs.<br>03/10/2010 Reinspection conducted; owner is working on making repairs.<br><br>Permit Information: Roofing permit issued 03/22/2010; no inspections.<br><br>Current Status: Per Chief Building Official monitor permit for compliance.  |

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2010**

(Dangerous and Unsafe)

| <b>Property Address (Stencil #)</b>                              | <b>Date and reason for condemnation</b>  | <b>Summary of Activities and Building Code Board of Appeals actions</b>  |
|--|--|--|
| <b>1212 S Jackson St (4-1135)</b><br>James/Grace Sparks<br>House | 06/16/2010 Foundation wall collapsed.    | 06/16/2010 Condemned house.<br>07/02/2010 Notice and Order mailed to owner(s). Owner given 60 days to complete repairs.<br>09/07/2010 Reinspection scheduled.<br><br>Permit Information: No permits issued to date.<br><br>Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 09/30/2010 if the owner does not comply with the Notice and Order.   |
| <b>421 Jefferson St (1-0694)</b><br>Davonne Pierce<br>House      | 04/05/2010 Fire damage throughout house. | 04/05/2010 Condemned house.<br>04/07/2010 Notice and Order mailed to owner(s). Owner given 90 days to complete repairs.<br>07/12/2010 Reinspection conducted, no progress. Owner is awaiting Insurance settlement.<br><br>07/29/2010 Staff recommended tabling until the August meeting to see if owner is able to settle with insurance company.<br>07/29/2010 Board tabled until the August Board meeting.<br><br>Permit Information: No permits issued to date.<br><br>Current Status: Scheduled for the August Building Code Board of Appeals meeting. |

CITY OF JACKSON

CONDEMNED PROPERTIES 2010

(Dangerous and Unsafe)

| Property Address (Stencil #)   | Date and reason for condemnation   | Summary of Activities and Building Code Board of Appeals actions  |
|--|--|---|
| <b>618 W North St (2-1279)</b><br>Sharon Nelson<br>Foundation/Electrical | <b>07/02/2010</b> Foundation wall collapsed.<br>Electrical service box struck by collision.<br><b>New this month</b> | 07/02/2010 Condemned foundation/electrical.<br>07/07/2010 Notice and Order mailed to owner(s). Owner given 45 days to complete repairs.<br>08/23/2010 Reinspection scheduled.<br><br>Permit Information: Electrical permit issued 07/07/2010; no inspections.<br><br><b>Current Status: Property is being monitored by Inspection Division.</b> Will go before Building Code Board of Appeals on 09/30/2010 if the owner does not comply with the Notice and Order. |
| <b>603 Oakhill Ave (2-1037)</b><br>Mark Deneka<br>House                  | <b>07/02/2010</b> Fire damage throughout house.<br><b>New this month</b>   | 07/02/2010 Condemned house.<br>07/07/2010 Notice and Order mailed to owner(s). Owner given 120 days to complete repairs.<br>11/08/2010 Reinspection scheduled.<br><br>Permit Information: No permits issued to date.<br><br><b>Current Status: Property is being monitored by Inspection Division.</b> Will go before Building Code Board of Appeals on 12/16/2010 if the owner does not comply with the Notice and Order.  |

CITY OF JACKSON

CONDEMNED PROPERTIES 2010

(Dangerous and Unsafe)

| Property Address (Stencil #)  | Date and reason for condemnation  | Summary of Activities and Building Code Board of Appeals actions  |
|---|---|---|
| <b>112 W Prospect St (5-1543)</b><br>John Powell<br>Garage            | 06/23/2010 Tree fell on rear detached garage.   | 06/23/2010 Condemned garage.<br>07/02/2010 Notice and Order mailed to owner(s). Owner given 90 days to complete repairs.<br>10/08/2010 Reinspection scheduled.<br><br>Permit Information: No permits issued to date.<br><br>Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 11/18/2010 if the owner does not comply with the Notice and Order.       |
| <b>220 E Robinson St (5-1466)</b><br>Ronald Austin Sr<br>House/Garage | <b>07/06/2010</b> Garage deteriorated and decayed.<br>Garage roof has collapsed. House roof is deteriorated and decayed; rotted.<br><b>New this month</b> | 07/06/2010 Condemned house/garage.<br>07/15/2010 Notice and Order mailed to owner(s). Owner given 90 days to complete repairs.<br>10/18/2010 Reinspection scheduled.<br><br>Permit Information: No permits issued to date.<br><br>Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 11/18/2010 if the owner does not comply with the Notice and Order. |

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2010**

(Dangerous and Unsafe)

| <b>Property Address (Stencil #)</b>   | <b>Date and reason for condemnation</b>   | <b>Summary of Activities and Building Code Board of Appeals actions</b>  |
|---|---|--|
| <b>523 Seymour Ave (8-0731)</b><br>Angela Union<br>House                        | 03/05/2010 Fire damage throughout house.  | 03/05/2010 Condemned house.<br>03/11/2010 Notice and Order mailed to owner(s). Owner given 120 days to complete repairs.<br>07/12/2010 Reinspection conducted, no work performed just settled with the insurance company.<br><br>07/29/2010 Staff recommended tabling until the August meeting in order for inspector to try and contact owner.<br>07/29/2010 Board tabled until the August Board meeting.<br><br>Permit Information: No permits issued to date.<br><br>Current Status: Scheduled for the August Building Code Board of Appeals meeting. |
| <b>301 Steward Ave (2-0557)</b><br>Jackson Housing Commission<br>Apartment I-27 | 3/22/2010 Fire and smoke damage throughout entire unit.   | 03/22/2010 Condemned apartment.<br>03/23/2010 Notice and Order mailed to owner(s). Owner given 3 months to complete repairs.<br>06/25/2010 Reinspection scheduled.<br><br>Permit Information: No permits issued to date.<br><br>Current Status: Property released into open permit status.   |
| <b>301 Steward Ave (2-0557)</b><br>Jackson Housing Commission<br>Apartment F-6  | 3/29/2010 Kitchen fire causing damage to entire kitchen area and wiring and mechanical systems. | 03/29/2010 Condemned apartment.<br>03/31/2010 Notice and Order mailed to owner(s). Owner given 3 months to complete repairs.<br>06/25/2010 Reinspection scheduled.<br><br>Permit Information: Building permit issued 05/25/2010; no inspections.<br><br>Current Status: Property released into open permit status.   |

CITY OF JACKSON

CONDEMNED PROPERTIES 2010

(Dangerous and Unsafe)

| Property Address (Stencil #)                                | Date and reason for condemnation             | Summary of Activities and Building Code Board of Appeals actions   |
|---|--|--|
| <b>412 Third St (3-0196)</b><br>Hugh Hiller<br>House        | 02/01/2010 Fire damage to house.             | 02/01/2010 Condemned house.<br>02/10/2010 Notice and Order mailed to owner(s). Owner given 4 months to complete repairs.<br>06/10/2010 Reinspection conducted, no progress.<br><br>07/29/2010 Staff recommended UPHOLDING Notice and Order.<br>07/29/2010 Board UPHELD Notice and Order, bids for demolition to be requested.<br><br>Permit Information: Electrical permit issued 07/12/2010; finalized 07/20/2010.<br><br>Current Status: Building Board UPHELD Notice and Order, bids for demolition to be requested 08/20/2010. |
| <b>781 Tomlinson St (6-1322)</b><br>John Babchook<br>Garage | 05/04/2010 Roof system rotted and caving in. | 05/04/2010 Condemned garage.<br>05/05/2010 Notice and Order mailed to owner(s). Owner given 4 months to complete repairs.<br>09/07/2010 Reinspection scheduled.<br><br>Permit Information: No permits issued to date.<br><br>Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 09/30/2010 if the owner does not comply with the Notice and Order.   |

CITY OF JACKSON

CONDEMNED PROPERTIES 2010

(Dangerous and Unsafe)

| Property Address (Stencil #)  | Date and reason for condemnation   | Summary of Activities and Building Code Board of Appeals actions  |
|---|--|---|
| <b>803 E Washington Ave (6-1548)</b><br>Rudy/Dorothy Meyers<br>House/Garage | <b>07/28/2010</b> Foundation deteriorated and decayed. Garage pushed off foundation.<br><b>New this month</b>                          | 07/28/2010 Condemned house/garage.<br>07/29/2010 Notice and Order mailed to owner(s). Owner given 60 days to complete repairs or demolish.<br>10/01/2010 Reinspection scheduled.<br><br>Permit Information: No permits issued to date.<br><br>Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 10/28/2010 if the owner does not comply with the Notice and Order. |
| <b>1228 Williams St (4-0998)</b><br>Christopher Lloyd-Bowser<br>House       | 06/08/2010 Structure fire. Roof system completely collapsed. Water damage and all electrical, mechanical and plumbing systems damaged. | 06/08/2010 Condemned house.<br>06/09/2010 Notice and Order mailed to owner(s). Owner given 45 days to complete demolition.<br>08/27/2010 Reinspection scheduled.<br><br>Permit Information: Demolition permit issued 07/29/2010.<br><br>Current Status: Publication required. Scheduled for the September Building Code Board of Appeals meeting.   |

CITY OF JACKSON

CONDEMNED PROPERTIES 2009

(Dangerous and Unsafe)

| Property Address (Stencil #)                              | Date and reason for condemnation           | Summary of Activities and Building Code Board of Appeals actions  |
|---|--|---|
| 1501 S Jackson St (4-1559)<br>Kenneth Zaggy<br>Commercial | 11/24/09 Fire damage throughout structure. | 11/24/09 Condemned commercial building.<br>12/02/09 Notice and Order hand delivered to owner(s). Owner given 7 days to install a fence, provide a timeline for repairs/demolition and pull permit. 180 days from the date of permit to complete.<br><br>12/18/09 Staff recommended tabling until the January meeting. Owner looking at selling property to someone who will clean up and rehabilitate.<br>12/18/09 Board tabled until the January Board meeting.<br><br>01/28/2010 Staff recommended continuing until the June meeting. Owner has provided performance agreement and should be done by end of May.<br>01/28/2010 Board continued until the May Board meeting.<br><br>03/25/2010 Building Board granted variance to allow owner to leave the concrete walls as is. Variance will be granted allowing the roof system to remain an "open air" system as long as the owner supplies a statement from an engineer stating they have inspected it.<br><br>05/27/2010 Staff recommended tabling until the July meeting. Owner making progress.<br>05/27/2010 Board continued until the July Board meeting.<br><br>07/29/2010 Staff recommended tabling until the September meeting. Owner is working on repairs.<br>07/29/2010 Board continued until the September Board meeting.<br><br>Permit Information: Demolition permit issued 01/27/2010; no inspections. Fence permit issued 12/23/2009; no inspections. Electrical permit issued 04/06/2010; service approved 05/27/2010.<br><br>Current Status: Property scheduled for the September Building Code Board of Appeals meeting. |

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

| Property Address (Stencil #)  | Date and reason for condemnation   | Summary of Activities and Building Code Board of Appeals actions   |
|---|--|--|
| <b>902 Maple Ave (4-0857)</b><br>Anthony Gittens<br>House                 | 10/05/09 Fire and smoke damage.  | 10/05/09 Condemned house.<br>10/28/09 Notice and Order mailed to owner(s). Owner given 4 months to complete repairs.<br>03/01/2010 Reinspection revealed temporary tarp and boarded up to north fire damaged roof. Recheck in 1 month and if no progress schedule for building board.<br><br>04/29/2010 Staff recommended UPHOLDING Notice and Order.<br>04/29/2010 Board UPHELD Notice and Order, bids to be requested for demolition.<br><br>Permit Information: Building permit issued 02/04/2010; no inspections.<br><br>Current Status: Building Board UPHELD Notice and Order, bids for demolition awarded 08/03/2010. |
| <b>1421 E Michigan Ave (6-0566)</b><br>Hakim/Chaudhri Bashir LLC<br>House | 08/06/09 Open and accessible. Porch rotted with open holes through floor system. | 08/06/09 Condemned house.<br>08/14/09 Notice and Order mailed to owner(s). Owner was given 45 days to complete repairs.<br>11/19/09 Reinspection conducted, no change in status of property.<br><br><b>County update – 2006, 2007 and 2008 taxes are delinquent.</b><br><br>12/18/09 Staff recommended UPHOLDING Notice and Order.<br>12/18/09 Board UPHELD Notice and Order, bids for demolition to be requested.<br><br>Permit Information: No permits issued to date.<br><br>Current Status: Bids for demolition awarded 03/10/2010.  |

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

| <b>Property Address (Stencil #)</b>   | <b>Date and reason for condemnation</b>   | <b>Summary of Activities and Building Code Board of Appeals actions</b>  |
|---|---|--|
| <b>416 Oak St (7-0175)</b><br><b>Jamie Cox (new owner 9/2009)</b><br>Gary Cox<br>Single Family Home | 05/22/09 Foundation deteriorated and decayed and structure open and accessible. | 05/22/09 Condemned house.<br>05/28/09 Notice and Order mailed to owner(s). Owner was given 90 days to complete repairs.<br>08/31/09 Reinspection conducted, owner making progress.<br>10/01/09 Administrative reinspection, still dangerous and unsafe.<br><br>10/16/09 Staff recommended tabling until the November meeting. Owner has started repairs but needs more time.<br>10/16/09 Board tabled until the November meeting.<br><br>11/20/09 Staff recommended tabling until the December meeting. Owner continues to make progress, nearing completion.<br>11/20/09 Board tabled until the December meeting.<br><br>12/18/09 Staff recommended UPHOLDING Notice and Order.<br>12/18/09 Board UPHELD Notice and Order, bids for demolition to be requested.<br><br>Permit Information: Building permit issued 04/07/2010; no inspections.<br><br>Current Status: Bids for demolition requested January 26, 2010. Bids for demolition not awarded, owner has pulled permit and will start repairs. |

CITY OF JACKSON

CONDEMNED PROPERTIES 2009

(Dangerous and Unsafe)

| Property Address (Stencil #)                         | Date and reason for condemnation           | Summary of Activities and Building Code Board of Appeals actions  |
|--|--|---|
| 514 N Pleasant St (8-0365)<br>Daryl Hoskins<br>House | 10/01/09 Fire damage throughout structure. | 10/01/09 Condemned house.<br>11/5/09 Notice and Order mailed to owner(s). Owner was given 90 days to complete repairs.<br>02/08/2010 Reinspection scheduled.<br><br>01/28/2010 Staff recommended continuing until the February meeting to allow owner time to work with his insurance company on a settlement.<br>01/28/2010 Board continued until the February 25, 2010, Board meeting.<br><br>02/25/2010 Staff recommended tabling until March. Owner is awaiting insurance settlement to start repairs.<br>02/25/2010 Board tabled until the March Board meeting.<br><br>03/25/2010 Staff recommended tabling until the July meeting to allow the owner to start repairs now that there has been an insurance settlement.<br>03/25/2010 Board tabled until the July Board meeting.<br><br>07/29/2010 Staff recommended tabling until the August meeting in order to look into insurance funds.<br>07/29/2010 Board tabled until the August Board meeting.<br><br>Permit Information: No permits issued to date.<br><br>Current Status: Property scheduled for the 08/26/2010 Building Code Board of Appeals meeting. |

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2009**

(Dangerous and Unsafe)

| Property Address (Stencil #)   | Date and reason for condemnation  | Summary of Activities and Building Code Board of Appeals actions   |
|--|---|--|
| <b>326 W Wesley St (4-0300)</b><br><b>Wells Fargo Bank (new owner)</b><br>Garage | 06/23/09 Tree has fallen onto southwest corner of garage breaking hip rafters. West side garage open with holes through roof and weather damaged rafters. | 06/23/09 Condemned garage.<br>07/01/09 Notice and Order mailed to owner(s). Owner was given 90 days to complete repairs.<br>10/14/09 Reinspection conducted, no progress.<br><br>11/20/09 Staff recommended continuing until December to allow bank time to compare the cost of demolition vs. cost of repairing.<br>11/20/09 Board continued until the December meeting.<br><br>12/18/09 Staff recommended UPHOLDING Notice and Order.<br>12/18/09 Board UPHELD Notice and Order, bids for demolition to be requested.<br><br>12/31/09 Received letter from owner requesting reconsideration. Placed on January agenda.<br><br>01/28/2010 Staff recommended continuing until the February meeting. Bank attempted repairs but repairs are unacceptable.<br>01/28/2010 Board continued until the February BCBA meeting.<br><br>02/25/2010 Staff made no recommendation.<br>02/25/2010 Board denied request for reconsideration.<br><br>Permit Information: Demolition permit issued 07/14/2010; no inspections.<br><br>Current Status: Bids for demolition to be requested 03/19/2010. |

CITY OF JACKSON

CONDEMNED PROPERTIES 2009

(Dangerous and Unsafe)

| Property Address (Stencil #)                                    | Date and reason for condemnation  | Summary of Activities and Building Code Board of Appeals actions  |
|---|---|---|
| 1228 Williams St (4-0998)<br>Christopher Lloyd-Bowser<br>Garage | 02/20/09 Roof system is rotted and caving<br>in; open holes throughout roof system.<br>Entry doors missing. | 02/20/09 Condemned garage.<br>02/27/09 Notice and Order mailed to owner(s). Owner was given 45 days to demolish.<br>04/17/09 Reinspection revealed owner has pulled permit and work has started.<br><br>12/18/09 Staff recommended UPHOLDING Notice and Order.<br>12/18/09 Board UPHELD Notice and Order, bids for demolition to be requested.<br><br>Permit Information: Building permit issued 05/08/09; expired 11/04/09. Demolition permit<br>issued 07/29/2010; no inspections.<br><br>Current Status: Bids for demolition awarded 03/10/2010. |

CITY OF JACKSON

CONDEMNED PROPERTIES 2008

(Dangerous and Unsafe)

| Property Address (Stencil #)  | Date and reason for condemnation   | Summary of Activities and Building Code Board of Appeals actions   |
|---|--|--|
| <b>320 W Biddle St (4-0549)</b><br><b>Teri Pedersen (new owner 1/2010)</b><br>County of Jackson (new owner 5/2009)<br>MoHawk United LLC<br>Deutsche Bank Natl Trust<br>Single Family Dwelling | 10/17/08 Open front and back door<br>and broken windows. Interior unfit for<br>human habitation. | 10/17/08 Condemned house.<br>10/24/08 Emergency Order signed.<br>10/27/08 Property secured by DPW.<br>10/29/08 Notice and Order mailed to owner(s).<br>12/08/08 Reinspection conducted; property is secured and roof is tarped.<br><br>01/23/09 Staff recommended UPHOLDING Notice and Order.<br>01/23/09 Board UPHELD Notice and Order, bids to be requested for demolition.<br><br>Permit Information: Roofing permit issued 03/04/2010; no inspections. Alternation permit<br>issued 04/30/2010; no inspections.<br><br>Current Status: Bid for demolition awarded 08/24/09.<br><br>County sold property, awaiting deed. Demolition on hold, new owner plans to repair. |

**CITY OF JACKSON**

**CONDEMNED PROPERTIES 2008**

(Dangerous and Unsafe)

| <b>Property Address (Stencil #)</b>   | <b>Date and reason for condemnation</b>   | <b>Summary of Activities and Building Code Board of Appeals actions</b>  |
|---|---|--|
| <b>800 S Mechanic St (4-0600)</b><br>Gregory Cole<br>Multi Family Dwelling<br><br><b>New owner Jackson County Treasurer</b> | 08/06/08 Open doors and windows, damaged walls and floor in back bathroom on first floor. | 08/06/08 Condemned house.<br>08/08/08 Emergency Order signed.<br>08/08/08 Property secured by DPW.<br>08/13/08 Notice and Order mailed to owner(s).<br>09/17/08 Reinspection conducted; no change in status.<br><br>02/20/09 Staff recommended continuing until March.<br>02/20/09 Board continued until the March Board meeting.<br><br>03/20/09 Staff recommended UPHOLDING Notice and Order.<br>03/20/09 Board UPHELD Notice and Order, bids to be requested for demolition.<br><br>06/19/09 Staff recommended UPHOLDING Notice and Order.<br>06/19/09 Board UPHELD Notice and Order, bids to be requested for demolition.<br><br>07/03/09 Owner filed Circuit Court action.<br><br>01/19/2010 Circuit Court action dismissed.<br><br>Permit Information: Electrical permit issued 12/23/08; 01/14/09 rough approved. Building permit reinstated 04/22/09, no inspections.<br><br>Current Status: Bids for demolition awarded 03/10/2010. |

**CITY OF JACKSON**

**HAZARDOUS PROPERTIES**

(Secured and Released)

| <b>Property Address (Stencil #)</b>                                | <b>Date of Compliant</b> | <b>Date Referred to DPW or Contractor</b> | <b>Date Secured</b> |
|--|--------------------------|---|---------------------|
| <b>410 E Argyle St (8-2192)</b><br>Gordon/Katherine Jayne<br>House | 07/26/2010               | 07/27/2010                                | 07/28/2010          |
| <b>321 W Mason St (4-0527)</b><br>Geoffrey/Tammy Maidlow<br>House  | 07/19/2010               | 07/23/2010                                | 07/26/2010          |
| <b>1423 E Michigan Ave (6-0565)</b><br>Joseph Hunter<br>House      | 07/21/2010               | 07/23/2010                                | 07/23/2010          |
| <b>767 Oakridge Dr (3-2750)</b><br>Michael Arnett<br>House         | 07/27/2010               | 07/29/2010                                |                     |
| <b>209 N Pleasant St (7-1179)</b><br>Kevin/Paula Brand<br>House    | 07/29/2010               | 08/02/2010                                |                     |
| <b>508 Sixth St (3-0486)</b><br>Nicole GardnerHouse/Garage         | 07/22/2010               | 07/27/2010                                | 07/28/2010          |

**CITY OF JACKSON**

**UNFIT FOR HUMAN HABITATION**

(Notice to Vacate)

| <b>Property Address (Stencil #)</b> | <b>Reason Vacated</b> | <b>Date of Complaint</b> | <b>Date Vacated</b> | <b>Reported by</b> | <b>Vacated by</b> | <b>Date Released</b> |
|-------------------------------------|-----------------------|--------------------------|---------------------|--------------------|-------------------|----------------------|
| =====                               |                       |                          |                     |                    |                   |                      |

8/10/10

Mayor and City Council Members:

This is a combination 3<sup>rd</sup> and 4<sup>th</sup> quarter report concerning investments for the City of Jackson. The interest rate is still flat. We are lucky to get 1%. Most institutions are under 1%. There has been no movement with the Fed to raise or lower rates. We are looking for different investment vehicles to raise the rate a little, and still maintain the integrity of the funds. The pooled investment accounts are paying a bit more interest and are very liquid. They are getting about 1%. The picture is still bleak. I don't have to remind you of that.

Enclosed are the investment buys and sells for the quarters and the amount of interest earned. Hopefully in the future we will have a brighter report.

If I may take a bit more time and give an explanation of as to why the income tax revenues were off as much as it was, it was because I don't have enough manpower to run the Compliance Program, and any recovery will take some time before it shows up on our income tax 941's. We were going at a pretty good clip last year before we had to suspend compliance in March. We had collected \$305,702 when you cut my Deputy to part-time. You already cut my temporary employee and another account clerk II. Timing is everything when collecting delinquent taxes. People who are waiting for their federal refunds to pay their delinquents were lost this year. We had collected over \$100,000 more than the previous year except for a large hit from one delinquent for \$214,000. Without that person the compliance program would have brought in \$430,000 last fiscal year. We feel we missed out on \$200,000 or more because of the cutbacks. We are still auditing 2009 income tax forms, which are usually finished by the end of May. Some decisions are pennywise and pound-foolish!

Until next time.

Andrew J Wrozek, Jr.  
City Treasurer

Pooled Cash and Investments

|  |                           |               |              |                    |               |
|--|---------------------------|---------------|--------------|--------------------|---------------|
|  | City of Jackson           |               |              |                    |               |
|  | Treasurer Office          |               |              |                    |               |
|  | Daily Investment Balances |               |              |                    |               |
|  |                           |               |              |                    |               |
|  | Pooled Account            |               | Jan-10       |                    |               |
|  |                           |               |              | (Exclude Interest) |               |
|  |                           | Beg           | Investment   | Investment         | Rolled Over   |
|  |                           | Balance       | Buys         | Maturities         | Interest      |
|  | Investments               | 20,026,119.56 |              |                    |               |
|  | 1                         |               |              |                    | 20,026,119.56 |
|  | 2                         |               |              |                    | 20,026,119.56 |
|  | 3                         |               | 1,024,229.66 | 1,024,229.66       | 2,190.71      |
|  | 4                         |               |              |                    | 20,028,310.27 |
|  | 5                         |               |              |                    | 20,028,310.27 |
|  | 6                         |               |              |                    | 20,028,310.27 |
|  | 7                         |               |              |                    | 20,028,310.27 |
|  | 8                         |               |              |                    | 20,028,310.27 |
|  | 9                         |               |              |                    | 20,028,310.27 |
|  | 10                        |               |              |                    | 20,028,310.27 |
|  | 11                        |               |              |                    | 20,028,310.27 |
|  | 12                        |               |              |                    | 20,028,310.27 |
|  | 13                        |               | 1,009,205.48 | 1,009,205.48       | 5,535.42      |
|  | 14                        |               |              |                    | 20,033,845.69 |
|  | 15                        |               |              |                    | 20,033,845.69 |
|  | 16                        |               |              |                    | 20,033,845.69 |
|  | 17                        |               |              |                    | 20,033,845.69 |
|  | 18                        |               |              |                    | 20,033,845.69 |
|  | 19                        |               |              |                    | 20,033,845.69 |
|  | 20                        |               |              |                    | 20,033,845.69 |
|  | 21                        |               |              |                    | 20,033,845.69 |
|  | 22                        |               |              |                    | 20,033,845.69 |
|  | 23                        |               |              |                    | 20,033,845.69 |
|  | 24                        |               |              |                    | 20,033,845.69 |
|  | 25 Fifth Third            |               |              |                    | 579.96        |
|  | 26 Bank of Michigan       |               |              |                    | 1,151.32      |
|  | 27 Bank of Michigan       |               |              |                    | 2,054.22      |
|  | 28 Citizens MM            |               |              |                    | 240.57        |
|  | 29 County National        |               |              |                    | 3,208.90      |
|  | 30 Comerica               |               |              |                    | 0.06          |
|  | 31                        |               |              |                    | 20,041,080.72 |
|  |                           |               |              |                    |               |
|  |                           |               | 2,033,435.14 | 2,033,435.14       | 14,961.16     |
|  |                           |               |              |                    |               |



Pooled Cash and Investments

|                           |               |              |                    |             |               |  |
|---------------------------|---------------|--------------|--------------------|-------------|---------------|--|
| City of Jackson           |               |              |                    |             |               |  |
| Treasurer Office          |               |              |                    |             |               |  |
| Daily Investment Balances |               |              |                    |             |               |  |
| Pooled Account            |               | Feb-10       |                    |             |               |  |
|                           |               |              | (Exclude Interest) |             |               |  |
|                           | Beg           | Investment   | Investment         | Rolled Over | End           |  |
|                           | Balance       | Buys         | Maturities         | Interest    | Balance       |  |
| Investments               | 20,041,080.72 |              |                    |             | 20,041,080.72 |  |
| 1                         |               |              |                    |             | 20,041,080.72 |  |
| 2                         |               |              |                    |             | 20,041,080.72 |  |
| 3                         |               |              |                    |             | 20,041,080.72 |  |
| 4                         |               |              |                    |             | 20,041,080.72 |  |
| 5                         |               |              |                    |             | 20,041,080.72 |  |
| 6                         |               |              |                    |             | 20,041,080.72 |  |
| 7                         |               |              |                    |             | 20,041,080.72 |  |
| 8                         |               |              |                    |             | 20,041,080.72 |  |
| 9                         |               | 500,000.00   | 500,000.00         | 2,900.76    | 20,043,981.48 |  |
| 10                        |               |              |                    |             | 20,043,981.48 |  |
| 11                        |               |              |                    |             | 20,043,981.48 |  |
| 12                        |               |              |                    |             | 20,043,981.48 |  |
| 13                        |               |              |                    |             | 20,043,981.48 |  |
| 14                        |               |              |                    |             | 20,043,981.48 |  |
| 15                        |               |              |                    |             | 20,043,981.48 |  |
| 16                        |               |              |                    |             | 20,043,981.48 |  |
| 17                        |               |              |                    |             | 20,043,981.48 |  |
| 18                        |               |              |                    |             | 20,043,981.48 |  |
| 19                        |               | 1,000,000.00 | 1,000,000.00       | 5,591.67    | 20,049,573.15 |  |
| 20                        |               |              | 500,000.00         |             | 19,549,573.15 |  |
| 21                        |               |              |                    |             | 19,549,573.15 |  |
| 22                        |               |              |                    |             | 19,549,573.15 |  |
| 23                        |               |              |                    |             | 19,549,573.15 |  |
| 24                        |               |              |                    |             | 19,549,573.15 |  |
| 25                        |               |              |                    |             | 19,549,573.15 |  |
| 26 Fifth Third            |               |              |                    | 524.07      | 19,550,097.22 |  |
| 27 Bank of Michigan       |               |              |                    | 1,857.47    | 19,551,954.69 |  |
| 28 Bank of Michigan (W&S) |               |              |                    | 1,041.05    | 19,552,995.74 |  |
| 29 Citizens MM            |               |              |                    | 215.83      | 19,553,211.57 |  |
| 30 County National        |               |              |                    | 2,972.11    | 19,556,183.68 |  |
| 31 Comerica               |               |              |                    | 0.03        | 19,556,183.71 |  |
|                           |               | 1,500,000.00 | 2,000,000.00       | 15,102.99   |               |  |



Pooled Cash and Investments

|  |                           |               |            |                    |             |               |
|--|---------------------------|---------------|------------|--------------------|-------------|---------------|
|  | City of Jackson           |               |            |                    |             |               |
|  | Treasurer Office          |               |            |                    |             |               |
|  | Daily Investment Balances |               |            |                    |             |               |
|  |                           |               |            |                    |             |               |
|  | Pooled Account            |               | Mar-10     |                    |             |               |
|  |                           |               |            | (Exclude Interest) |             |               |
|  |                           | Beg           | Investment | Investment         | Rolled Over | End           |
|  |                           | Balance       | Buys       | Maturities         | Interest    | Balance       |
|  | Investments               | 19,556,183.71 |            |                    |             | 19,556,183.71 |
|  | 1                         |               |            |                    |             | 19,556,183.71 |
|  | 2                         |               |            |                    |             | 19,556,183.71 |
|  | 3                         |               |            |                    |             | 19,556,183.71 |
|  | 4                         |               |            |                    |             | 19,556,183.71 |
|  | 5                         |               |            |                    |             | 19,556,183.71 |
|  | 6                         |               |            |                    |             | 19,556,183.71 |
|  | 7                         |               |            |                    |             | 19,556,183.71 |
|  | 8                         |               |            |                    |             | 19,556,183.71 |
|  | 9                         |               |            |                    |             | 19,556,183.71 |
|  | 10                        |               | 877,645.83 | 877,645.83         | 5,680.65    | 19,561,864.36 |
|  | 11                        |               |            |                    |             | 19,561,864.36 |
|  | 12                        |               |            |                    |             | 19,561,864.36 |
|  | 13                        |               |            |                    |             | 19,561,864.36 |
|  | 14                        |               |            |                    |             | 19,561,864.36 |
|  | 15                        |               |            |                    |             | 19,561,864.36 |
|  | 16                        |               |            |                    |             | 19,561,864.36 |
|  | 17                        |               |            |                    |             | 19,561,864.36 |
|  | 18                        |               |            |                    |             | 19,561,864.36 |
|  | 19                        |               |            |                    |             | 19,561,864.36 |
|  | 20                        |               |            |                    |             | 19,561,864.36 |
|  | 21                        |               |            | 621,964.82         |             | 18,939,899.54 |
|  | 22                        |               |            |                    |             | 18,939,899.54 |
|  | 23 Fifth Third            |               |            |                    | 534.62      | 18,940,434.16 |
|  | 24 Bank of Michigan       |               |            |                    | 1,598.81    | 18,942,032.97 |
|  | 25 Bank of Michigan       |               |            |                    | 896.08      | 18,942,929.05 |
|  | 26 Citizens MM            |               |            |                    | 0.69        | 18,942,929.74 |
|  | 27 County National        |               |            |                    | 3,373.97    | 18,946,303.71 |
|  | 28 Comerica               |               |            |                    | 0.02        | 18,946,303.73 |
|  | 29                        |               |            |                    |             | 18,946,303.73 |
|  | 30                        |               |            |                    |             | 18,946,303.73 |
|  | 31                        |               |            |                    |             | 18,946,303.73 |
|  |                           |               |            |                    |             |               |
|  |                           |               | 877,645.83 | 1,499,610.65       | 12,084.84   |               |



Pooled Cash and Investments

|  |                           |                  |                    |              |               |
|--|---------------------------|------------------|--------------------|--------------|---------------|
|  | City of Jackson           |                  |                    |              |               |
|  | Treasurer Office          |                  |                    |              |               |
|  | Daily Investment Balances |                  |                    |              |               |
|  |                           |                  |                    |              |               |
|  | Pooled Account            |                  | Apr-10             |              |               |
|  |                           |                  | (Exclude Interest) |              |               |
|  |                           | Beg              | Investment         | Investment   | Rolled Over   |
|  |                           | Balance          | Buys               | Maturities   | Interest      |
|  | Investments               | 18,946,303.73    |                    |              |               |
|  | 1                         |                  |                    |              | 18,946,303.73 |
|  | 2                         |                  |                    |              | 18,946,303.73 |
|  | 3                         |                  |                    |              | 18,946,303.73 |
|  | 4                         |                  |                    | 545,261.72   | 18,401,042.01 |
|  | 5                         |                  |                    |              | 18,401,042.01 |
|  | 6                         |                  |                    |              | 18,401,042.01 |
|  | 7                         |                  |                    |              | 18,401,042.01 |
|  | 8                         |                  |                    |              | 18,401,042.01 |
|  | 9                         |                  |                    |              | 18,401,042.01 |
|  | 10                        |                  |                    |              | 18,401,042.01 |
|  | 11                        |                  |                    |              | 18,401,042.01 |
|  | 12                        |                  |                    |              | 18,401,042.01 |
|  | 13                        |                  |                    |              | 18,401,042.01 |
|  | 14                        |                  |                    |              | 18,401,042.01 |
|  | 15                        |                  |                    |              | 18,401,042.01 |
|  | 16                        |                  | 1,067,440.47       | 1,067,440.47 | 3,602.61      |
|  | 17                        |                  |                    |              | 18,404,644.62 |
|  | 18                        |                  |                    |              | 18,404,644.62 |
|  | 19                        |                  |                    |              | 18,404,644.62 |
|  | 20                        |                  |                    |              | 18,404,644.62 |
|  | 21                        |                  |                    |              | 18,404,644.62 |
|  | 22                        |                  |                    |              | 18,404,644.62 |
|  | 23                        | Fifth Third      |                    |              | 463.42        |
|  | 24                        | Bank of Michigan |                    |              | 1,533.73      |
|  | 25                        | Bank of Michigan |                    |              | 859.59        |
|  | 26                        | Citizens MM      |                    |              | 0.63          |
|  | 27                        | County National  |                    |              | 2,970.28      |
|  | 28                        | Comerica         |                    |              | 0.03          |
|  | 29                        |                  |                    |              | 18,410,472.30 |
|  | 30                        |                  |                    |              | 18,410,472.30 |
|  | 31                        |                  |                    |              | 18,410,472.30 |
|  |                           |                  | 1,067,440.47       | 1,612,702.19 | 9,430.29      |



Pooled Cash and Investments

|  |                           |                  |                    |              |               |
|--|---------------------------|------------------|--------------------|--------------|---------------|
|  | City of Jackson           |                  |                    |              |               |
|  | Treasurer Office          |                  |                    |              |               |
|  | Daily Investment Balances |                  |                    |              |               |
|  |                           |                  |                    |              |               |
|  | Pooled Account            |                  | May-10             |              |               |
|  |                           |                  | (Exclude Interest) |              |               |
|  |                           | Beg              | Investment         | Investment   | Rolled Over   |
|  |                           | Balance          | Buys               | Maturities   | Interest      |
|  | Investments               | 18,410,472.30    |                    |              |               |
|  | 1                         |                  |                    |              | 18,410,472.30 |
|  | 2                         |                  |                    |              | 18,410,472.30 |
|  | 3                         |                  | 884,687.45         | 884,687.45   | 4,877.90      |
|  | 4                         |                  |                    |              | 18,415,350.20 |
|  | 5                         |                  | 500,000.00         |              | 18,915,350.20 |
|  | 6                         |                  |                    |              | 18,915,350.20 |
|  | 7                         |                  |                    |              | 18,915,350.20 |
|  | 8                         |                  |                    | 750,000.00   | 18,165,350.20 |
|  | 9                         |                  |                    |              | 18,165,350.20 |
|  | 10                        |                  |                    |              | 18,165,350.20 |
|  | 11                        |                  |                    |              | 18,165,350.20 |
|  | 12                        |                  |                    |              | 18,165,350.20 |
|  | 13                        |                  |                    |              | 18,165,350.20 |
|  | 14                        |                  | 1,015,888.84       | 1,015,888.84 | 5,162.37      |
|  | 15                        |                  |                    |              | 18,170,512.57 |
|  | 16                        |                  |                    |              | 18,170,512.57 |
|  | 17                        |                  |                    |              | 18,170,512.57 |
|  | 18                        |                  |                    |              | 18,170,512.57 |
|  | 19                        |                  |                    |              | 18,170,512.57 |
|  | 20                        |                  |                    |              | 18,170,512.57 |
|  | 21                        |                  |                    |              | 18,170,512.57 |
|  | 22                        |                  |                    |              | 18,170,512.57 |
|  | 23                        |                  |                    |              | 18,170,512.57 |
|  | 24                        |                  |                    |              | 18,170,512.57 |
|  | 25                        | Fifth Third      |                    |              | 284.85        |
|  | 26                        | Bank of Michigan |                    |              | 1,586.15      |
|  | 27                        | Bank of Michigan |                    |              | 888.98        |
|  | 28                        | Citizens MM      |                    |              | 159.25        |
|  | 29                        | County National  |                    |              | 1,735.55      |
|  | 30                        | Comerica         |                    |              | 0.03          |
|  | 31                        |                  |                    |              | 18,175,167.38 |
|  |                           |                  |                    |              |               |
|  |                           |                  | 2,400,576.29       | 2,650,576.29 | 14,695.08     |
|  |                           |                  |                    |              |               |



Pooled Cash and Investments

|  |                           |                  |              |                    |               |
|--|---------------------------|------------------|--------------|--------------------|---------------|
|  | City of Jackson           |                  |              |                    |               |
|  | Treasurer Office          |                  |              |                    |               |
|  | Daily Investment Balances |                  |              |                    |               |
|  |                           |                  |              |                    |               |
|  | Pooled Account            |                  | Jun-10       |                    |               |
|  |                           |                  |              | (Exclude Interest) |               |
|  |                           | Beg              | Investment   | Investment         | Rolled Over   |
|  |                           | Balance          | Buys         | Maturities         | Interest      |
|  | Investments               | 18,175,167.38    |              |                    |               |
|  | 1                         |                  |              |                    | 18,175,167.38 |
|  | 2                         |                  | 613,271.71   | 613,271.71         | 2,331.28      |
|  | 3                         |                  |              |                    | 18,177,498.66 |
|  | 4                         |                  | 500,000.00   |                    | 18,677,498.66 |
|  | 5                         |                  |              |                    | 18,677,498.66 |
|  | 6                         |                  | 1,000,000.00 |                    | 19,677,498.66 |
|  | 7                         |                  |              |                    | 19,677,498.66 |
|  | 8                         |                  |              |                    | 19,677,498.66 |
|  | 9                         |                  |              |                    | 19,677,498.66 |
|  | 10                        |                  |              |                    | 19,677,498.66 |
|  | 11                        |                  |              |                    | 19,677,498.66 |
|  | 12                        |                  |              |                    | 19,677,498.66 |
|  | 13                        |                  | 1,026,420.37 | 1,026,420.37       | 2,249.29      |
|  | 14                        |                  |              |                    | 19,679,747.95 |
|  | 15                        |                  |              |                    | 19,679,747.95 |
|  | 16                        |                  |              |                    | 19,679,747.95 |
|  | 17                        |                  |              |                    | 19,679,747.95 |
|  | 18                        |                  |              |                    | 19,679,747.95 |
|  | 19                        |                  |              |                    | 19,679,747.95 |
|  | 20                        |                  |              |                    | 19,679,747.95 |
|  | 21                        |                  |              |                    | 19,679,747.95 |
|  | 22                        |                  |              |                    | 19,679,747.95 |
|  | 23                        |                  | 1,014,740.90 | 1,014,740.90       | 5,594.98      |
|  | 24                        |                  |              |                    | 19,685,342.93 |
|  | 25                        | Fifth Third      |              |                    | 255.95        |
|  | 26                        | Bank of Michigan |              |                    | 2,025.40      |
|  | 27                        | Bank of Michigan |              |                    | 861.04        |
|  | 28                        | Citizens MM      |              |                    | 413.33        |
|  | 29                        | County National  |              |                    | 2,264.66      |
|  | 30                        | Comerica         |              |                    | 0.03          |
|  | 31                        |                  |              |                    | 19,691,163.34 |
|  |                           |                  | 4,154,432.98 | 2,654,432.98       | 15,995.96     |
|  |                           |                  |              |                    |               |
|  |                           |                  |              |                    |               |



# CITY OF JACKSON



MICHIGAN

Office of Mayor  
Karen F. Dunigan

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

MEMO TO: City Councilmembers  
FROM: Karen F. Dunigan, Mayor *KFD*  
DATE: July 26, 2010  
SUBJECT: Historic District Commission

In accordance City Code, Sec. 13-5, MCL 399.204, the Mayor appoints, subject to City Council confirmation, seven City residents for three-year terms. Mayor shall consult with chair of the Historic District Commission and appoint at least two members from a list of citizens submitted by a duly organized and existing local historical and/or preservation society(s) and, if available, one architect or a graduate of an accredited school of architecture who has two years of architecture experience or who is an architect registered in this state.

It is my desire, therefore, to appoint Rachel N. Wineman to the Historic District Commission filling a current vacancy, beginning immediately, and ending December 31, 2012.

KFD:skh

APP-CC



RECEIVED  
JUN 14 2010  
BY: \_\_\_\_\_

**City of Jackson Board/Commission Application**

Name: Rachel N. Wineman

Address: 411 W. Franklin St. Zip: 49201

Home Phone: 517 250 6001 Other Phone: \_\_\_\_\_

Occupation: agricultural & sales

**Community Involvement/Activity**

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

Are you a registered voter? yes Ward? \_\_\_\_\_

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

1. Historic District Comm. 2. \_\_\_\_\_

3. \_\_\_\_\_

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

I am currently a homeowner in the Historic District and in the process of restoring the house. I have always had an active interest in history.

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

**APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR**

Rachel N. Wineman  
Signature of Applicant

6-14-2010  
Date

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



City Clerk

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161 W. Michigan Ave. • Jackson, MI 49201-1303  
(517) 788-4025 • Facsimile (517) 788-4651

Lynn Fessel, City Clerk

August 10, 2010

**TO: Warren Renado, Interim City Manager**

**FROM: Lynn Fessel, City Clerk**

**RE: Public Hearings and Resolutions Confirming Assessment Rolls**

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Please place the attached resolutions confirming the following special assessment rolls for street construction on the August 17th City Council agenda for consideration after the public hearings are held:

Roll No. 3358 - Ganson Street from East Avenue to Cooper  
Roll No. 3359 – Morrell Street from Brown Street to West Avenue

The required notice was published in the Jackson Citizen Patriot and a notification letter was sent to each property owner included on the rolls.

Thank you.

Attachments

C: Jon Dowling, City Engineer  
Dave Taylor, City Assessor  
Andrew J. Wrozek, City Treasurer

**RESOLUTION**  
**STREET CONSTRUCTION**

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did prepare special assessments concerning street construction on Ganson Street from East Avenue to Cooper which assessments were by him placed on Assessment Roll No. 3358 in the amount of \$36,561.10 and reported to the City Council at its meeting held on the 20th day of July, 2010; and

WHEREAS, notice has been duly given that the City Council and Assessor would sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, the 17th day of August, 2010, at 7:00 p.m. to hear any and all objections and suggestions by interested parties to said special assessments as contained in said roll; and

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

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

BE IT FURTHER RESOLVED that each and all of the special assessments contained in Roll No. 3358 shall be divided into seven (7) equal installments, the first of which shall be payable by June 29, 2011 without interest charge; and the remaining installments, plus a 3.19% annual interest charge on each installment, shall be due annually on May 30 of each subsequent year until each of the special assessments has been paid in full; provided, however, that in the event the City issues bonds in anticipation of special assessments, the unpaid balance of said special assessments shall, in accordance with Section 22-9 of the Jackson City Code of Ordinances, bear a rate of interest which shall be one percent (1%) above the average interest cost of said special assessment bonds.

BE IT FURTHER RESOLVED that the unpaid balance of any special assessment, including pro rata interest charges, may be paid in full at any time and that each and any special assessment may be paid without interest if payment in full is made prior to June 29, 2011.

\* \* \* \* \*

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 17th day of August, 2010.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 18th day of August, 2010.

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

**RESOLUTION**  
**STREET CONSTRUCTION**

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did prepare special assessments concerning street construction on Morrell Street from Brown Street to West Avenue which assessments were by him placed on Assessment Roll No. 3359 in the amount of \$41,438.36 and reported to the City Council at its meeting held on the 20th day of July, 2010; and

WHEREAS, notice has been duly given that the City Council and Assessor would sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, the 17th day of August, 2010, at 7:00 p.m. to hear any and all objections and suggestions by interested parties to said special assessments as contained in said roll; and

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

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

BE IT FURTHER RESOLVED that each and all of the special assessments contained in Roll No. 3359 shall be divided into ten (10) equal installments, the first of which shall be payable by June 29, 2011 without interest charge; and the remaining installments, plus a 3.19% annual interest charge on each installment, shall be due annually on May 30 of each subsequent year until each of the special assessments has been paid in full; provided, however, that in the event the City issues bonds in anticipation of special assessments, the unpaid balance of said special assessments shall, in accordance with Section 22-9 of the Jackson City Code of Ordinances, bear a rate of interest which shall be one percent (1%) above the average interest cost of said special assessment bonds.

BE IT FURTHER RESOLVED that the unpaid balance of any special assessment, including pro rata interest charges, may be paid in full at any time and that each and any special assessment may be paid without interest if payment in full is made prior to June 29, 2011.

\* \* \* \* \*

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 17th day of August, 2010.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 18th day of August, 2010.

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



## Community Development

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

August 11, 2010

**TO:** Warren D. Renando, Interim City Manager  
**FROM:** Carol L. Konieczki, Community Development Director  
**RE:** Request to Appeal Decision by the Historic District Commission

This Department identified 509 W Franklin Street as an eligible property to acquire, rehabilitate and resell to a low-income person utilizing Neighborhood Stabilization Program (NSP) funds. We were aware the property is located in the "Under the Oaks" Historic District and prepared rehabilitation specifications, to the extent allowed by federal regulation, with a focus on historic preservation. An Application for Permission was filed with the Jackson Historic District Commission, which they reviewed and unanimously denied at their July 19, 2010 meeting.

The Michigan State Housing Development Authority (MSHDA) has given the City of Jackson until the end of August 2010 to commit its NSP allocation or face recapture of the funds. Committing the funds means a property has been identified, the site is under control of the City, and a contract has been awarded for rehabilitation.

During discussion of the Application for Permission, the HDC provided the following comments or requests:

1. Need to know the roofing material and style.
2. Need to know what style of wrought iron railing is proposed to be installed on the front steps.
3. Requested original windows be preserved where possible and replacement vinyl double hung windows on the front face need to replicate or maintain the 15 over 1 look.
4. Electrical conduit on the front of the house over the main entry deters from the historic value.
5. Samples or drawings/renderings of windows, cellar door, and various other materials being used should be provided to the HDC for consideration.

Federal regulations setting forth procurement standards for local governments are found at 24 CFR 85.36, which require all transactions to be conducted in a manner providing full and open competition and not restrictive of competition, such as taking an arbitrary action in the procurement process. The HDC has requested the City provide certain information before bidding the project, which is specifically addressed at 24 CFR 85.36(3)(i):

- (i) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured, and when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a *brand name or equal* description may be used as a means to define the performance or other salient requirements of a procurement. The specific features of the named brand which must be met by offerors shall be clearly stated.

The rehabilitation specifications prepared by Rehab Specialist Kurt Fritz indicated the following as it pertains to HDC comments above:

- 1) Strip existing roof; make repairs to existing roof framing where required; install 7/16" oriented-strand board (OSB) to cover all areas of roof deck; install ice shield at all lower roof edges; install new 15# asphalt saturated felt; furnish and install new roofing material of a color as selected by owner; install metal drip and rake edge, two layers of 90# roll valley or metal valley in all valleys; reflash chimney, plumbing vents, and vertical walls with appropriate neoprene boots and metal step flashing; install ventilation units sufficient to vent all areas of attic. New roofing material type shall be architectural shingles on all areas of house roof.
- 2) Install new poured-in-place steps on sound footers. Steps shall have 12" x 48" tread. All steps with 4 or more risers to have wrought iron handrail. At north entry to porch with 2 wrought iron railings.
- 3) All windows are being replaced similar 50/50 standard vinyl double hung replacement windows that will not change the profile of what currently is in place. The City is requiring the two stationary and two double hung windows on the front (north) side of the home be replaced using the 15 over 1 appearance.
- 4) The electrical conduit on the front (north) side of the home meets code requirements. As the City is not replacing the vinyl siding, it is not requiring the conduit be removed.
- 5) Samples/drawings/renderings of windows, cellar door and various other materials cannot be provided before bidding per federal regulation. Once bids have been received and a contractor has been selected, we can furnish further information.

Chapter 13 of the City of Jackson Code of Ordinances, Section 13-9(b)(1) allows an applicant aggrieved by a decision of the HDC may appeal to the decision to the Jackson City Council. Section 13-9(b)(2)(a) requires a written claim of appeal be filed with the City Clerk within seven (7) business days after the applicant receives the decision from the HDC. The HDC attempted to hold a special meeting in time to further discuss comments and requests posed at its July 19 meeting, but was unable to assemble a quorum in an expedited fashion.

Requested action for City Council is to reverse the HDC's denial of the City's Application for Permission to rehabilitate 509 W Franklin with the condition the City continue to work with the HDC to the extent feasible by federal regulations. It remains this Department's intent to conduct rehabilitation with historic preservation as a major component and would welcome further review of the application by the HDC. Please place this item on the August 17, 2010 agenda for consideration.

cc: Barry Hicks, HDC Staff  
Frank Donovan, Chief Building Official  
Kurt Fritz, Rehabilitation Specialist  
Heather L. Soat, Financial Analyst  
Michelle L. Pultz, CD Project Coordinator



# Jackson Historic District Commission

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161 W. Michigan Avenue • Jackson, MI 49201  
Phone (517) 768-6433 • Fax (517) 780-4781

July 22, 2010

City of Jackson  
c/o Frank Donovan, Chief Building Official  
161 W. Michigan Avenue  
Jackson, Michigan 49201

Subject: **509 W. Franklin Street**

Dear Mr. Donovan:

This letter confirms that the Jackson Historic District Commission (HDC) denied its permission for alterations at its meeting on July 19, 2010. The motion approving the request follows:

Comm. Schaub moved, and Comm. Weir seconded, a motion to **deny** the application for permission.

Yeas-5 (Ahronheim, Guidinger, Schaub, Fuerstenau, and Weir); Nays-0; Abstain-0; Absent-1 (Woodard)

Please contact me at (517) 768-6433 with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Barry Hicks".

Barry Hicks  
*HDC Staff*

cc: Michelle Pultz  
Heather Soat  
HDC Files



# Jackson Historic District Commission

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161 W. Michigan Avenue • Jackson, MI 49201  
Phone (517) 768-6433 • Fax (517) 780-4781

---

Draft Meeting Minutes

**July 19, 2010**

10th Floor of City Hall

---

MEMBERS PRESENT: Charles Ahronheim; Marilyn Guidinger, Chair; John Schaub; Jean Weir, Vice-Chair; and Martha Fuerstenau

MEMBERS ABSENT: Jeannette Woodard

STAFF PRESENT: Barry Hicks, Economic Development Project Manager

GUESTS PRESENT: Kyle Bamm, and Rachel Wineman

Item 1. **Call to Order**

Chairperson Guidinger called the meeting to order at 6:01 pm.

Item 2. **Consideration of the June 21, 2010 HDC Meeting Minutes**

Commissioners reviewed the minutes.

*Comm. Schaub moved, and Comm. Fuerstenau seconded, a motion to approve the minutes of the June 21, 2010 meeting of the HDC as presented.*

The motion passed by unanimous voice vote.

Item 3. **Public Comments**

There was no public comment.

Item 4. **Applications for Permission**

The following applications for permission were considered by the HDC.

**504 Third Street**

Mr. Bamm explained that during the City of Jackson's regular biannual inspection of the property, the garage was unsafe and should be demolished. Items cited by the City were a rotting and unsafe roof; crumbling brick on exterior walls causing structural concerns; and siding falling off. Mr. Bamm proposed that the garage should be demolished and an open paved surface for parking would replace it. Commissioners Schaub commented that the building is not part of the original structure. Commissioners determined the garage was a non-contributing resource and that the removal of the structure would not have a negative impact on the historic resources in the community.

*Comm. Fuerstenau moved, and Comm. Ahronheim seconded, a motion to approve the demolition of the garage structure because*

Yeas-5 (Ahronheim, Guidinger, Schaub, Fuerstenau, and Weir); Nays-0; Abstain-0; Absent-1 (Woodard)

*Comm. Schaub requested that Rent Me Properties help the HDC by informing other property owners in the area about the HDC and Historic District Ordinance.*

### **509 W. Franklin Street**

Comm. Fuerstenau and Schaub commented that the specs provided did not specify what materials would be used to replace the existing features. Mr. Hicks explained that the house was being renovated using Neighborhood Stabilization Program (NSP) grant dollars through the Michigan State Housing and Development Authority and that due to the nature of the regulations of the NSP, specific information about types of materials may not be available until after the project goes through the bidding process. Comm. Ahronheim and Schaub commented that all front facing windows should be 15 on 1 panels and that the sash on the storm windows should align with the sash on the panels.

*Comm. Schaub moved, and Comm. Weir seconded, a motion to **deny** the application for permission.*

The Commissioners discussed the application and provided the following comments:

1. Need to know the roofing material and style
2. Need to know what style of wrought iron railing that is proposed to be installed on the front steps
3. It is unclear as to which windows will be preserved and which will be replaced. It is recommended that windows and other features being preserved or replaced should be labeled on the photos for clear identification. Original windows should be preserved where possible and replacement vinyl double hung windows on the front face of the house would need to replicate or maintain the 15 over 1 look.
4. The electrical conduit on the front of the house over the main entry detracts from the historic value of the structure.
5. It is recommended that samples or drawings/renderings of windows, cellar door, and various other materials being used should be provided to the commission for consideration.

Yeas-5 (Ahronheim, Guidinger, Schaub, Fuerstenau, and Weir); Nays-0; Abstain-0; Absent-1 (Woodard)

### Item 5. **Correspondence**

Staff alerted commissioners to correspondence from G2 Consulting requesting input from commissioners regarding the construction of a new telecommunications tower.

### Item 6. **Other Business**

- A. Chairperson Guidinger announced that the HDC received a scholarship to attend the National Alliance of Historic Preservation Commissions Forum 2010 in Grand Rapids, Michigan. Mr. Hicks will attend the conference on behalf of the Jackson HDC.
- B. Comm. Ahronheim talked about a story on National Public Radio regarding a person who is doing historic window preservation trainings and expressed that the commissioners should look in to having them do a training in Jackson.

### Item 7. **Adjournment**

The meeting was adjourned at 6:53 pm

**Barry Hicks**  
*HDC Staff*

# 509 W Franklin

May 24, 2010





# 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

TO: Warren D. Renando, Interim City Manager  
DATE: August 17, 2010  
FROM: Carol L. Konieczki, Community Development Director  
SUBJECT: Award of Rehab Contract at 509 W. Franklin

Rehab Specialist Kurt Fritz requested bids through the Purchasing Department to rehabilitate the vacant City-owned property located at 509 W. Franklin under the Neighborhood Stabilization Program. The Community Development Department has analyzed the bids submitted and arrived at a recommendation on bid award.

Five contractors attended the mandatory pre-bid walk through with two 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> |
|-----------------|-----------------------------|---------------|
| 509 W. Franklin | At-A-Moments Notice         | \$55,215.00   |

This project will be funded through Neighborhood Stabilization funds (\$52,650 Code; \$2,565 Lead). The contractor awarded this project is required to obtain a current installation floater in their general liability policy.

In concurrence with the recommendation of the Department, we are prepared to award the contract as outlined above, pending funding availability and approval of proposed work by City Council in the Historic District. (Under separate cover.)

With your approval, please place this item on the agenda for City Council's approval as an action item at their next meeting on August 17, 2010.

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  
509 W. Franklin

| Item # | Description               | Code | At A Moments Notice                               | Concept Construction                  |
|--------|---------------------------|------|---|---------------------------------------|
|        |                           |      | 209 W. Washington, Suite 182<br>Jackson, MI 49201 | 1619 Cascade Ct.<br>Jackson, MI 49203 |
|        |                           |      | Unit Price  | Unit Price                            |
| 1      | Replace Roof              | C    | 6,900.00  | 6,840.00                              |
| 2      | Gravel Driveway           | C    | 1,000.00  | 395.00                                |
| 3      | Trim Tree                 | C    | 100.00  | 75.00                                 |
| 4      | Remove Tree               | C    | 600.00  | 300.00                                |
| 5      | Replace Fence             | C    | 400.00  | 610.00                                |
| 6      | Concrete Steps            | C    | 800.00  | 525.00                                |
| 7      | Service Walk              | C    | 1,000.00  | 345.00                                |
| 8      | 2 SHPO Windows            | C    | 600.00  | 570.00                                |
| 9      | SHPO Windows LSWP         | L    | 50.00   | 200.00                                |
| 10     | 2 Fixed Windows           | C    | 600.00  | 450.00                                |
| 11     | Fixed Windows LSWP        | L    | 50.00   | 200.00                                |
| 12     | 7 Storm Windows           | C    | 1,100.00  | 945.00                                |
| 13     | 3 Storm Doors             | C    | 650.00  | 735.00                                |
| 14     | 20 Vinyl Windows          | C    | 5,500.00  | 4,900.00                              |
| 15     | Vinyl Windows LSWP        | L    | 1,000.00  | 1,000.00                              |
| 16     | 2 Slider Windows          | C    | 275.00  | 550.00                                |
| 17     | Slider Windows LSWP       | L    | 50.00   | 100.00                                |
| 18     | Replace Cellar Door       | C    | 450.00  | 265.00                                |
| 19     | Replace Cellar Door LSWP  | L    | 100.00  | 100.00                                |
| 20     | Power Wash House          | C    | 900.00  | 640.00                                |
| 21     | Tuckpoint Foundation      | C    | 100.00  | 100.00                                |
| 22     | Gate Repairs              | C    | 800.00  | 425.00                                |
| 23     | Remove Chimney            | C    | 250.00  | 210.00                                |
| 24     | Gutter Repairs            | C    | 100.00  | 85.00                                 |
| 25     | Porch Supports            | C    | 100.00  | 245.00                                |
| 26     | Reframe Porch Door        | C    | 500.00  | 425.00                                |
| 27     | Porch Supports            | C    | 400.00  | 455.00                                |
| 28     | Reframe Porch Door        | C    | 125.00  | 110.00                                |
| 29     | Reframe Porch Door LSWP   | L    | 25.00   | 100.00                                |
| 30     | Porch Steps South         | C    | 350.00  | 325.00                                |
| 31     | Siding Repairs            | C    | 100.00  | 165.00                                |
| 32     | Service Walk              | C    | 475.00  | 325.00                                |
| 33     | Lead Abatement            | L    | 15.00   | 85.00                                 |
| 34     | Encapsulate North Porch   | L    | 150.00  | 310.00                                |
| 35     | Asbestos Flooring         | C    | 1,000.00  | 400.00                                |
| 36     | Porch Flooring            | C    | 225.00  | 310.00                                |
| 37     | Foyer Door Repairs        | C    | 225.00  | 225.00                                |
| 38     | Foyer Door Repairs LSWP   | L    | 25.00   | 50.00                                 |
| 39     | Patch Plaster Foyer       | C    | 100.00  | 110.00                                |
| 40     | Paint House Interior      | C    | 2,200.00  | 8,424.00                              |
| 41     | Trim Cleaning             | C    | 400.00  | 275.00                                |
| 42     | Carpeting                 | C    | 3,000.00  | 11,445.00                             |
| 43     | Drywall Foyer Closet      | C    | 500.00  | 425.00                                |
| 44     | Baseboard Repair          | C    | 25.00   | 65.00                                 |
| 45     | Passage Set               | C    | 75.00   | 75.00                                 |
| 46     | Drywall Living Room       | C    | 600.00  | 1,080.00                              |
| 47     | Patch Plaster Dining Room | C    | 250.00  | 145.00                                |
| 48     | Floor Repair Dining Room  | C    | 100.00  | 125.00                                |
| 49     | Kitchen Counter Tops      | C    | 600.00  | 245.00                                |
| 50     | Cabinet Repairs           | C    | 50.00   | 110.00                                |
| 51     | Underlayment Kitchen      | C    | 250.00  | 145.00                                |
| 52     | Vinyl Kitchen             | C    | 425.00  | 540.00                                |
| 53     | Cellar Stair Door         | C    | 200.00  | 185.00                                |
| 54     | Cellar Stair Door LSWP    | L    | 50.00   | 50.00                                 |
| 55     | Steel Door Kitchen        | C    | 400.00  | 300.00                                |
| 56     | Steel Door Kitchen LSWP   | L    | 100.00  | 85.00                                 |

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

Bid Tabulation  
for  
Housing Rehabilitation  
at  
509 W. Franklin

|        |                             |      | At A Moments Notice<br>209 W. Washington, Suite 182<br>Jackson, MI 49201 | Concept Construction<br>1619 Cascade Ct.<br>Jackson, MI 49203 |
|--------|-----------------------------|------|--|---|
| Item # | Description                 | Code | Unit Price   | Unit Price  |
| 57     | Drywall Rear Porch          | C    | 350.00   | 455.00  |
| 58     | Porch Flooring              | C    | 200.00   | 325.00  |
| 59     | Patch Plaster Main Stairway | C    | 175.00   | 115.00  |
| 60     | Drawer Removals             | C    | 200.00   | 235.00  |
| 61     | Attic Insulation            | C    | 575.00   | 485.00  |
| 62     | Drywall SW Bedroom          | C    | 575.00   | 985.00  |
| 63     | Omit                        | C    | 0.00   | 0.00  |
| 64     | Lockset SW Bedroom          | C    | 50.00  | 65.00   |
| 65     | Rehang Closet Door          | C    | 25.00  | 35.00   |
| 66     | Drywall NW Bedroom          | C    | 600.00   | 925.00  |
| 67     | Rehang Door                 | C    | 25.00  | 225.00  |
| 68     | Replace Door                | C    | 75.00  | 210.00  |
| 69     | Drywall NE Bedroom          | C    | 600.00   | 972.00  |
| 70     | Floor Repair                | C    | 100.00   | 125.00  |
| 71     | Underlayment Bath           | C    | 100.00   | 85.00   |
| 72     | Vinyl Floor Bath            | C    | 400.00   | 308.00  |
| 73     | Drywall Bath                | C    | 300.00   | 430.00  |
| 74     | Tub End Wall                | C    | 100.00   | 315.00  |
| 75     | Tub Wall Kit                | C    | 225.00   | 390.00  |
| 76     | Towel Bars                  | C    | 25.00  | 125.00  |
| 77     | Replace Cellar Stairs       | C    | 500.00   | 555.00  |
| 78     | Replace Cellar LSWP         | L    | 100.00   | 100.00  |
| 79     | Drywall Cellar Stairs       | C    | 250.00   | 275.00  |
| 80     | Drywall Cellar Stairs LSWP  | L    | 50.00  | 100.00  |
| 81     | Partition Wall Removals     | C    | 200.00   | 650.00  |
| 82     | Foundation Wall Coating     | C    | 800.00   | 1,545.00  |
| 83     | Lead Clearance              | L    | 800.00   | 600.00  |
| 84     | Replace Furnace             | C    | 2,200.00   | 5,750.00  |
| 85     | Asbestos Abatement          | C    | 500.00   | 1,015.00  |
| 86     | Plumbing                    | C    | 4,400.00   | 4,215.00  |
| 87     | Electrical                  | C    | 4,300.00   | 3,483.00  |
|        | TOTAL                       |      | 55,215.00  | 73,022.00   |
|        |                             | L    | 2,565.00   | 3,080.00  |
|        |                             | C    | 52,650.00  | 69,942.00   |

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



Downtown Development Authority (DDA)

**Memorandum**

Date: August 2, 2010  
To: City Council  
From: Jonathan Greene, Executive Director  
RE: Redevelopment Liquor License Request – Consideration at August 17, 2010 Meeting

---

The DDA has received a letter from The Golden Number Inc., requesting a Redevelopment Project Area Liquor License pursuant to MCL 436.1521 to be issued at 105 E. Michigan Ave in Downtown Jackson. At its May 25, 2010 Regular meeting the City Council established the DDA District as a Redevelopment Project Area pursuant to MCL 436.1521.

Please consider the issuance of a Redevelopment Project Area Liquor License pursuant to MCL 436.1521 to The Golden Number Inc., located at 105 E. Michigan Ave, at your August 17, 2010 City Council meeting.

The DDA Recommends approval of the request to issue a Redevelopment Project Area Liquor License to The Golden Number Inc., at 105 E. Michigan Ave at it's August 17, 2010 Regular Meeting. Approval by the Jackson City Council does not mean automatic approval by the Michigan Liquor Control Commission it will simply initiate their application process. The applicant must still:

1. Meet normal regulations, laws and guidelines to be eligible for a liquor license.
2. Must expend for rehabilitation or renovation of the building that houses the licensed premises not less that \$75,000 over the preceding 5 year period or commit to capital improvements of at least that amount in the building that houses the licensed premises, which must be expended before the issuance of the license.
3. The licensed business engages in dining, entertainment, or recreation, that is open to the general public, with a seating capacity of not less that 50 persons.

Again, the DDA recommends approval of this request and the business and investment will be welcome additions to our Downtown. The Michigan Liquor Control Commission will begin its investigation after the City Council approves a resolution issuing the Redevelopment Project Area license. They will also notify the City of Jackson of the investigation and if further action is needed.

Jason Fuller  
715 N. State St  
Jackson, MI 49202  
July 21, 2010

Jackson DDA

Dear Jackson DDA:

This letter is to inform you that we at The Golden Number Inc., would like to apply for a Redevelopment Project Area Liquor License as allowed by MCL 436.1521a(1)(b) at 105 E. Michigan Ave. in Downtown Jackson. We will be acting as our own general contractor for the renovation and rehabilitation of the project and understand, by law, that we must expend at least \$70,000 in renovation costs to be eligible for this type of license. Though final pricing is not yet prepared, it looks as though the cost of the remodeling will exceed \$250,000. Costs include layout and design of a 2-tiered sports bar to include a full kitchen and pizzeria.

Construction of the facility will begin after the liquor license approval by the State of Michigan (as advised in MCL 436.1521a(1)(b)) and we intend to submit construction blueprints and seek health and building department approvals at that time.

Sincerely,

Jason Fuller  
The Golden Number

A handwritten signature in black ink that reads "Jason Fuller". The signature is written in a cursive style with a large initial "J" and a stylized "F".

STATE OF MICHIGAN  
DEPARTMENT OF LABOR & ECONOMIC GROWTH  
LIQUOR CONTROL COMMISSION

**RESOLUTION**

At the August 17, 2010 meeting of the Jackson City Council

called to order by Mayor Dunigan on August 17, 2010 at \_\_\_\_\_ P.M.

The following resolution was offered:

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

**That the request from:**

**The Golden Number Inc., requests a new full year Class C license with Sunday Sales, Dance, Entertainment, and Outdoor Sales permits under MCLA 436.1521a(1)(b) to be located at 105 E. Michigan Ave. Jackson, MI 49201.**

be considered for Approval **“above all others”**

**APPROVAL**

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

It is the consensus of this legislative body that the application be:

Recommended for issuance

State of Michigan \_\_\_\_\_)

County of \_\_\_\_\_)

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the \_\_\_\_\_ at a \_\_\_\_\_

meeting held on \_\_\_\_\_ .

SEAL

(Signed) \_\_\_\_\_  
(Township, City or Village Clerk)

\_\_\_\_\_  
(Mailing address of Township, City or Village)

**RESOLUTION**

**BY THE CITY COUNCIL:**

**WHEREAS**, the communities which comprise the Region 2 Planning Commission have an opportunity to apply for a Sustainable Communities Regional Planning Grant; and

**WHEREAS**, the grant will provide the needed funding for a comprehensive Regional Plan for Sustainable Development which will integrate the various land use, long-range transportation, other infrastructure, and air and water quality plans in Region 2 planning area; and

**WHEREAS**, the comprehensive Regional Plan for Sustainable Development will enable the counties and local governments which comprise the Region to collectively:

- Improve economic competitiveness through reliable and timely access to employment centers, educational opportunities, services and other basic needs by workers, as well as expanded business access to markets,
- Target federal funding toward existing communities – through strategies like transit-oriented, mixed-use development, and land recycling- to increase community revitalization and the efficiency of public works investments while safeguarding rural landscapes,
- Aligning federal policies and funding to remove barriers to collaboration, leveraging funding and increasing the accountability and effectiveness of all levels of government to plan for future growth, including making smart energy choices such as locally generated renewable energy; and

**WHEREAS**, the grant application requires a consortium of partners to produce the comprehensive Regional Plan for Sustainable Development, including the central city of the region; and

**WHEREAS**, the City of Jackson is the central city for Region 2 planning area,

**NOW, THEREFORE BE IT RESOLVED** the City of Jackson hereby joins the consortium responsible for applying for a Sustainable Communities Regional Planning Grant for the purpose of developing a Regional Plan for Sustainable Development.

\* \* \* \* \*

I, Lynn Fessel, Clerk of the City of Jackson, do hereby certify that the foregoing is a true and original copy of an August 17, 2010 Resolution approved by the Jackson City Council.

\_\_\_\_\_  
Clerk  
City of Jackson, Michigan

\_\_\_\_\_  
Date



## City Manager's Office

---

161 W. Michigan Avenue - Jackson, MI 49201  
Telephone: (517) 788-4035 — Facsimile: (517) 768-5820

MEMO TO: Honorable Mayor and City Councilmembers  
FROM: Warren D. Renando, Interim City Manager  
DATE: August 5, 2010  
SUBJECT: MDOT'S Request for Support

I was recently contacted by Chris Hackbarth from the Michigan Municipal League, requesting a letter and resolution from the City of Jackson supporting the Michigan Department of Transportation's (MDOT) application for federal funding that has recently become available.

Attached is a copy of the letter of support that I sent on behalf of the City of Jackson, and a resolution, which I am requesting the City Council adopt at its August 17, 2010, meeting showing Jackson's support of this very important project.

WDR:skh

## RESOLUTION

### BY THE CITY COUNCIL:

**WHEREAS**, the United States of America has made a considerable financial commitment to expanding the nation's high-speed and intercity passenger rail (HSIPR) network, appropriating \$8 billion earlier this year for both state corridor development efforts and Amtrak state of good repair investments in the FY10 Consolidated Appropriations Act; and

**WHEREAS**, the Federal Railroad Administration received applications requesting seven times the available funds for the HSIPR ARRA grants; and

**WHEREAS**, the U.S Department of Transportation, through the Federal Railroad Administration, has recently begun soliciting applications for nearly \$2.5 billion of available grant funding to continue the development of high-speed intercity passenger rail corridors to be awarded in the Fall of 2010; and

**WHEREAS**, developing this pipeline of national high-speed and intercity passenger rail projects will revitalize the domestic manufacturing industry and create additional American jobs building on the one million good-paying, middle-class creating American jobs that can never be off-shored already supported by the rail industry; and

**WHEREAS**, nearly 100 miles of the Chicago-Detroit rail corridor in Michigan, served by Amtrak's *Wolverine* line, currently represents the only existing high-speed rail infrastructure in the Midwest; and

**WHEREAS**, ridership on Amtrak nationally grew every year from 2000 through 2008, and is on track in 2010 for its best ridership year ever; and

**WHEREAS**, passenger ridership in Michigan for the first six months of 2010 is at the highest levels ever with over 350,000 passengers through June 2010, and estimated to draw nearly three-quarters of a billion riders on the year, further demonstrating the increased demand for intercity passenger rail services; and

**WHEREAS**, passenger rail provides a more fuel-efficient transportation system thereby providing cleaner transportation alternatives and energy security; and

**WHEREAS**, our railroad station is the oldest continuously operated train station in the country and a source of civic pride, and a tool for economic growth that creates transportation-oriented development and livable communities; and

**BE IT FURTHER RESOLVED** that we recognize and celebrate the pivotal role that a robust intercity passenger rail system can provide for better mobility for persons of all abilities; and

**NOW, THEREFORE, BE IT RESOLVED** that the Jackson City Council hereby supports the Michigan Department of Transportation application for Federal Railroad Administration Funding to improve our passenger rail lines and develop high speed rail corridors within the State of Michigan.



## City Manager's Office

161 W. Michigan Avenue - Jackson, MI 49201  
Telephone: (517) 788-4035 — Facsimile: (517) 768-5820

August 4, 2010

Kirk T. Steudle, Director  
Michigan Department of Transportation  
425 West Ottawa Street  
P.O. Box 30050  
Lansing, Michigan 48909

Dear Director Steudle,

I would like to take this opportunity to express the City of Jackson support for the department's application for a portion of the more than \$2 billion currently available from the Federal High-Speed Inter-City Passenger Rail Program.

In the City of Jackson, passenger rail service provides a vital transportation link for our residents and businesses, acting as a gateway to our community and a tool for economic growth that creates transit-oriented development and a vibrant community.

With currently the only high-speed rail track in the Midwest and with passenger rail ridership increasing to record levels, Jackson is uniquely positioned to take advantage of any new investment in the Detroit - Chicago rail corridor. Beyond the obvious benefits of rail service between major cities along Michigan's southern rail route, the benefits for Michigan tourism and potential for economic development lend further evidence to the need for Michigan to aggressively pursue all available federal funding for high-speed rail.

The City of Jackson applauds your efforts to promote multi-modal opportunities in our state and stands committed with you to actively engage the residents of our community in support of this important application. This is the oldest continuously operated train station in the nation. It is the historic focal point of our community and a central part of our plans to revitalize Jackson. Please let my staff or I know how we can continue to assist the Department's efforts to secure this critical funding and promote sustained investment in high-speed rail travel in Michigan.

Sincerely,

Warren D. Renando  
Interim City Manager

WDR:skh

cc: Tim Hoeffner  
Al Johnson



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

**DATE:** August 4, 2010  
**TO:** Warren D. Renando, Interim City Manager  
**FROM:** Jon H. Dowling, P.E., City Engineer  
**RE:** Resolution for Approval of Contract Amendment with MDOT for Rail Passenger Station Development Study

---

Attached is a resolution to enter into a contract amendment with the Michigan Department of Transportation for a time extension on the Rail Passenger Station Development Study.

The amendment extends the contract to December 31, 2010 and has no impact on the funding from MDOT for this work.

With your concurrence, I am requesting the attached resolution to enter into the contract amendment with the Michigan Department of Transportation be submitted to Council for their approval, and the Interim City Manager be authorized to sign the appropriate contract documents.

Please do not hesitate to contact me if you should have any questions.

JD:sms

c Lynn Fessel, City Clerk  
Randall T. McMunn, P.E. Assistant City Engineer  
Lucy Schultz, Accounting Manager

RESOLUTION

BY CITY COUNCIL:

WHEREAS, the City Council, at their July 14, 2009 meeting, authorized the City Manager to sign the contract between the Michigan Department of Transportation (MDOT) and the City for the Rail Passenger Station Development Study; and

WHEREAS, contract No. 2009-0487 was executed by both parties on July 31, 2009; and

WHEREAS, the contract has an expiration date of September 30, 2010; and

WHEREAS, the consultant needs additional time to complete the study; and

WHEREAS, the City has contacted MDOT for an extension of time to December 31, 2010.

NOW, THEREFORE, BE IT RESOLVED that the City Council does approve the extension of time to December 31, 2010; and

BE IT FURTHER RESOLVED that the City Council does approve entering into Amendment No. 1 with the Michigan Department of Transportation for contract No. 2009-0487; and

BE IT FURTHER RESOLVED that the City Council does authorize the Interim City Manager to sign the contract documents on behalf of the City.

\* \* \* \*

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 17<sup>th</sup> day of August, 2010.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 18<sup>th</sup> day of August, 2010.

---

Lynn Fessel, City Clerk

**MICHIGAN DEPARTMENT OF TRANSPORTATION**

**CITY OF JACKSON**

**AMENDMENT**

THIS AMENDATORY CONTRACT is made and entered into this date of \_\_\_\_\_ by and between the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," and City of Jackson, hereinafter referred to as the "CITY," for the purpose of amending Contract No. 2009-0487, dated July 31, 2009, hereinafter referred to as the "CONTRACT."

WITNESSETH:

WHEREAS, the CONTRACT provides funding for the improvement and development of the intercity Amtrak railroad passenger station in the City of Jackson to serve as a multimodal transportation facility. The CITY is accomplishing this improvement and development through the performance of a study and the development of capital improvements related to the intercity Amtrak railroad passenger station; and

WHEREAS, the parties desire to extend the CONTRACT term to provide sufficient time for the CITY to perform the services;

NOW, THEREFORE, the parties agree that the CONTRACT be and that the same is amended as follows:

1. In order to extend the term of the CONTRACT by three (3) month(s), Section 12 (first sentence only) of the CONTRACT is amended to read as follows:

"This Contract will be in effect from July 31, 2009, through December 31, 2010."

2. All other provisions of the CONTRACT, except as herein amended, remain in full force and effect as originally set forth.
3. The CITY waives any and all claims it has or may have against the DEPARTMENT that arise out of the need to amend and/or extend the CONTRACT.

4. This Amendatory Contract will become binding on the parties and of full force and effect upon signing by the duly authorized representatives of the CITY and the DEPARTMENT and upon adoption of a resolution approving said Amendatory Contract and authorizing the signature(s) thereto of the respective representative(s) of the CITY, a certified copy of which resolution will be sent to the DEPARTMENT with this Amendatory Contract, as applicable.

IN WITNESS WHEREOF, the parties have caused this Amendatory Contract to be awarded.

CITY OF JACKSON

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



MICHIGAN DEPARTMENT OF TRANSPORTATION

By: \_\_\_\_\_  
Title: Department Director



August 6, 2010

**TO:** Warren D. Renando, Interim City Manager  
**FROM:** Jon H. Dowling, P.E., City Engineer  
**RE:** Change to Consumers Energy Streetlight Contract/1425 Wildwood Avenue

---

As part of Consumers Energy's routine maintenance, 175 watt mercury vapor streetlights are being removed and upgraded to 100 watt high pressure sodium streetlights.

Attached is an Authorization for Change in Standard Streetlighting Contract from Consumers Energy to perform an upgrade to one streetlight at 1425 Wildwood Avenue. A Consumers Energy resolution authorizing this change is also attached.

With your concurrence, I request that the authorization for change be submitted to City Council for their approval and the Mayor and City Clerk be authorized to sign the documents. If you have questions, please contact me.

JHD:sms

c: Lynn Fessel, City Clerk  
Randall T. McMunn, P.E., Assistant City Engineer  
Robert Dietz, Parking Manager/Engineering Assistant



**Kalamazoo Customer Service Center**

2500 East Cork Street, Kalamazoo, MI 49001 • (800) 477-5050 • Facsimile (269) 337-2321

July 14, 2010

Notification Nbr: 1006509161

CITY OF JACKSON  
161 W MICHIGAN AVE  
JACKSON MI 49201-1315

Rate Schedule: GUL - General Utility Lighting

**STREETLIGHTING AUTHORIZATION:**

| Location(s)       |
|-------------------|
| 1425 Wildwood Ave |

Enclosed for approval and signature is the original Authorization for Change and Resolution covering the replacement of streetlight(s).

The monthly energy charge associated with this lighting installation for 1 Luminaire(s) is approximately \$9.54 per Luminaire. This charge is subject to change based on current rates. After the installation is complete, you will begin receiving a separate monthly bill for the above energy charge.

Please sign and return the original Authorization for Change and Resolution in the enclosed self addressed envelope.

If you have any questions, please contact me at 269-337-2441.

Amanda Brott  
Closeout Specialist  
269-337-2441  
Kalamazoo Service Center

**Received**  
JUL 20 2010  
**Engineering**  
**City of Jackson**



**AUTHORIZATION FOR CHANGE IN STANDARD STREETLIGHTING CONTRACT**

Consumers Energy Company is hereby authorized as of the Twenty-second day of April, 2010, by the City of Jackson, to make changes, as listed below, in the streetlighting system(s) covered by the existing Standard Streetlighting Contract between the Company and the City of Jackson, dated 10/30/1979.

- Energy-Only Streetlighting Rate L-1
- Customer-Owned Streetlight System Rate L-2
- Company-Owned Streetlight System Rate L-3

| <u>Number of<br/>Luminaires</u> | <u>Nominal<br/>Lumen Rating</u> | <u>Light<br/>Source</u> | <u>Installation<br/>or Removal</u> | <u>Voltage<br/>Service</u> | <u>Point of<br/>Attachment<br/>With Company's<br/>Dist System</u> | <u>Location</u>   |
|---------------------------------|---------------------------------|-------------------------|------------------------------------|----------------------------|---|-------------------|
| 1                               | 175W                            | MV                      | Remove                             | 120V                       | Secondary   | 1425 Wildwood Ave |
| 1                               | 100W                            | HPS                     | Install                            | 120V                       | Secondary   | 1425 Wildwood Ave |

Notification Number 1006509161

Construction Work Order Number 13509202

Except for the changes in the streetlighting system(s) as herein authorized, all provisions of the aforesaid Standard Streetlighting Contract dated 10/30/1979, shall remain in full force and effect.

\_\_\_\_\_

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

Its \_\_\_\_\_

\_\_\_\_\_



## Community Development

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

August 11, 2010

**TO:** Warren D. Renando, Interim City Manager  
**FROM:** **Carol L. Konieczki, Community Development Director**  
**RE:** Resolution to Amend the 2007/2008, 2008/2009 and 2010/2011 HOME Budgets

---

Attached is a resolution to amend the HOME budgets for the above referenced fiscal years. This resolution will reallocate previously budgeted funds for the Rehabilitation Assistance Program in the amount of \$762.

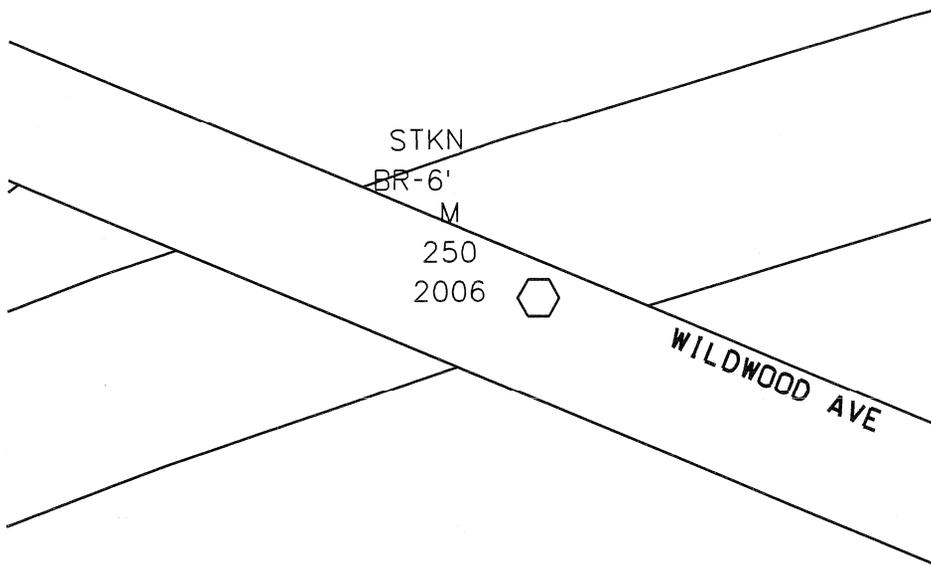
Prior year funds available from fiscal years 2007/2008 and 2008/2009 remain open for the Rehabilitation Assistance Program. HOME regulations require a \$1,000 minimum expenditure per project. Balances of \$75 in fiscal year 2007/2008 and \$687 in fiscal year 2008/2009 will be re-allocated to the most current fiscal year the activity is funded so these balances may be expended.

Staff is requesting to transfer unexpended Rehabilitation Assistance Program funds in prior years in the amount of \$762 to the same activity in the most current year funded. Please place this item for consideration on the August 17, 2010 City Council agenda.

Cc: Heather Soat  
Michelle Pultz  
Steve Maga



REPLACE  
175MV COB/ 100W HPS COB



|              |
|--------------|
| ORDER NUMBER |
| 13509202     |

|   |                               |                         |                                 |   |  |                 |
|---|-------------------------------|-------------------------|---------------------------------|---|--|-----------------|
| <br><b>A CMS Energy Company ELECTRIC</b>  | DESIGNED BY<br><b>ALBROTT</b> | DATE<br><b>04/22/10</b> | STREETLIGHT-1425 WILDWOOD AVE   |   |  |                 |
|   | APPROVED BY                   | DATE                    | For:<br>INVESTIGATE STREETLIGHT |   |  |                 |
|   | SHEET                         | OF                      | SCALE                           |   |  |                 |
| <p align="center">-CONSTRUCTION CERTIFICATION-</p> <p>Work was constructed as Engineered or Changed as Indicated.<br/>All Salvageable Material Was Returned to Stores.</p> <p>Signed _____ in Direct Charge of Work</p> <p>Dates: Started _____ Completed _____</p> <p>MISS DIG NUMBER: _____ DATE: _____</p> | TLM NUMBER                    | # OF<br>RODS            | OHMS                            | CONSTRUCTION MEASURE NUMBER<br><b>10000843675</b> |  |                 |
|   | SUBSTATION                    | WD NO.                  |                                 | ORDER TYPE  | DESIGN NUMBER  |                 |
|   |                               |                         |                                 | <b>EFLC</b>                                       | <b>STL</b>   | <b>70055492</b> |
|   | CIRCUIT                       | CKT NO.                 | LCP NO.                         | STAKED  | <input type="checkbox"/> YES <input type="checkbox"/> NO |                 |
|   |                               |                         |                                 | TREES   | <input type="checkbox"/> YES <input type="checkbox"/> NO |                 |



## Community Development

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

August 11, 2010

**TO:** Warren D. Renando, Interim City Manager

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

**RE:** Resolution to Amend the fiscal year 2004/2005, 2007/2008, 2008/2009, 2009/2010 and 2010/2011 CDBG Budgets

---

Attached is a resolution to amend the CDBG budgets for the above referenced fiscal years. This resolution will allocate program income in the amount of \$105,967 received in excess of amounts budgeted and reallocate unexpended funds in the amount of \$13,370.

Staff recommends allocating the excess program income and unexpended funds as follows:

**JPD Equipment - \$7,752**

The City of Jackson Police Department (JPD) has received a Public Safety Interoperability Communications (PSIC) Grant to purchase 20 mobile radios and four portable radios. The total allocated to JPD is \$38,760, of which there is a 20% match requirement. These funds will be utilized to meet the match requirement of \$7,752.

**World Changers (Year 34) - \$8,000**

The World Changers and Mission Serve programs were an overwhelming success in June and July this year. The two organizations provided labor to complete 27 projects, while CDBG funds provided the materials. As a result of this success, the available funds have been exhausted. Funding is necessary to enable payment for purchased materials.

**World Changers (Year 36) - \$45,585**

Funding this activity will allow the program to continue in the city next summer.

**Fair Housing Center of Southeastern Michigan - \$10,000**

The Fair Housing Center requested \$20,000 for the current fiscal year, but did not receive an award. If funded, the Fair Housing Center will use the monies to take and investigate complaints of illegal housing discrimination for the properties in the City of Jackson.

**Cleanup - \$10,000**

Previous cleanup days have been very successful. Funding for this activity will provide for the following expenditures to operate a future cleanup day in the current fiscal year: dumpsters, incinerator fees, equipment rental and labor to operate the equipment and flyers.

**Demolition - \$38,000**

Funds may be utilized toward the demolition of 212 W. Michigan Avenue. In the event full funding is received for this project, the funds may be used for CDBG eligible residential demolitions.

The resolution is to amend the fiscal year 2004/2005 (Year 30), 2007/2008 (Year 33), 2008/2009 (Year 34), 2009/2010 (Year 35) and 2010/2011 (Year 36) CDBG budgets to reallocate unexpended funds in the amount of \$13,370 and budget program income received in excess of budgeted amounts in the amount of \$105,967 to various eligible CDBG activities as detailed above. Please place this item on the August 17, 2010 City Council agenda for consideration.

CLK:hls

Cc: Heather Soat  
Michelle Pultz  
Steve Maga

City of Jackson, Michigan  
 Resolution to Amend the 2004/2005 (Year 30),  
 2007/2008 (Year 33), 2008/2009 (Year 34), 2009/2010 (Year 35)  
 and 2010/2011 (Year 36) CDBG Budgets

Whereas, the U.S. Department of Housing and Urban Development approved Community Development Block Group (CDBG) programs for fiscal years 2004/2005 (Year 30), 2007/2008 (Year 33), 2008/2009 (Year 34), 2009/2010 (Year 35) and 2010/2011 (Year 36); and

Whereas, the City Council previously allocated funds for various CDBG eligible services; and

Whereas, in Year 34 and Year 35 receipts from program income in excess of budgeted expenses were received; and

Whereas, the City Council desires to reallocate these funds and appropriate the additional program income from Year 34 to be made available for use for Year 36 activities and programs.

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

|  | <u>Current<br/>Budget</u>  | <u>Revised<br/>Budget</u> | <u>Change</u> |
|--|----------------------------|---------------------------|---------------|
| <b>Entitlement Year 30 (2004/2005)</b> |                            |                           |               |
| <u>Expense Account #</u>               | <u>Account Description</u> |                           |               |
| 286-730-030-825.013                    | 10,000                     | 0                         | (10,000)      |
| 286-743-030-969.036                    | 0                          | 10,000                    | 10,000        |
| <b>Entitlement Year 33 (2007/2008)</b> |                            |                           |               |
| <u>Expense Account #</u>               | <u>Account Description</u> |                           |               |
| 286-730-033-825.037                    | 1,500                      | 1,200                     | (300)         |
| 286-730-030-825.058                    | 5,000                      | 2,930                     | (2,070)       |
| 286-743-033-969.036                    | 0                          | 2,370                     | 2,370         |
| <b>Entitlement Year 34 (2008/2009)</b> |                            |                           |               |
| <u>Revenue Account #</u>               | <u>Account Description</u> |                           |               |
| 286-000-034-664.000                    | 500                        | 506                       | 6             |
| 286-000-034-673.001                    | 10,000                     | 32,522                    | 22,522        |
| 286-000-034-696.003                    | 25,000                     | 16,562                    | (8,438)       |
| 286-000-034-696.005                    | 26,950                     | 30,000                    | 3,050         |
| 286-000-034-696.006                    | 1,000                      | 300                       | (700)         |
| 286-000-034-698.003                    | 25,000                     | 52,585                    | 27,585        |
| 286-000-034-698.012                    | 4,329                      | 10,281                    | 5,952         |
| <u>Expense Account #</u>               | <u>Account Description</u> |                           |               |
| 286-723-034-815.099                    | 38,250                     | 46,250                    | 8,000         |
| 286-730-034-825.058                    | 1,000                      | 0                         | (1,000)       |
| 286-743-034-969.036                    | 0                          | 42,977                    | 42,977        |
| <b>Entitlement Year 35 (2009/2010)</b> |                            |                           |               |
| <u>Revenue Account #</u>               | <u>Account Description</u> |                           |               |
| 286-000-035-664.000                    | 500                        | 727                       | 227           |
| 286-000-035-673.001                    | 8,000                      | 1,170                     | (6,830)       |
| 286-000-035-696.003                    | 15,000                     | 21,706                    | 6,706         |
| 286-000-035-696.005                    | 35,000                     | 30,000                    | (5,000)       |
| 286-000-035-696.012                    | 0                          | 48,000                    | 48,000        |
| 286-000-035-698.003                    | 25,000                     | 38,497                    | 13,497        |
| 286-000-035-698.012                    | 750                        | 140                       | (610)         |
| <u>Expense Account #</u>               | <u>Account Description</u> |                           |               |
| 286-743-035-969.036                    | 0                          | 55,990                    | 55,990        |



**MEMORANDUM**  
**City Clerk's Office**

August 9, 2010

TO: Honorable Mayor and City Councilmembers  
FROM: Lynn Fessel, City Clerk   
SUBJECT: Final Adoption of Ordinance No. 2010.7

Following is Ordinance No. 2010.7, which is being placed on this agenda for final adoption. Council approved this ordinance rezoning property located at 543 N. Blackstone and 540, 538 and Stencil # 1-0271 Blackman Avenue to C-4 on July 20.

C: City Manager

ORDINANCE NO. \_\_\_\_\_

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 543 (1-024800000) N. Blackstone Street and 540 (1-026900000), 538 (1-027000000), and --- (1-027100000) Blackman Avenue from R-4 (high-density apartment and office) to C-4 (general commercial).

Section 2.

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

\*\*\*\*

Adopted:

# MEMORANDUM

August 9, 2010

MEMO TO:                   Honorable Mayor and City Councilmembers

FROM:                       Lynn Fessel, City Clerk

SUBJECT:                   Processing of Special Events

DDA Executive Director Jonathan Greene, DDA Assistant Jennifer Tucker, Interim City Manager Warren Renando and I met on Thursday, August 5 to discuss the processing of special event applications. DDA has made an offer to handle the processing of these applications and Mr. Renando and I think this is an excellent idea.

Special event applications have been handled by Clerk's office staff for a number of years, but with the reduction of staff hours and additional duties assumed by my office, this offer by DDA is very welcome. DDA certainly has the expertise and experience to handle the process and I will remain available if questions arise.

In addition, we all believe it is time to institute a fee for processing special event applications and we feel \$25.00 is appropriate. This fee will help to cover the time involved in obtaining approvals and proper insurance coverage for each event, as well as working with each applicant to make certain all details are finalized. If approved by Council, this \$25.00 fee will be paid to the DDA.

Recommended action is to approve the transfer of processing special event applications from the City Clerk's office to the Downtown Development Authority, to institute a \$25.00 application fee and to authorize a one-time transfer of \$1,000 from the City Clerk's budget (General Fund) to the Downtown Development Authority. This \$1,000 will cover pending applications and implementation of this process, including new procedures, by the DDA staff.

C:       Interim City Manager



# 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

TO: Warren D. Renando, Interim City Manager  
DATE: August 17, 2010  
FROM: Carol L. Konieczki, Community Development Director  
SUBJECT: Award of Rehab Contract at 604 Detroit St.

Rehab Specialist Cliff Winslow requested bids through the Purchasing Department to rehabilitate the vacant City-owned property located at 604 Detroit Street under the Neighborhood Stabilization Program. The Community Development Department has analyzed the bids submitted and arrived at a recommendation on bid award.

Seven contractors attended the mandatory pre-bid walk through with four 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> |
|-----------------|-----------------------------|---------------|
| 604 Detroit St. | At-A-Moments Notice         | \$68,895.00   |

This project will be funded through Neighborhood Stabilization funds (\$64,185 Code; \$4,710 Lead). The contractor awarded this project is required to obtain a current installation floater in their general liability policy.

In concurrence with the recommendation of the Department, we are prepared to award the contract as outlined above, pending funding availability.

With your approval, please place this item on the agenda for City Council's approval as an action item at their next meeting on August 17, 2010.

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  
604 Detroit

|        |   |                         |      | At A Moments Notice<br>209 W. Washington,<br>Suite 182<br>Jackson, MI 49201 | Scoby Construction<br>4520 Dey Highway<br>Hudson, MI 49247 | Alpha & Omega<br>Construction Co.<br>340 Burt Avenue<br>Jackson, MI 49201 | Concept Construction<br>1619 Cascade Ct.<br>Jackson, MI 49203 |
|--------|---|-------------------------|------|---|--|---|---|
| Item # | Description   | Location                | Code | Unit Price  | Unit Price   | Unit Price  | Unit Price  |
| 1      | Strip and Reroof  | House - Porch           | C    | 6,900.00  | 6,500.00   | 7,800.00  | 7,935.00  |
| 2      | Gutterwork  | House All               | C    | 800.00  | 780.00   | 1,000.00  | 855.00  |
| 3      | Soffit System   | House All               | C    | 1,000.00  | 1,000.00   | 1,250.00  | 980.00  |
| 4      | Lead  |                         | L    | 300.00  | 400.00   | 250.00  | 400.00  |
| 5      | Vinyl Siding  | House All               | C    | 5,000.00  | 6,300.00   | 7,500.00  | 6,250.00  |
| 6      | Lead  |                         | L    | 1,000.00  | 400.00   | 500.00  | 1,250.00  |
| 7      | Window Repair - Rescreen 6  | S. Porch                | C    | 240.00  | 100.00   | 375.00  | 280.00  |
| 8      | Wrap All Exposed Wood   | S. Porch                | L    | 60.00   | 200.00   | 475.00  | 455.00  |
| 9      | Combination Doors (2)   | South & East            | C    | 350.00  | 400.00   | 375.00  | 420.00  |
| 10     | Lead  |                         | L    | 50.00   | 25.00  | 55.00   | 65.00   |
| 11     | House Numbers 604   | House                   | C    | 25.00   | 30.00  | 25.00   | 30.00   |
| 12     | Vinyl Sheetgoods  | S. Porch                | C    | 300.00  | 300.00   | 625.00  | 355.00  |
| 13     | Lead  |                         | L    | 50.00   | 50.00  | 50.00   | 100.00  |
| 14     | New Steps w/Platform - Remove Existing                                  | S. Porch                | C    | 1,000.00  | 1,400.00   | 900.00  | 525.00  |
| 15     | Concrete Service Walk   | S. Porch                | C    | 500.00  | 800.00   | 975.00  | 315.00  |
| 16     | Landscape - Remove Existing Blocks<br>Replace with New Landscape Blocks | S. Porch                | C    | 5,200.00  | 2,800.00   | 3,300.00  | 845.00  |
| 17     | Replace (6) Sections of Sidewalk  | South                   | C    | 1,200.00  | 780.00   | 950.00  | 420.00  |
| 18     | Grading - East and South Yard   |                         | C    | 800.00  | 500.00   | 1,000.00  | 785.00  |
| 19     | Seed - East and South Yard  |                         | C    | 250.00  | 600.00   | 100.00  | 265.00  |
| 20     | Cellar Windows (3)  | East,<br>West,<br>North | C    | 700.00  | 600.00   | 600.00  | 555.00  |
| 21     | Lead  |                         | L    | 150.00  | 50.00  | 75.00   | 300.00  |
| 22     | Porch Repair  | NE Porch                | C    | 950.00  | 500.00   | 1,200.00  | 2,645.00  |
| 23     | Paint Foundation "ALL"  |                         | C    | 300.00  | 700.00   | 750.00  | 365.00  |
| 24     | Driveway Gravel   | W                       | C    | 800.00  | 2,300.00   | 985.00  | 2,115.00  |
| 25     | Property Clean Up - Clear   | All                     | C    | 375.00  | 500.00   | 1,500.00  | 2,395.00  |
| 26     | Fence Installation and Repair   | All                     | C    | 3,850.00  | 5,800.00   | 4,950.00  | 4,945.00  |
| 27     | Trimwork - House All Interior   |                         | C    | 2,500.00  | 2,000.00   | 2,800.00  | 1,845.00  |
| 28     | Lead  |                         | L    | 500.00  | 100.00   | 250.00  | 1,000.00  |
| 29     | Paint Interior  | All                     | C    | 1,800.00  | 6,500.00   | 4,875.00  | 3,855.00  |
| 30     | Lead  |                         | L    | 200.00  | 200.00   | 275.00  | 1,100.00  |
| 31     | Carpet - Including Closets  | All                     | C    | 4,000.00  | 4,800.00   | 4,000.00  | 9,485.00  |
| 32     | Steel Doors   | South,<br>East          | C    | 450.00  | 800.00   | 900.00  | 850.00  |
| 33     | Lead  |                         | L    | 100.00  | 50.00  | 100.00  | 200.00  |
| 34     | Doors - Interior (13)   | All                     | C    | 2,000.00  | 2,400.00   | 2,600.00  | 2,405.00  |
| 35     | Lead  |                         | L    | 600.00  | 325.00   | 450.00  | 1,300.00  |
| 36     | Ceramic Tile  | Foyer                   | C    | 1,000.00  | 650.00   | 1,200.00  | 1,845.00  |
| 37     | Drywall Interior "All"  | House                   | C    | 5,000.00  | 6,300.00   | 7,900.00  | 8,245.00  |
| 38     | Lead  |                         | L    | 500.00  | 400.00   | 750.00  | 2,150.00  |
| 39     | Underlayment  | Bath,<br>Kitchen        | C    | 250.00  | 300.00   | 475.00  | 115.00  |
| 40     | Vinyl Sheetgoods  | Bath,<br>Kitchen        | C    | 600.00  | 600.00   | 1,200.00  | 555.00  |
| 41     | Wall Enclosure -- Bath and Linen Closet                                 | Bath                    | C    | 350.00  | 300.00   | 775.00  | 685.00  |
| 42     | Base Cabinets   | Kitchen                 | C    | 1,000.00  | 1,500.00   | 1,375.00  | 1,846.00  |
| 43     | Lead  |                         | L    | 100.00  | 200.00   | 200.00  | 300.00  |
| 44     | Wall Cabinets   | Kitchen                 | C    | 1,800.00  | 2,000.00   | 2,250.00  | 1,456.00  |
| 45     | Lead  |                         | L    | 100.00  | 100.00   | 250.00  | 500.00  |

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

Bid Tabulation  
for  
Housing Rehabilitation  
at  
604 Detroit

|        |                                |          |      | At A Moments Notice<br>209 W. Washington,<br>Suite 182<br>Jackson, MI 49201 | Scoby Construction<br>4520 Dey Highway<br>Hudson, MI 49247 | Alpha & Omega<br>Construction Co.<br>340 Burt Avenue<br>Jackson, MI 49201 | Concept Construction<br>1619 Cascade Ct.<br>Jackson, MI 49203 |
|--------|--------------------------------|----------|------|---|--|---|---|
| Item # | Description                    | Location | Code | Unit Price  | Unit Price   | Unit Price  | Unit Price  |
| 46     | Countertop                     | Kitchen  | C    | 1,000.00  | 500.00   | 675.00  | 665.00  |
| 47     | Cellar Stairs                  | Basement | C    | 700.00  | 400.00   | 975.00  | 425.00  |
| 48     | Lead                           |          | L    | 150.00  | 50.00  | 100.00  | 100.00  |
| 49     | Remove All Ceiling in Basement | Basement | C    | 350.00  | 150.00   | 375.00  | 350.00  |
| 50     | Lead                           |          | L    | 150.00  | 50.00  | 100.00  | 125.00  |
| 51     | Lead Clearance Test            |          | L    | 700.00  | 500.00   | 500.00  | 900.00  |
| 52     | New Furnace                    | All      | C    | 1,800.00  | 3,200.00   | 3,500.00  | 3,825.00  |
| 53     | Plumbing to Code               | All      | C    | 4,365.00  | 4,500.00   | 4,450.00  | 6,965.00  |
| 54     | Electrical to Code             | All      | C    | 4,680.00  | 4,600.00   | 6,300.00  | 7,890.00  |
|        | TOTAL                          |          |      | 68,895.00   | 77,290.00  | 87,165.00   | 96,832.00   |
|        |                                |          | L    | 4,710.00  | 3,100.00   | 4,380.00  | 10,245.00   |
|        |                                |          | C    | 64,185.00   | 74,190.00  | 82,785.00   | 86,587.00   |

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



# 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

To: Warren D. Renando, Interim City Manager  
DATE: August 17, 2010  
FROM: Carol L. Konieczki, Community Development Director  
SUBJECT: Award of Rehab Contract at 1009 Hallett

Rehab Specialist Kurt Fritz requested bids through the Purchasing Department for an owner-occupied Community Development Rehabilitation project at 1009 Hallett. The Community Development Department has analyzed the bids submitted and arrived at a recommendation on bid award.

Six contractors attended the mandatory pre-bid walk through with 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> |
|----------------|-----------------------------|---------------|
| 1009 Hallett   | Concept Construction        | \$23,288.00   |

The homeowner has been prequalified to receive funding through either a CDBG or HOME rehab loan (\$15,848 code; \$7,440 lead).

This property also received assistance under the Emergency Hazard Program in September 2009 for \$5,690.00 to replace a leaking roof. The total CDBG or HOME code repair allocation for this property is \$21,538, in excess of our \$20,000 maximum.

In order to proceed with this case, the owner has elected to find the difference of \$1,538.00, with homeowner funds. Following submission and opening of the bids for this case, the homeowners requested an upgrade of the new furnace from 90 to 95% efficiency and adding central air conditioning. Additional prices for these upgrades were requested from the low bidder and we received an additional price of \$2,750.00 for these items. Since these are considered General Improvements, not eligible to be funded by CDBG or HOME, the owner will self-fund these items also. We elected not to include these items in the original contract to avoid the perception that these items were included in the CDBG or HOME funding and instead executed a change order to make it clear that the owner was self-funding these items. (Copy of change order is attached with the bid tabs.)



Requested action, at this time, is to approve the contract award to Concepts Construction for rehabilitation of 1009 Hallett, and approve the change order to include the furnace upgrade and central air conditioning.

With your approval, please place this item on the agenda for the City Council meeting of August 17, 2010.

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  
1009 Hallett

| Item # | Description               | Code | Rehab Inspector Estimate | Concept Construction                  | Alpha & Omega Construction           | At A Moments Notice                               |
|--------|---------------------------|------|--------------------------|---------------------------------------|--------------------------------------|---|
|        |                           |      |                          | 1619 Cascade Ct.<br>Jackson, MI 49203 | 340 Burt Avenue<br>Jackson, MI 49201 | 209 W. Washington, Suite 182<br>Jackson, MI 49201 |
|        |                           |      |                          | Unit Price                            | Unit Price                           | Unit Price  |
| 1      | Soffit System             | C    | 950.00                   | 875.00                                | 1,575.00                             | 900.00  |
| 2      | Lead Safe Work Practices  | L    | 175.00                   | 125.00                                | 225.00                               | 200.00  |
| 3      | Vinyl Siding              | C    | 550.00                   | 500.00                                | 775.00                               | 600.00  |
| 4      | Lead Safe Work Practices  | L    | 150.00                   | 100.00                                | 150.00                               | 200.00  |
| 5      | 2 D. H. Windows - North   | L    | 500.00                   | 460.00                                | 457.00                               | 500.00  |
| 6      | Lead Safe Work Practices  | L    | 100.00                   | 100.00                                | 100.00                               | 100.00  |
| 7      | Paint trim                | L    | 520.00                   | 340.00                                | 954.00                               | 500.00  |
| 8      | Lead Safe Work Practices  | L    | 200.00                   | 50.00                                 | 175.00                               | 400.00  |
| 9      | Handrail East             | C    | 85.00                    | 85.00                                 | 183.00                               | 325.00  |
| 10     | 5 DH Windows - East       | L    | 1,250.00                 | 1,175.00                              | 1,245.00                             | 1,250.00  |
| 11     | Lead Safe Work Practices  | L    | 250.00                   | 250.00                                | 125.00                               | 300.00  |
| 12     | 1 Cellar Window - East    | L    | 200.00                   | 135.00                                | 210.00                               | 200.00  |
| 13     | Lead Safe Work Practices  | L    | 50.00                    | 50.00                                 | 50.00                                | 50.00   |
| 14     | Garage Roof and Framing   | C    | 1,225.00                 | 1,500.00                              | 2,375.00                             | 2,200.00  |
| 15     | Garage Siding             | C    | 1,600.00                 | 1,410.00                              | 1,850.00                             | 1,650.00  |
| 16     | Lead Safe Work Practices  | L    | 200.00                   | 300.00                                | 200.00                               | 350.00  |
| 17     | Garage Soffit             | C    | 400.00                   | 425.00                                | 300.00                               | 300.00  |
| 18     | Lead Safe Work Practices  | L    | 75.00                    | 75.00                                 | 25.00                                | 150.00  |
| 19     | Overhead Door             | C    | 775.00                   | 800.00                                | 450.00                               | 375.00  |
| 20     | Lead Safe Work Practices  | L    | 100.00                   | 100.00                                | 25.00                                | 100.00  |
| 21     | Service Door              | C    | 400.00                   | 245.00                                | 300.00                               | 400.00  |
| 22     | Lead Safe Work Practices  | L    | 100.00                   | 100.00                                | 25.00                                | 100.00  |
| 23     | 2 Garage Windows          | L    | 450.00                   | 470.00                                | 425.00                               | 500.00  |
| 24     | Lead Safe Work Practices  | L    | 100.00                   | 100.00                                | 50.00                                | 100.00  |
| 25     | Lead Soil Remediation     | L    | 250.00                   | 325.00                                | 195.00                               | 300.00  |
| 26     | Door Removal              | L    | 50.00                    | 85.00                                 | 75.00                                | 125.00  |
| 27     | 3 DH Windows              | L    | 750.00                   | 705.00                                | 748.00                               | 750.00  |
| 28     | Lead Safe Work Practices  | L    | 150.00                   | 150.00                                | 75.00                                | 150.00  |
| 29     | Access Door               | L    | 125.00                   | 235.00                                | 175.00                               | 100.00  |
| 30     | 5 DH Windows - West       | C    | 1,250.00                 | 1,175.00                              | 725.00                               | 1,250.00  |
| 31     | Lead Safe Work Practices  | L    | 250.00                   | 250.00                                | 75.00                                | 300.00  |
| 32     | 2 Cellar Windows          | L    | 400.00                   | 270.00                                | 395.00                               | 400.00  |
| 33     | Lead Safe Work Practices  | L    | 100.00                   | 100.00                                | 75.00                                | 100.00  |
| 34     | Steel Door LR             | L    | 475.00                   | 335.00                                | 425.00                               | 500.00  |
| 35     | Lead Safe Work Practices  | L    | 100.00                   | 50.00                                 | 38.00                                | 100.00  |
| 36     | Lockset Lower Bedroom     | C    | 75.00                    | 75.00                                 | 49.00                                | 75.00   |
| 37     | Passage Set Lower Bedroom | C    | 75.00                    | 75.00                                 | 49.00                                | 75.00   |
| 38     | Lockset Half Bath         | C    | 75.00                    | 75.00                                 | 49.00                                | 75.00   |
| 39     | Underlayment Hal bath     | C    | 75.00                    | 25.00                                 | 100.00                               | 150.00  |
| 40     | Vinyl Floor Half Bath     | C    | 125.00                   | 72.00                                 | 195.00                               | 250.00  |

Bids are broken down to utilize/identify funding sources

L = Lead based paint hazard elimination work

C = Code requirement repair

I = Incipient Item

Bid Tabulation  
for  
Housing Rehabilitation  
at  
1009 Hallett

| Item # | Description                 | Code | Rehab Inspector Estimate | Concept Construction                  | Alpha & Omega Construction           | At A Moments Notice                               |
|--------|-----------------------------|------|--------------------------|---------------------------------------|--------------------------------------|---|
|        |                             |      |                          | 1619 Cascade Ct.<br>Jackson, MI 49203 | 340 Burt Avenue<br>Jackson, MI 49201 | 209 W. Washington, Suite 182<br>Jackson, MI 49201 |
|        |                             |      |                          | Unit Price                            | Unit Price                           | Unit Price  |
| 41     | Underlayment - Kitchen      | C    | 200.00                   | 155.00                                | 277.00                               | 225.00  |
| 42     | Asbestos Tile Abatement     | C    | 500.00                   | 650.00                                | 700.00                               | 1,500.00  |
| 43     | Vinyl Floor - Kitchen       | C    | 300.00                   | 426.00                                | 495.00                               | 275.00  |
| 44     | Paint Walls - Main Stairway | L    | 200.00                   | 320.00                                | 310.00                               | 300.00  |
| 45     | Lead Safe Work Practices    | L    | 50.00                    | 50.00                                 | 38.00                                | 50.00   |
| 46     | Handrail - Main Stairway    | C    | 75.00                    | 75.00                                 | 78.00                                | 125.00  |
| 47     | Lockset - Bathroom          | C    | 75.00                    | 75.00                                 | 49.00                                | 75.00   |
| 48     | Underlayment - Bathroom     | C    | 150.00                   | 50.00                                 | 148.00                               | 150.00  |
| 49     | Vinyl Floor - Bathroom      | C    | 250.00                   | 235.00                                | 338.00                               | 250.00  |
| 50     | Lockset - South Bedroom     | C    | 75.00                    | 75.00                                 | 49.00                                | 75.00   |
| 51     | Lockset - North Bedroom     | C    | 75.00                    | 75.00                                 | 49.00                                | 50.00   |
| 52     | Drywall - Cellar Stairway   | C    | 275.00                   | 105.00                                | 225.00                               | 400.00  |
| 53     | Shelf Removal               | L    | 25.00                    | 35.00                                 | 75.00                                | 25.00   |
| 54     | Replace Furnace             | C    | 2,100.00                 | 3,200.00                              | 1,975.00                             | 1,800.00  |
| 55     | Lead Clearance              | L    | 600.00                   | 600.00                                | 700.00                               | 750.00  |
| 56     | Plumbing to Code            | C    | 1,575.00                 | 1,410.00                              | 1,300.00                             | 1,300.00  |
| 57     | Electrical to Code          | C    | 1,850.00                 | 1,980.00                              | 1,125.00                             | 1,200.00  |
| TOTAL  |                             |      | 23,105.00                | 23,288.00                             | 23,623.00                            | 25,000.00   |

Bids are broken down to utilize/identify funding sources  
L = Lead based paint hazard elimination work

C = Code requirement repair

I = Incipient Item

Bid Tabulation  
for  
Housing Rehabilitation  
at  
1009 Hallett

| Item # | Description               | Code | Rehab Inspector Estimate | Concept Construction                  | Alpha & Omega Construction           | At A Moments Notice                               |
|--------|---------------------------|------|--------------------------|---------------------------------------|--------------------------------------|---|
|        |                           |      |                          | 1619 Cascade Ct.<br>Jackson, MI 49203 | 340 Burt Avenue<br>Jackson, MI 49201 | 209 W. Washington, Suite 182<br>Jackson, MI 49201 |
|        |                           |      |                          | Unit Price                            | Unit Price                           | Unit Price  |
| 1      | Soffit System             | C    | 950.00                   | 875.00                                | 1,575.00                             | 900.00  |
| 2      | Lead Safe Work Practices  | L    | 175.00                   | 125.00                                | 225.00                               | 200.00  |
| 3      | Vinyl Siding              | C    | 550.00                   | 500.00                                | 775.00                               | 600.00  |
| 4      | Lead Safe Work Practices  | L    | 150.00                   | 100.00                                | 150.00                               | 200.00  |
| 5      | 2 D. H. Windows - North   | L    | 500.00                   | 460.00                                | 457.00                               | 500.00  |
| 6      | Lead Safe Work Practices  | L    | 100.00                   | 100.00                                | 100.00                               | 100.00  |
| 7      | Paint trim                | L    | 520.00                   | 340.00                                | 954.00                               | 500.00  |
| 8      | Lead Safe Work Practices  | L    | 200.00                   | 50.00                                 | 175.00                               | 400.00  |
| 9      | Handrail East             | C    | 85.00                    | 85.00                                 | 183.00                               | 325.00  |
| 10     | 5 DH Windows - East       | L    | 1,250.00                 | 1,175.00                              | 1,245.00                             | 1,250.00  |
| 11     | Lead Safe Work Practices  | L    | 250.00                   | 250.00                                | 125.00                               | 300.00  |
| 12     | 1 Cellar Window - East    | L    | 200.00                   | 135.00                                | 210.00                               | 200.00  |
| 13     | Lead Safe Work Practices  | L    | 50.00                    | 50.00                                 | 50.00                                | 50.00   |
| 14     | Garage Roof and Framing   | C    | 1,225.00                 | 1,500.00                              | 2,375.00                             | 2,200.00  |
| 15     | Garage Siding             | C    | 1,600.00                 | 1,410.00                              | 1,850.00                             | 1,650.00  |
| 16     | Lead Safe Work Practices  | L    | 200.00                   | 300.00                                | 200.00                               | 350.00  |
| 17     | Garage Soffit             | C    | 400.00                   | 425.00                                | 300.00                               | 300.00  |
| 18     | Lead Safe Work Practices  | L    | 75.00                    | 75.00                                 | 25.00                                | 150.00  |
| 19     | Overhead Door             | C    | 775.00                   | 800.00                                | 450.00                               | 375.00  |
| 20     | Lead Safe Work Practices  | L    | 100.00                   | 100.00                                | 25.00                                | 100.00  |
| 21     | Service Door              | C    | 400.00                   | 245.00                                | 300.00                               | 400.00  |
| 22     | Lead Safe Work Practices  | L    | 100.00                   | 100.00                                | 25.00                                | 100.00  |
| 23     | 2 Garage Windows          | L    | 450.00                   | 470.00                                | 425.00                               | 500.00  |
| 24     | Lead Safe Work Practices  | L    | 100.00                   | 100.00                                | 50.00                                | 100.00  |
| 25     | Lead Soil Remediation     | L    | 250.00                   | 325.00                                | 195.00                               | 300.00  |
| 26     | Door Removal              | L    | 50.00                    | 85.00                                 | 75.00                                | 125.00  |
| 27     | 3 DH Windows              | L    | 750.00                   | 705.00                                | 748.00                               | 750.00  |
| 28     | Lead Safe Work Practices  | L    | 150.00                   | 150.00                                | 75.00                                | 150.00  |
| 29     | Access Door               | L    | 125.00                   | 235.00                                | 175.00                               | 100.00  |
| 30     | 5 DH Windows - West       | C    | 1,250.00                 | 1,175.00                              | 725.00                               | 1,250.00  |
| 31     | Lead Safe Work Practices  | L    | 250.00                   | 250.00                                | 75.00                                | 300.00  |
| 32     | 2 Cellar Windows          | L    | 400.00                   | 270.00                                | 395.00                               | 400.00  |
| 33     | Lead Safe Work Practices  | L    | 100.00                   | 100.00                                | 75.00                                | 100.00  |
| 34     | Steel Door LR             | L    | 475.00                   | 335.00                                | 425.00                               | 500.00  |
| 35     | Lead Safe Work Practices  | L    | 100.00                   | 50.00                                 | 38.00                                | 100.00  |
| 36     | Lockset Lower Bedroom     | C    | 75.00                    | 75.00                                 | 49.00                                | 75.00   |
| 37     | Passage Set Lower Bedroom | C    | 75.00                    | 75.00                                 | 49.00                                | 75.00   |
| 38     | Lockset Half Bath         | C    | 75.00                    | 75.00                                 | 49.00                                | 75.00   |
| 39     | Underlayment Hal bath     | C    | 75.00                    | 25.00                                 | 100.00                               | 150.00  |
| 40     | Vinyl Floor Half Bath     | C    | 125.00                   | 72.00                                 | 195.00                               | 250.00  |

Bids are broken down to utilize/identify funding sources

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I = Incipient Item

Bid Tabulation  
for  
Housing Rehabilitation  
at  
1009 Hallett

| Item # | Description                 | Code | Rehab Inspector Estimate | Concept Construction                  | Alpha & Omega Construction           | At A Moments Notice                               |
|--------|-----------------------------|------|--------------------------|---------------------------------------|--------------------------------------|---|
|        |                             |      |                          | 1619 Cascade Ct.<br>Jackson, MI 49203 | 340 Burt Avenue<br>Jackson, MI 49201 | 209 W. Washington, Suite 182<br>Jackson, MI 49201 |
|        |                             |      |                          | Unit Price                            | Unit Price                           | Unit Price  |
| 41     | Underlayment - Kitchen      | C    | 200.00                   | 155.00                                | 277.00                               | 225.00  |
| 42     | Asbestos Tile Abatement     | C    | 500.00                   | 650.00                                | 700.00                               | 1,500.00  |
| 43     | Vinyl Floor - Kitchen       | C    | 300.00                   | 426.00                                | 495.00                               | 275.00  |
| 44     | Paint Walls - Main Stairway | L    | 200.00                   | 320.00                                | 310.00                               | 300.00  |
| 45     | Lead Safe Work Practices    | L    | 50.00                    | 50.00                                 | 38.00                                | 50.00   |
| 46     | Handrail - Main Stairway    | C    | 75.00                    | 75.00                                 | 78.00                                | 125.00  |
| 47     | Lockset - Bathroom          | C    | 75.00                    | 75.00                                 | 49.00                                | 75.00   |
| 48     | Underlayment - Bathroom     | C    | 150.00                   | 50.00                                 | 148.00                               | 150.00  |
| 49     | Vinyl Floor - Bathroom      | C    | 250.00                   | 235.00                                | 338.00                               | 250.00  |
| 50     | Lockset - South Bedroom     | C    | 75.00                    | 75.00                                 | 49.00                                | 75.00   |
| 51     | Lockset - North Bedroom     | C    | 75.00                    | 75.00                                 | 49.00                                | 50.00   |
| 52     | Drywall - Cellar Stairway   | C    | 275.00                   | 105.00                                | 225.00                               | 400.00  |
| 53     | Shelf Removal               | L    | 25.00                    | 35.00                                 | 75.00                                | 25.00   |
| 54     | Replace Furnace             | C    | 2,100.00                 | 3,200.00                              | 1,975.00                             | 1,800.00  |
| 55     | Lead Clearance              | L    | 600.00                   | 600.00                                | 700.00                               | 750.00  |
| 56     | Plumbing to Code            | C    | 1,575.00                 | 1,410.00                              | 1,300.00                             | 1,300.00  |
| 57     | Electrical to Code          | C    | 1,850.00                 | 1,980.00                              | 1,125.00                             | 1,200.00  |
| TOTAL  |                             |      | 23,105.00                | 23,288.00                             | 23,623.00                            | 25,000.00   |

Bids are broken down to utilize/identify funding sources  
L = Lead based paint hazard elimination work

C = Code requirement repair

I = Incipient Item



# 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

TO: Warren D. Renando, Interim City Manager  
DATE: August 17, 2010  
FROM: Carol L. Konieczki, Community Development Director  
SUBJECT: Award of Rehab Contract at 733 Oakdale

Rehab Specialist Kurt Fritz requested bids through the Purchasing Department to rehabilitate the vacant City-owned property located at 733 Oakdale under the Neighborhood Stabilization Program. The Community Development Department has analyzed the bids submitted and arrived at a recommendation on bid award.

Five contractors attended the mandatory pre-bid walk through with 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> |
|----------------|-----------------------------|---------------|
| 733 Oakdale    | Concepts Construction       | \$50,500.00   |

This project will be funded through Neighborhood Stabilization funds (\$45,127 Code; \$5,373 Lead). The contractor awarded this project is required to obtain a current installation floater in their general liability policy.

In concurrence with the recommendation of the Department, we are prepared to award the contract as outlined above, pending funding availability and final approval of specifications by the State Historic Preservation Office (SHPO) submitted on July 14, 2010.

With your approval, please place this item on the agenda for City Council's approval as an action item at their next meeting on August 17, 2010.

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  
733 Oakdale

| Item # | Description                       | Code | Concept Construction                  | FEB Enterprises Inc.                     | At A Moments Notice                               |
|--------|-----------------------------------|------|---------------------------------------|--|---|
|        |                                   |      | 1619 Cascade Ct.<br>Jackson, MI 49203 | 4889 Firethorn Drive<br>Jackson MI 49201 | 209 W. Washington, Suite 182<br>Jackson, MI 49201 |
|        |                                   |      | Unit Price                            | Unit Price                               | Unit Price  |
| 1      | Roof House and Garage             | C    | 7,425.00                              | 6,500.00                                 | 5,800.00  |
| 2      | Encapsulate House and Garage      | C    | 4,380.00                              | 4,000.00                                 | 4,000.00  |
| 3      | Encapsulate House and Garage LSWP | L    | 1,000.00                              | 2,000.00                                 | 1,000.00  |
| 4      | 22 Vinyl Windows                  | C    | 4,820.00                              | 6,600.00                                 | 5,500.00  |
| 5      | 22 Vinyl Windows LSWP             | L    | 1,000.00                              | 1,100.00                                 | 1,100.00  |
| 6      | 2 SHPO Vinyl Windows              | C    | 1,155.00                              | 1,000.00                                 | 750.00  |
| 7      | 2 SHPO Vinyl Windows LSWP         | L    | 150.00                                | 150.00                                   | 150.00  |
| 8      | 1 Fixed Vinyl Window              | C    | 215.00                                | 200.00                                   | 225.00  |
| 9      | 1 Fixed Vinyl Window LSWP         | L    | 50.00                                 | 50.00                                    | 50.00   |
| 10     | 6 Cellar Windows                  | C    | 910.00                                | 1,200.00                                 | 1,350.00  |
| 11     | 6 Cellar Windows LSWP             | L    | 200.00                                | 300.00                                   | 300.00  |
| 12     | 4 Window Well                     | C    | 180.00                                | 200.00                                   | 500.00  |
| 13     | Soil Abatement                    | L    | 458.00                                | 1,000.00                                 | 800.00  |
| 14     | Tuckpoint Foundation              | C    | 345.00                                | 300.00                                   | 250.00  |
| 15     | Wood Steps and Rail Repairs       | C    | 285.00                                | 500.00                                   | 475.00  |
| 16     | Paint Porch Deck                  | C    | 215.00                                | 500.00                                   | 350.00  |
| 17     | Concrete Steps North              | C    | 535.00                                | 500.00                                   | 500.00  |
| 18     | 3 Storm Doors                     | C    | 705.00                                | 600.00                                   | 650.00  |
| 19     | Trim Tree                         | C    | 350.00                                | 500.00                                   | 200.00  |
| 20     | Remove Fence                      | C    | 210.00                                | 200.00                                   | 200.00  |
| 21     | Steel Door West                   | C    | 250.00                                | 500.00                                   | 450.00  |
| 22     | Steel Door West LSWP              | L    | 100.00                                | 100.00                                   | 100.00  |
| 23     | Decrease Window Height            | C    | 105.00                                | 200.00                                   | 300.00  |
| 24     | Decrease Window Height LSWP       | L    | 50.00                                 | 100.00                                   | 50.00   |
| 25     | Remove Chimney                    | C    | 210.00                                | 200.00                                   | 150.00  |
| 26     | Steel Door South                  | C    | 235.00                                | 500.00                                   | 400.00  |
| 27     | Steel Door South LSWP             | L    | 50.00                                 | 100.00                                   | 100.00  |
| 28     | Wood Deck Repairs South           | C    | 465.00                                | 600.00                                   | 650.00  |
| 29     | Replace South Steps               | C    | 115.00                                | 200.00                                   | 250.00  |
| 30     | Steel Door Garage                 | C    | 335.00                                | 500.00                                   | 400.00  |
| 31     | 3 Garage Windows                  | C    | 235.00                                | 600.00                                   | 750.00  |
| 32     | 3 Garage Windows LSWP             | L    | 50.00                                 | 200.00                                   | 150.00  |
| 33     | Garage Repairs                    | C    | 365.00                                | 800.00                                   | 1,800.00  |
| 34     | Garage Repairs LSWP               | L    | 100.00                                | 200.00                                   | 200.00  |
| 35     | Concrete Driveway                 | C    | 1,870.00                              | 1,500.00                                 | 2,700.00  |
| 36     | Trim Tree                         | C    | 100.00                                | 200.00                                   | 45.00   |
| 37     | Steel Door Living Room            | C    | 445.00                                | 500.00                                   | 450.00  |
| 38     | Steel Door Living Room LSWP       | L    | 100.00                                | 100.00                                   | 100.00  |
| 39     | Encapsulate Window Trim           | L    | 1,050.00                              | 600.00                                   | 600.00  |
| 40     | Rehang Closet Door                | C    | 45.00                                 | 50.00                                    | 50.00   |
| 41     | 4 Smoke Detectors                 | C    | 140.00                                | 60.00                                    | 100.00  |
| 42     | Underlayment Kitchen Floor        | C    | 210.00                                | 300.00                                   | 350.00  |
| 43     | Vinyl Kitchen Floor               | C    | 890.00                                | 800.00                                   | 1,000.00  |
| 44     | Kitchen Countertops               | C    | 285.00                                | 300.00                                   | 600.00  |
| 45     | Cabinet Repairs                   | C    | 255.00                                | 400.00                                   | 300.00  |
| 46     | Cellar Door                       | C    | 175.00                                | 200.00                                   | 200.00  |
| 47     | Cellar Door LSWP                  | L    | 35.00                                 | 100.00                                   | 50.00   |
| 48     | Remove Linen Closet               | C    | 385.00                                | 300.00                                   | 475.00  |
| 49     | Remove Linen Closet LSWP          | L    | 50.00                                 | 100.00                                   | 25.00   |
| 50     | Replace Bedroom Doors             | C    | 740.00                                | 800.00                                   | 600.00  |
| 51     | Replace Bedroom Doors LSWP        | L    | 140.00                                | 200.00                                   | 150.00  |
| 52     | Insulate Attic                    | C    | 485.00                                | 600.00                                   | 800.00  |
| 53     | Closet Rod                        | C    | 15.00                                 | 50.00                                    | 35.00   |
| 54     | Encapsulate Closet Trim           | L    | 110.00                                | 100.00                                   | 75.00   |
| 55     | Hall Closet Repairs               | C    | 310.00                                | 300.00                                   | 500.00  |
| 56     | Replace Hall Door                 | C    | 185.00                                | 200.00                                   | 200.00  |

Bids are broken down to utilize/identify funding sources

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I = Incipient Item

Prepared by Purchasing

Bid Tabulation  
for  
Housing Rehabilitation  
at  
733 Oakdale

| Item # | Description                | Code | Concept Construction                  | FEB Enterprises Inc.                     | At A Moments Notice                               |
|--------|----------------------------|------|---------------------------------------|--|---|
|        |                            |      | 1619 Cascade Ct.<br>Jackson, MI 49203 | 4889 Firethorn Drive<br>Jackson MI 49201 | 209 W. Washington, Suite 182<br>Jackson, MI 49201 |
|        |                            |      | Unit Price                            | Unit Price                               | Unit Price  |
| 57     | Replace Hall Door LSWP     | L    | 35.00                                 | 50.00                                    | 50.00   |
| 58     | Carpet Cleaning            | C    | 225.00                                | 200.00                                   | 100.00  |
| 59     | Bathroom Door              | C    | 255.00                                | 300.00                                   | 375.00  |
| 60     | Paint Bathroom             | C    | 385.00                                | 200.00                                   | 225.00  |
| 61     | Reglaze Bath Tub           | C    | 410.00                                | 500.00                                   | 150.00  |
| 62     | Paper Holder               | C    | 15.00                                 | 20.00                                    | 15.00   |
| 63     | Drywall Cellar Stairs      | C    | 265.00                                | 300.00                                   | 500.00  |
| 64     | Drywall Cellar Stairs LSWP | L    | 45.00                                 | 100.00                                   | 100.00  |
| 65     | Paint Cellar Stairway      | C    | 185.00                                | 200.00                                   | 165.00  |
| 66     | Replace Cellar Stairs      | C    | 635.00                                | 600.00                                   | 600.00  |
| 67     | Remove Cellar Partitions   | C    | 210.00                                | 200.00                                   | 250.00  |
| 68     | Foundation Coating         | C    | 1,950.00                              | 1,000.00                                 | 800.00  |
| 69     | Paint Cellar Floor         | C    | 840.00                                | 800.00                                   | 300.00  |
| 70     | Lead Clearance             | L    | 600.00                                | 600.00                                   | 700.00  |
| 71     | Replace Furnace            | C    | 3,235.00                              | 1,500.00                                 | 2,500.00  |
| 72     | Plumbing                   | C    | 2,640.00                              | 1,500.00                                 | 2,600.00  |
| 73     | Electrical                 | C    | 3,297.00                              | 3,300.00                                 | 3,500.00  |
| TOTAL  |                            |      | 50,500.00                             | 51,330.00                                | 52,235.00   |
|        |                            |      | L                                     | 1,865.00                                 | 2,900.00  |
|        |                            |      | C                                     | 25,288.00                                | 26,800.00   |

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Prepared by Purchasing



## Department of Community Development

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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

DATE: August 12, 2010  
TO: Warren Renando, Interim City Manager  
FROM: Carol Konieczki, Community Development Director  
SUBJECT: 208 E. Morrell St. – Rescind Purchase Agreement – October 21, 2008

---

It has been over 18 months since City Council approved the sale of property at 208 E. Morrell St. for \$500.00 on October 21, 2008 to Ms. Debra Green. Due to the state of disrepair of the house, the sale of the property was subject to an acceptable Development Agreement to ensure the property is rehabilitated to code. The house has been vacant for a several years and requires extensive repair to be habitable.

In the first few months after Council action, Ms. Green contacted me on several occasions to discuss the terms of a Development Agreement; however, after much discussion regarding the extent of repair the house would require, Community Development staff developed bid specifications for the absolute minimum level of repair work necessary to make the house habitable. The minimum level of repair work was estimated to be approximately \$24,000. Ms. Green also provided a repair proposal; however, the repair proposal was mostly for cosmetic work, and did not address the necessary electrical, plumbing, and mechanical work needed to inhabit the house. The estimate of this bid was \$4,800.

I have attempted to contact Ms. Green by email and also by phone, leaving several messages for her to call me regarding her interest to move forward with the Agreement. My last contact with Ms. Green was a letter sent July 29, 2010 requesting she contact me by August 6, 2010 regarding her interest in the property. I did not receive a response from Ms. Green.

The house continues to deteriorate and may require demolition in the near future if the repairs are not completed soon. There may be an opportunity to rehabilitate the property, subject to availability of Neighborhood Stabilization Program (NSP) funds. If NSP funds are used to rehabilitate the property, Ms. Green will be contacted again and given another opportunity to purchase the house after it has been repaired.

Action requested is to rescind the Purchase Agreement of October 21, 2008 with Ms. Debra Green.

Cc: Jules Giglio  
Heather Soat



# 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

July 30, 2010

Debra Green  
113 E. Robinson  
Jackson, MI 49203

Dear Ms. Green:

It has been over 18 months since City Council approved the sale of the house at 208 E. Morrell, contingent upon an acceptable Development Agreement. I have attempted to contact you several times, both by phone and by email. In my phone conversations with you, you indicated you would be in contact with me within a few days. I have not heard from you regarding your interest in pursuing the purchase of this house. The house is not inhabitable in its current state and will require substantial rehabilitation to become code compliant in order for you to move into the premises.

I need to hear from you no later than August 6th of your interest and ability to pursue the purchase of this property.

Sincerely,

Carol Konieczki  
Community Development Director

Cc: Heather Soat  
Dennis Diffenderfer





## Community Development

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

October 15, 2008

**TO:** William R. Ross, City Manager  
**FROM:** Carol L. Konieczki, Community Development Director  
**RE:** Sale of Property at 208 E. Morrell St., Assessor's Stencil 5.0591

---

The City has received an offer of \$500 for the home located at 208 E. Morrell St. The home is 1,460 square feet and the State Equalized Value in 2007 was \$27,400, from the Assessor's Office, which translates to a True Cash Value of \$54,800. The purchaser plans to live in this dwelling. The City has invested a total of \$30,045.71 (\$25,467.60 – CDBG; \$4,578.11 – Housing Initiative Fund) in the property.

This property has been classified under the City's Disposition of Property Policy as Class C:

- Class C: (Residential or Commercial Structures)
  - Class C Residential
    - All residential structures will be reserved for City or City sponsored local non-profit rehabilitation projects.
    - Properties in which rehabilitation is not feasible will be demolished, and the vacant land reclassified for disposition.
  - Class C Commercial
    - Preference will be given to offers for the purpose of commercial development, with emphasis on job creation and retention as well as overall property investment. A Development Agreement will be a condition of the sale of Class C Commercial Properties sold for development.
    - Minimum offer will be market value (generally defined as 2 times the taxable value) as determined by the City Assessor.
    - Properties in which rehabilitation is not feasible will be demolished and the property reclassified for disposition.

Action requested is to approve the Offer to Purchase City Owned Property for the stated sum of \$500, and to negotiate a Development Agreement, due to the reduced selling price and poor condition of the property, and for the Mayor and City Clerk to sign all documents necessary, subject to the approval and minor modifications by the City Attorney. Please add this item to the October 21, 2008 City Council agenda.

Offer to Purchase City Owned Property

Department of Community Development  
161 W Michigan Avenue  
Jackson, Michigan 49201

Date 9/16/08

SEP 16 2008

I, Debra L. Green  
(Name or Names as desired on deed),

113 E. Robinson St. (Address, City State) (517) 782-1827 Telephone Number

am submitting an offer to purchase City-owned property located at:

208 E. Morrell St. (Address) 5-0591 (Assessor's Stencil Number), hereinafter "Property"

for the sum of \$ 500.00 cash.

If purchased, I would use the Property for the following purpose:

For my family, we need a home to live in and shelter. IF you would give my family this opportunity I promise you no regrets. Thank you

**Disclaimers and Limitations.** Notwithstanding anything to the contrary herein contained, Purchaser expressly understands, acknowledges and agrees that the conveyance of the Property shall be made by Seller to Purchaser on an "as is, where is" basis, and with all faults, including fire damage, the environmental condition of the Property, and Purchaser acknowledges that Purchaser has agreed to buy the Property in its present condition and that Purchaser is relying solely on its own examination and inspections of the Property and not on any statements or representations made by Seller or any agents or representatives of Seller. Additionally, Purchaser hereby acknowledges that Seller makes no warranty or representation, express or implied, or arising by operation of law, including, but in no way limited to, any warranty of condition, habitability, merchantability, or fitness for a particular purpose of the Property or any portion thereof, or with respect to the economical, functional, environmental or physical condition, or any other aspect, of the Property, including Seller's title to the Property. Seller hereby specifically disclaims any warranty, guaranty or representation, oral or written, past, present or future, of, as to, or concerning: (i) the nature and condition of the Property or any part thereof, including, but not limited to, its water, soil, or geology, or the suitability thereof for any and all activities and uses which Purchaser may elect to conduct thereon, or any improvements Purchaser may elect to construct thereon, or any income to be derived therefrom, or any expenses to be incurred with respect thereto, or any obligations or any other matter or thing relating to or affecting the same; (ii) the absence of asbestos or any environmentally hazardous substances on, in or under the Property or on, in or under any property adjacent to or abutting the Property; (iii) the manner of construction or condition or state of repair or lack of repair of any improvements; (iv) the nature or extent of any easement, restrictive covenant, right-of-way, lease, possession, lien, encumbrance, license, reservation, condition or other similar matter pertaining to the Property, or portion thereof; and (v) the compliance of the Property or the operation of the Property or portion thereof with any laws, rules, ordinances or regulations of any government or other body. Purchaser hereby absolutely waives any right, claim or cause of action which Purchaser may have against Seller with respect to the environmental conditions existing at the Property on the date of closing. By way of example only and not by way of limitation of the foregoing, Seller does not warrant either clear title to the Property, or that Purchaser will be able to obtain title insurance to the Property. Nor shall Purchaser be allowed to return Property because of defect in title. Purchaser shall indemnify, defend and save Seller harmless from and against any and all claims, liability, costs, damages or losses from personal injury, including death, or property damage of any nature, resulting or arising from the sale of the Property. The provisions of this paragraph shall survive the execution and delivery of the deed by Seller and the closing of the transaction contemplated by this agreement.

Debra L. Green  
(Purchaser Signature)

\_\_\_\_\_  
(Purchaser Signature)

Acceptance of Offer to Purchase

For the City: \_\_\_\_\_

Date: \_\_\_\_\_

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

\*\*\*Information herein deemed reliable but not guaranteed\*\*\*

10/15/2008 10:52 AM REAL ESTATE SUMMARY SHEET

Parcel: 5-059100000 Owner's Name: CITY OF JACKSON

Property Address: 208 E MORRELL ST MAP #: 5-14

Cur. Class : 711 Gov. Unit: 50 UNIT '50' School: 38170 JACKSON PUBLIC  
Prev. Class: 711 Neighborhood: 011 WARWICK CT TO E HIGH

Liber/Page: 1770-13 Created: / / Split: / / Active  
Public Impr.: Paved Road, Sidewalk, Water, Sewer, Electric, Gas  
Topography: High

Legal Description: Mailing Address:  
BEG AT A POINT ON N LN OF MORRELL ST 8.5ATTN: COM DEV  
RDS E OF E LN OF FRANCIS ST TH N 66 FT 161 W MICHIGAN AVE  
TH W 40 FT TH S 66 FT TH E 40 FT TO BEG JACKSON MI 49201  
SW 1/4 nW 1/4 SEC 2 T3S R1W

----- Most Recent Sale Information -----  
Sold on 02/17/2004 for 20,000 by CHASE MANHATTAN BANK.  
Terms of Sale: BANK SOLD Liber/Page: 1770-13

----- Most Recent Permit Information -----  
Permit B13611 on 08/26/2004 for \$5,150 category Building.

----- Physical Property Characteristics -----  
2009 S.E.V.: Tentative Taxable: Tentative Lot Dimen:  
2008 S.E.V.: Taxable: Acreage: 0.06  
Zoning: R-3 (\*) Land Value: Tentative Frontage: 40.0  
PRE: 0.000% Land Impr. Value: Tentative Average Depth: 66.0

----- Improvement Data -----  
# of Residential Buildings: 1 # of Ag. Buildings: 0  
Year Built: 1910 Est. TCV: Tentative  
Occupancy: Single Family Cmts:  
Class: C -5 # of Commercial Buildings: 0  
Style: TRADITIONAL Type:  
Exterior: Stucco Desc:  
% Good (Physical): 29 Class:  
Heating System: Forced Air w/ Ducts Quality:  
Electric - Amps Service: 100 Built: 0 Remodeled: 0  
# of Bedrooms: 4 Overall Building Height: 0  
Full Baths: 1 Half Baths: 0 Floor Area:  
Floor Area: 1,460 Sale Price/Floor Area: 0.00  
Ground Area: 676 Est. TCV: Tentative  
Garage Area: 240 Cmts:  
Basement Area: 676  
Basement Walls:  
Est. TCV: Tentative



## City Manager's Office

161 W. Michigan Avenue - Jackson, MI 49201  
Telephone: (517) 788-4035 — Facsimile: (517) 768-5820

MEMO TO: The Honorable Mayor and City Councilmembers  
FROM: Warren D. Renando, Interim City Manager *W.D. Renando*  
DATE: August 12, 2010  
SUBJECT: Request to Rescind July 20, 2010, City Council Action – Zoning and Planning Contract

At the last City Council meeting, July 20, 2010, the Council voted against the recommendation of the Community Development Director to hire Carlisle Wortman Assoc., Inc., and retained Region 2 Planning Commission (R2PC) to conduct the planning work of the City of Jackson.

Since then we have received communication from an attorney representing a client who had bid on the job stating that we cannot award a planning grant to a Regional planning office using Community Development Block Grant (CDBG) funding (see attached letter). I have asked the City Attorney to review the letter and give his opinion on it (also attached). It appears to be a gray area. We have received an opinion from HUD advising:

“Unless there is some exigency and there does not seem to be one in this case, should Council want to award to a nonresponsive bidder, then the Council should use its funds and not federal funds to pay the cost of the contract.

Should the council go ahead and make the payments, it is reasonable to expect that HUD will go in and request that the funds used for the contract be repaid from nonfederal funds. HUD would probably also send in the Office of Investigation to look at relationships to determine why the Council would want to award the contract to a nonresponsive bidder.”

Here are the points I would like to make:

1. In the face of potentially expensive litigation, we should rescind our previous action and award the contract to Carlisle Wortman Assoc., Inc., for a one-year period.
2. By taking the above action we will not have to amend the General Fund budget \$90,000.00 that can be placed in CDBG; however, CDBG funds will require a budget amendment as originally proposed on July 20, 2010.
3. The work from Carlisle Wortman is the best bid because it also includes some code enforcement work. The City may be forced by its current budget situation to rely more heavily on outside contractors to perform many of the tasks now done in-house in order to avoid long-term legacy costs.

Mayor & City Councilmembers

Page 2

August 12, 2010

Included on the consent calendar of this Council meeting is a resolution of support for the Sustainable Communities Regional Planning Grant (SCRIP), which offers an opportunity for Region 2 to be the lead agency in a powerful new planning program. The money we spend on this consultant may be eligible as part of the match necessary to a large grant from the SCRIP monies.

Recommendation:

Rescind action taken at the Council meeting of July 20, 2010, and award the zoning and planning contract to Carlisle Wortman Assoc., Inc., Ann Arbor, in the amount of \$90,000.00, effective August 17, 2010.

WDR:skh

Attachments

**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  
August 9, 2010



TO: Warren Renando, City Manager  
FROM: Julius A. Giglio, City Attorney   
RE: Michigan Regional Planning Statute

As you are aware, I received a letter from attorney Chris Parfitt, of Denewith, Dugan & Parfitt, P.C. in reference to the City's RFQP for planning, zoning and code enforcement services (letter attached). Mr. Parfitt indicates that MCL 125.19 may prohibit Region II Planning Commission ("Region II") from providing these services to the City. Also enclosed is a copy of the state statute, which provides, in part, "A regional planning commission may ... provide services to participating local government units...provided those services are not available through the private sector at a competitive cost..." MCL 125.19 (Emphasis Added)

After reviewing Mr. Parfitt's letter, Susan Murphy and I contacted Mark Wyckoff, who is a Professor and Director of Planning and Zoning at MSU and is considered an "expert" in the area of planning and zoning. Mr. Wyckoff was aware of the prohibition in the statute (apparently it was added in 1982). Mr. Wyckoff indicated he was aware of only one case (a circuit court action) involving the prohibition and his recollection was that the regional planning commission prevailed. Apparently, the case was never appealed. There does not appear to be any reported cases on this issue.

On August 4, 2010, I spoke with Mr. Parfitt regarding his letter. Mr. Parfitt stated he was "not at liberty" to identify his client. However, he did inform me his client was one of the firms that submitted a bid to the City. I informed Mr. Parfitt the City Council's action was "to continue with the Region II Planning Commission through this fiscal year ending June 30, 2011," and that, technically, a contract was never awarded pursuant to our RFQP.

I also spoke with Steve Duke on August 3, 2010 who requested a copy of Mr. Parfitt's letter. Mr. Duke indicated he would contact Region II's attorney, Kevin Thomson. On August 5, 2010 I spoke with Kevin Thomson regarding this matter. Mr. Thomson is of the opinion that

Region II can provide zoning and planning services to the City. He believes Region II is providing the services at a "better price" than that being offered by the private sector. (Mr. Thomson's position is that Region II is providing more hours of planning and zoning services at a lower price than the other bidders and, accordingly, the private sector firms are not "competitive"). Mr. Thomson said he would provide me a copy of his opinion to Region II after he sends same.

The statute at best is not clear on the issue of regional planning commissions providing services to municipalities. (Mr. Wyckoff thought it was a "gray area"). There are no reported cases on the issue. The statute does appear to prohibit regional planning commissions "providing services" that are competitively offered by the private sector. It is unclear whether the statute is applicable to our situation. An argument can be made either way depending on which side of the issue you are on. However, it is questionable whether a private sector firm, engaged in the business of providing these services to municipalities, would initiate litigation against a municipality for not awarding them a contract.

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

JAG/dr  
Enc.

cc w/out enc: Phil Hones, Finance Director  
Carol Konieczki, Director of Community Development  
Susan G. Murphy, Deputy City Attorney

Ronald A. Deneweth  
Chris M. Parfitt  
Timothy P. Dugan  
Mark D. Sassak  
Anthony Vittiglio II\*  
Matthew C. Herstein  
Deborah S. Walter

\*ALSO ADMITTED IN FLORIDA

LAW OFFICES  
**DENEWETH, DUGAN & PARFITT**  
Professional Corporation  
1175 West Long Lake Road, Suite 202  
Troy, Michigan 48098  
Telephone 248-290-0400  
Facsimile 248-290-0415  
www.michiganconstructionlaw.net

Of Counsel  
Edward A. Ryder  
Michael A. Richey

Traverse City Office  
(By Appointment Only)  
4020 COPPER VIEW, #219  
TRAVERSE CITY, MI 49684

July 20, 2010

**VIA E-MAIL: [giglioja@cityofjackson.org](mailto:giglioja@cityofjackson.org),**  
**VIA FACSIMILE: (517) 768-5820**  
**AND FIRST CLASS MAIL**

Mr. Julius Giglio  
City Attorney  
City of Jackson  
161 W. Michigan Ave.  
Jackson, MI 49201-1303

Re: Regional Planning Act

Dear Mr. Giglio:

One of my clients is considering a response to the recent RFQP for the City of Jackson Planning, Zoning and Code Enforcement Services. It is my understanding that the source of certain funding, presumably federal funds, requires a bidding process. Attached is the front page of the RFQP and the City response to bidder questions about funding. Based on a review of City records and minutes, I note that the City has previously contracted for planning and zoning services with a Regional Planning Commission, Region 2. If so, my initial reaction is that the services provided by Region 2 may be a violation of MCLA 125.19. Section 9 of the statute states that regional planning commissions may provide such services "provided those services are not available through the private sector at a competitive cost..." It appears that the law was amended in 1982 in order to prohibit a regional planning commission like Region 2 from entering into competition with private sector planning consultants.

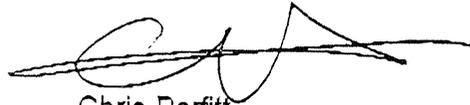
It is my understanding that the services in question (advisory assistance and staffing to the local government for planning, zoning, design code enforcement) are available in the private sector at competitive costs. I believe Michigan has more than 25 private firms which provide these services at a competitive cost. If the source of funding for these services requires bidding in this instance, I respectfully submit that a bid and subsequent award of contract to Region 2

Mr. Julius Giglio  
City Attorney, City of Jackson  
July 20, 2010  
Page 2

could presumably jeopardize the funding due to the fact that the contract could qualify as a statutory violation. Thus, this is to inquire if the City's intent is to include Region 2 in the bidding process. This is to request that you confer with City Council and provide a response.

Very truly yours,

DENEWETH, DUGAN & PARFITT, P.C.



Chris Parfitt  
[cparfitt@ddp-law.com](mailto:cparfitt@ddp-law.com)

CP/mdt  
Enclosure

cc: Warren Renando, Interim City Manager, City of Jackson (via 1st class mail)  
Purchasing Department, City of Jackson (via 1st class mail)  
Jackson City Council (via 1st class mail)

## C

Michigan Compiled Laws Annotated Currentness  
Chapter 125. Planning, Housing, and Zoning (Refs & Annos)



Regional Planning (Refs & Annos)



### **125.19. Regional planning commissions; functions and services; reports**

Sec. 9. (1) A regional planning commission may conduct all types of research studies, collect and analyze data, prepare maps, charts, and tables, and conduct all necessary studies for the accomplishment of its other duties; may make and coordinate the development of plans for the physical, social, and economic development of the region, and may adopt, by resolution of its governing body, a plan or the portion of a plan so prepared or any objective consistent with a plan as its official recommendation for the development of the region; may publicize and advertise its purposes, objectives, and findings, and may distribute reports on its purposes, objectives, and findings; may, by resolution of its governing body and with the consent of the affected governmental units, or other public or private bodies, provide services to participating local governmental units, the state, and to other public and private bodies and citizens in matters relative to its functions, plans, and objectives provided those services are not available through the private sector at a competitive cost; may charge the recipients of its services a reasonable fee for those services; and may act as a coordinating agency for programs and activities of public and private bodies and citizens as they relate to its objectives. A regional planning commission shall make an annual report of its activities to the legislative bodies of the participating local governmental units.

(2) Notwithstanding subsection (1), a local governmental unit may not be charged for a service provided by a regional planning commission pursuant to subsection (1) unless the charge is accepted by a vote of the legislative body of that governmental unit.

CREDIT(S)

Amended by P.A.1982, No. 156, § 1, Imd. Eff. May 18, 1982.

HISTORICAL AND STATUTORY NOTES

2006 Main Volume

Source:

P.A.1945, No. 281, § 9, Eff. Sept. 6, 1945.

C.L.1948, § 125.19.

P.A.1952, No. 194, § 1, Eff. Sept. 18, 1952.

C.L.1970, § 125.19.

The 1982 amendment rewrote this section, which prior thereto read:

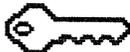
“The regional planning commission may conduct all types of research studies, collect and analyze data, prepare maps, charts and tables, and conduct all necessary studies for the accomplishment of its other duties; it may make plans for the physical, social and economic development of the region, and may adopt by resolution of a majority of its full membership any plan or the portion of any plan so prepared as its official recommendation for the development of the region; it may publicize and advertise its purposes, objectives and findings, and may distribute reports thereon; it may provide advisory services to the participating local governmental units and to other public and private agencies in matters relative to its functions and objectives, and may act as a coordinating agency for programs and activities of such agencies as they relate to its objectives. The regional planning commission shall make an annual report of its activities to the legislative bodies of the participating local governmental units.”

#### CROSS REFERENCES

Research studies and plans, see § 125.25.

#### LIBRARY REFERENCES

2006 Main Volume

Zoning and Planning  353.1.  
Westlaw Topic No. 414.  
C.J.S. Zoning and Land Planning §§ 10, 178, 183.

M. C. L. A. 125.19, MI ST 125.19

The statutes are current through P.A. 2010, No. 132, of the 2010 Regular Session, 95th Legislature.

Copr. (c) 2010 Thomson Reuters.

END OF DOCUMENT

Ronald A. Deneweth  
Chris M. Parfitt  
Timothy P. Dugan  
Mark D. Sassak  
Anthony Vittiglio II\*  
Matthew C. Herstein  
Deborah S. Walter

\*ALSO ADMITTED IN FLORIDA

LAW OFFICES  
**DENEWETH, DUGAN & PARFITT**  
Professional Corporation  
1175 West Long Lake Road, Suite 202  
Troy, Michigan 48098  
Telephone 248-290-0400  
Facsimile 248-290-0415  
www.michiganconstructionlaw.net

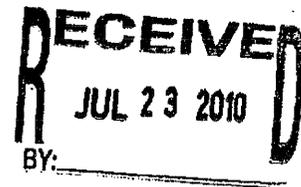
Of Counsel  
Edward A. Ryder  
Michael A. Richey

Traverse City Office  
(By Appointment Only)  
4020 COPPER VIEW, #219  
TRAVERSE CITY, MI 49684

July 20, 2010

VIA E-MAIL: [giglioja@cityofjackson.org](mailto:giglioja@cityofjackson.org),  
VIA FACSIMILE: (517) 768-5820  
AND FIRST CLASS MAIL

Mr. Julius Giglio  
City Attorney  
City of Jackson  
161 W. Michigan Ave.  
Jackson, MI 49201-1303



Re: Regional Planning Act

Dear Mr. Giglio:

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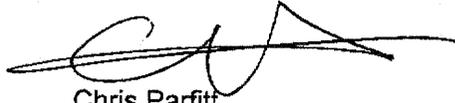
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Mr. Julius Giglio  
City Attorney, City of Jackson  
July 20, 2010  
Page 2

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Very truly yours,

DENEWETH, DUGAN & PARFITT, P.C.



Chris Parfitt  
[cparfitt@ddp-law.com](mailto:cparfitt@ddp-law.com)

CP/mdt  
Enclosure

cc: Warren Renando, Interim City Manager, City of Jackson (via 1st class mail)  
Purchasing Department, City of Jackson (via 1st class mail)  
Jackson City Council (via 1st class mail)

1506.85/072010 Giglio lt

# **REQUEST FOR QUALIFICATIONS AND PROPOSALS**

## **City of Jackson Planning, Zoning and Code Enforcement Services**

Q. How have planning, zoning and code enforcement activities historically been administered in the City?

A. The City's regional planning agency has been providing all the planning, and zoning services. Code Enforcement has been conducted by City Inspection staff.

Q. Why is the City planning on changing this?

A. There is a different source of funding requiring the bidding process.

Q. Additionally, can you please explain the need for, or the role of a registered landscape architect would play?

A. A registered landscape architect would play a supporting role in the team identified in the RFQP to assist with plan review recommendations and overall planning, zoning services.

## Sharon Hasen

---

**From:** Carol Konieczki  
**Sent:** Tuesday, August 10, 2010 4:53 PM  
**To:** Sharon Hasen  
**Subject:** FW: Expedited Written Opinion Requested

I don't know if Warren wishes to attach this email or not.

**From:** Harris, Jeanette [mailto:jeanette.harris@hud.gov]  
**Sent:** Tuesday, August 10, 2010 12:30 PM  
**To:** Michelle Pultz; Mathis, Cheryl Y; Perry, Raymond J; Johnson, Linda D; Walker, Sheila Y  
**Cc:** Carol Konieczki; Heather Soat  
**Subject:** RE: Expedited Written Opinion Requested

Hi,

Of course something this important should not be handled via email. A formal request where we could talk to our lawyers would be preferable. But, let me understand the situation: the Council wants to make the award to neither the lowest or the most responsible bidder. Unless there is some public exigency and there does not seem to be one in this case, should council want to award to a nonresponsive bidder, then the Council should use its funds and not federal funds to pay the cost of the contract.

Should the council go ahead and make the payments, it is reasonable to expect that HUD will go in and request that the funds used for the contract be repaid from nonfederal funds. HUD would probably also send in the Office of Investigation to look at relationships to determine why the Council would want to award the contract to a nonresponsive bidder.

**Jeanette Harris**  
**Director, Office of Community Planning**  
**and Development**  
**Michigan State Office**  
[Jeanette.Harris@hud.gov](mailto:Jeanette.Harris@hud.gov)  
**(313) 226-7900x8059**  
**(313) 226-6689(fax)**

"Knowing when to leave is the smartest thing that anyone can learn...fly"  
B. Bacharach and H. David

**From:** Michelle Pultz [mailto:mpultz@cityofjackson.org]  
**Sent:** Tuesday, August 10, 2010 10:34 AM  
**To:** Mathis, Cheryl Y; Perry, Raymond J; Harris, Jeanette  
**Cc:** Carol Konieczki; Heather Soat  
**Subject:** RE: Expedited Written Opinion Requested  
**Importance:** High

Cheryl –

It is vitally important we receive an opinion from HUD today on the issue provided below. The City Manager and City Council have requested HUD's written opinion so they may make an informed decision at their Council meeting next Tuesday evening. This department has to prepare the agenda item, which is due to be turned in today.

Please advise if you need further detail or have any specific questions. Thanks!

Michelle L. Pultz  
City of Jackson  
Community Development Project Coordinator  
161 W Michigan Ave  
Jackson, MI 49201  
Phone: 517-768-6436  
Fax: 517-780-4781

**From:** Michelle Pultz

**Sent:** Thursday, August 05, 2010 8:16 AM

**To:** cheryl.y.mathis@hud.gov; Raymond Perry (raymond.j.perry@hud.gov); Jeanette.Harris@hud.gov

**Cc:** Carol Konieczki; Heather Soat

**Subject:** Expedited Written Opinion Requested

The City of Jackson, like most every community throughout Michigan, has been striving to identify mechanisms that will save general fund monies to support the continuation of existing services. To that end, the Interim City Manager requested the Community Development Director engage an outside consultant to conduct planning, zoning, and code enforcement activities. Planning and Zoning services have historically been conducted by Jackson's tri-county planning agency and paid for from the City's general fund.

The Community Development Director was instructed to issue an Request for Qualifications and Proposal (RFQP) to solicit proposals from independent contractors to conduct planning, zoning, and code enforcement activities based on CDBG General Policy regulations within 24 CFR 570.200(d)(2):

Consulting services are eligible for assistance under this part for professional assistance in program planning, development of community development objectives, and other general professional guidance relating to program execution. The use of consultants is governed by the following:

(2) *Independent contractor relationship.* Consultant services provided under an independent contractor relationship are governed by the procurement requirements in 24 CFR 85.36, and are not subject to compensation limitation of Level IV of the Executive Schedule.

On July 9, 2010, the City solicited bids through a RFQP for planning, zoning and code enforcement services. Four bids were received on July 13 and were reviewed for completeness and cost effectiveness by the Community Development Director, Chief Building Code Official, and Economic Development Program Manager. Two bids were incomplete and did not include code enforcement activity. The remaining two proposals were evaluated on the following criteria as specified in the RFQP:

|  |     |
|--|-----|
| Responsiveness of the written proposal to the purpose and scope of service   | 30% |
| Cost/Budget  | 40% |
| Ability and history of successfully completing contracts of this type, meeting projected deadlines, and experience in similar work | 30% |

It was recommended to City Council to award the contract for planning, zoning, and code enforcement to the lowest responsible bidder at its July 20, 2010 meeting. However, during the meeting, Council decided to continue working with the Tri-County Planning agency, which did not submit a complete bid, based on the historical relationship with the City

and Council's desire to assert local preference. It was assumed CDBG funds would be able to support all or most of this function. The City's purchasing policy does not require awarding to lowest bidder, but the decision must be justified if lowest bidder is not selected. Since the Tri-County planning agency was neither the lowest or most responsive bidder, we are therefore seeking an opinion from HUD regarding the use of CDBG funds to pay for this activity.

This issue will be revisited at the next City Council meeting on August 17; therefore, we will need a response no later than August 9 for this information to be provided in the City Council packet.

Michelle L. Pultz  
City of Jackson  
Community Development Project Coordinator  
161 W Michigan Ave  
Jackson, MI 49201  
Phone: 517-768-6436  
Fax: 517-780-4781

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Click [here](#) to report this email as spam.

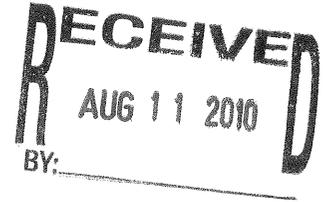
August 2, 2010

Warren

RECEIVED

AUG - 5 2010

Ms. Carol Konieczki  
Community Development Director  
City of Jackson  
161 W. Michigan Ave.  
Jackson, Michigan 49201



**McKenna**  
ASSOCIATES  
INCORPORATED

Dear Ms. Konieczki:

Your memo of July 20, 2010 is (unfortunately for us) a highly inaccurate review and misrepresentation of our proposal in two critical ways:

1. **Price:** Our price for all specified services was \$96,000 for up to 30 hours per week on page 6.

E.g. 52 weeks x 30 hours = 1,560 hours year ÷ \$96,000\* = \$61.50/hour

\*(\$8,000/month x 12 months = \$96,000/year)

2. **We did propose Code Enforcement:** At least one experienced code enforcement official, Patrick Ostrosky, with years of experience is clearly identified on page 3 of our proposal and he has a bio on page 5 giving his State of Michigan registration number, and code enforcement services are clearly described on page 8 and are included in our price.

This is not meant to challenge you or your work. I understand your work is a framework of complexity and I do not underestimate the difficulties. We understand mistakes are likely especially given your short review time. I suggest two improvements: 1) allow proposers to speak with city officials before the deadline; and 2) during your review, ask proposers questions about their proposals.

I'm sorry you didn't get who you wanted. I sympathize and wish you all the best. Also, when you need highly skilled professional assistance in CDBG please call us.

Also, if you want to discuss the Region 2 problem, I may have some help. Please call me anytime at (248) 596-0920, ext. 215. Thanks.

Sincerely,

McKENNA ASSOCIATES

  
Phillip C. McKenna, PCP, AICP  
President

235 East Main Street  
Suite 105  
Northville, MI 48167  
TEL 248-596-0920  
FAX 248-596-0930

151 South Rose Street  
Suite 920  
Kalamazoo, MI 49007  
TEL 269-382-4443  
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30 East Mulberry Street  
Suite A  
Lebanon, OH 45036  
TEL 513-934-2345  
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10 West Streetsboro Street  
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Hudson, OH 44236  
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Administrative Services  
(517) 788-4060

Building Inspection  
(517) 788-4012

Rehabilitation Services & Information  
(517) 788-4070

To: Warren Renando, City Manager

DATE: July 20, 2010

FROM: Carol L. Konieczki, Community Development Director

SUBJECT: **1. Request for Authorization for the Mayor and City Clerk to execute a Professional Services Agreement (PSA) contract with Carlisle/Wortman Associates, Inc, to become the City's Planning, Zoning and Code Enforcement consultant subject to minor modifications by the City Attorney to effectuate finalization of the document, and**  
**2. Resolution to amend Community Development CDBG budget for fiscal years 2008/2009 and 2010/2011.**

---

City Council reduced the Fiscal Year 2010/2011 budget for planning and zoning services that was contracted on a monthly basis with Region 2 Planning Commission (R2PC). Due to the reduction in general fund monies, it was determined that planning, zoning and code enforcement services would be paid from CDBG funds. HUD regulation 24 CFR §570.200.9 (d) provides for hiring consultants using CDBG funds; however, the regulations stipulate the hiring of an independent contractor is governed by the procurement requirements in 24 CFR 85.36.

Section (g) of regulation §570.200.9 speaks to the 20% cap in planning and administrative costs. The Community Development (CD) Department is already budgeted close to the 20% cap for planning and administrative costs. In calculating the cap, it has been determined there is only \$45,000 available to be budgeted for planning and zoning purposes without exceeding the 20% cap for fiscal year 2010/2011. Anything above this amount for planning and zoning will have to be covered by the City's general fund.

Currently, there is \$45,000 in the Planning/Administration budget that can be used for planning and zoning activities; however, a budget amendment of \$45,000 from program income is required to cover the code enforcement activities. The total of the two, \$90,000, is the full amount available for planning, zoning and code enforcement activities. A budget amendment is attached.

Planning and zoning will be covered under the CDBG Administrative line item; Code Enforcement (CE) will obviously be covered under CE line item. This will be a 50/50 split between the two accounts.

On July 9<sup>th</sup> the City solicited bids through a Request for Qualifications and Proposal (RFQP) for Planning, Zoning and Code Enforcement Services. On July 13<sup>th</sup>, four bids were received and reviewed for completeness and cost effectiveness by Carol Konieczki, Community Development Director, Frank Donovan, Chief Building Code Official and Barry Hicks, Economic Development Project Manager. Most all of the proposals bid on a retainer basis, while providing for an hourly option.



## **Region 2 Planning Commission**

The proposal was complete and answered most all of the questions; however, the bid did not include any code enforcement activity. The proposal stated that R2PC did not have staff trained to do the CE work requested in the RFQP.

The bid price was \$105,000 for 30 hours per week without any code enforcement activity.

The hourly breakdown: \$79.54 per hour

CDBG funds available for this proposal is \$45,000; the balance will have to come from the City General fund.

## **McKenna and Associates**

The proposal answered most all of the questions; however, the bid did not include any code enforcement activity.

The bid price was \$88,000 for 24 hours per week without any code enforcement activity.

The hourly breakdown: \$83.33 per hour

CDBG funds available for this proposal is \$45,000; the balance will have to come from the City General fund.

## **Williams and Works**

The bid was complete and answered all questions in the RFQP. The proposal did not break out specific hours of planning, zoning or code enforcement activities.

The bid price range was \$63,360 for 20 hours per week or \$95,040 for a 30 hour week. Mileage was not included.

The hourly breakdown: \$72.00 per hour

CDBG funds available for this proposal is \$90,000.

## **Carlisle/Wortman**

The proposal was thorough and complete. The Work Program identified in the proposal outlined in detail, performance measurements, a transition team, and a matrix with a plan review turnaround time. The firm concentrates on customer service. Code enforcement is included and can be adjusted according to the needs of the Community Development Department. Other services outside of the RFQP included in the proposal at no extra charge to the City include:

- Conducting a yearly free-of-charge training workshop appropriate for City elected officials and appointed officials.
- Conduct an audit of the existing development fee schedule and make appropriate recommendations.

The bid price was \$84,920 for a 24 hour week. Mileage included.

If less planning activity and more code enforcement activity is requested, the price will be adjusted down. CE activity does not require a highly skilled professional charging a high hourly fee.



The hourly breakdown: \$80.41 per hour.

CDBG funds available for this proposal is \$90,000.

The review panel evaluated only two proposals: Williams and Works, and Carlisle/ Wortman, Assoc. Inc., due to the fact the other two proposals did not include any code enforcement activity. At least two references were checked for both Williams and Works and Carlisle/Wortman, Assoc. Inc. There were no negative comments.

The two proposals were evaluated on the following criteria as specified in the RFQP.

#### C. SELECTION CRITERIA.

Factor Weight Given

1. Responsiveness of the written proposal to the purpose and scope of service 30%
2. Cost/Budget 40%
3. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work 30%

Total Criteria Weight 100%

Each proposal was independently evaluated on factors (1) through (3)

The review panel arrived at the following average score:

Williams and Works – 92 points

Carlisle/Wortman, Assoc. Inc – 96 points.

Having “in-house” planning/zoning and code enforcement services will significantly improve customer service. Currently, many people inquiring about planning or zoning are referred to go down the street to the R2PC office because there is no one “in-house” to assist them. This has been termed “The Michigan Avenue shuffle” and has created much angst with residents, contractors and persons with general property development inquiries.

Requested action is to award the bid for planning, zoning and code enforcement activities to Carlisle/Wortman Assoc. Inc, Ann Arbor, Michigan for the not-to-exceed price of \$90,000, and authorize the Mayor and Clerk to execute a Professional Services Agreement (PSA) contract with Carlisle/Wortman, Assoc. Inc, subject to minor modifications by the City Attorney to effectuate finalization of the documents.

Further action requested is approval of the resolution to amend Community Development CDBG budget for fiscal years 2008/2009 and 2010/2011. Please place this item on the July 20, 2010, agenda for City Council consideration.



City of Jackson, Michigan  
 Resolution to Amend the 2008/2009 (Year 34)  
 and 2010/2011 (Year 36) CDBG Budgets

**Whereas**, the U.S. Department of Housing and Urban Development approved Community Development Block Group (CDBG) programs for fiscal years 2008/2009 (Year 34) and 2010/2011 (Year 36); and

**Whereas**, in Year 34 receipts from program income in excess of budgeted expenses were received; and

**Whereas**, the City Council desires to appropriate additional program income received from Year 34 to be made available for use for Year 36 Code Enforcement and Planning and Administrative CDBG eligible services.

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

|  |                              | <u>Current<br/>Budget</u> | <u>Revised<br/>Budget</u> | <u>Change</u> |
|--|------------------------------|---------------------------|---------------------------|---------------|
| <b>Entitlement Year 34 (2008/2009)</b> |                              |                           |                           |               |
| <u>Revenue Account</u>                 | <u>Account Description</u>   |                           |                           |               |
| 286-000-034-664.000                    | Interest Income              | \$ 500                    | \$ 506                    | \$ 6          |
| 286-000-034-673.001                    | Sale of Land                 | 10,000                    | 32,522                    | 22,522        |
| 286-000-034-696.003                    | Deferred Loan Repayments     | 25,000                    | 16,562                    | (8,438)       |
| 286-000-034-696.005                    | HOME Admin Fees              | 26,950                    | 30,000                    | 3,050         |
| 286-000-034-696.006                    | Rehab Loan Fees              | 1,000                     | 300                       | (700)         |
| 286-000-034-698.003                    | Code Enforcement Fees        | 25,000                    | 47,608                    | 22,608        |
| 286-000-034-698.012                    | Miscellaneous Program Income | 4,329                     | 10,281                    | 5,952         |
| <br>                                   |                              |                           |                           |               |
| <u>Expense Account #</u>               | <u>Account Description</u>   |                           |                           |               |
| 286-743-034-969.036                    | Contribution to Year 36      | 0                         | 45,000                    | 45,000        |
| <br>                                   |                              |                           |                           |               |
| <b>Entitlement Year 36 (2010/2011)</b> |                              |                           |                           |               |
| <u>Revenue Account #</u>               | <u>Account Description</u>   |                           |                           |               |
| 286-000-036-695.034                    | Contribution from Year 34    | 0                         | 45,000                    | 45,000        |
| <br>                                   |                              |                           |                           |               |
| <u>Expense Account #</u>               | <u>Account Description</u>   |                           |                           |               |
| 286-729-036-818.000                    | CE – Contracted Services     | 2,500                     | 47,500                    | 45,000        |
| 286-737-036-710.000                    | Admin – Wages/Fringes        | 221,025                   | 175,025                   | (45,000)      |
| 286-737-036-818.000                    | Admin – Contracted Services  | 13,000                    | 58,000                    | 45,000        |

\* \* \* \* \*



City of Jackson Police Department  
216 East Washington Avenue  
Jackson, Michigan 49201  
(517) 788-4127



# MEMORANDUM

**DATE:** August 4, 2010

**TO:** Warren Renando  
Interim City Manager

**FROM:** Matthew R. Heins  
Chief of Police

**SUBJECT:** July Manager's Report

---

Chief Matthew Heins

- Attended:
  - Evidence Audit Meetings (2)
  - Request for Information Meeting regarding City-Wide Radio System
  - JNET Activity Meeting with Sergeant Hlbard
  - Risk Management Review with Michigan Municipal League Representative Gene King
  - HRC Picnic
  - Siena Heights Public Safety Appreciation Day
  - Burning Ordinance Meeting
  - Pre-Determination Meeting
  - Discussion with Personnel Director Regarding Personnel Issues
  - Meeting Regarding Mental Health Petitions
  - Michigan State University School of Staff and Command Interview
  - Meeting with Officer Cushman tendering his resignation
  - Commander Goal Quarterly Review Meeting
  - Victim Memorial at Cascades Park
- Time Away from Office:
  - 2 hours of Furlough
  - 24 hours of Personal Time
  - 40 hours of Vacation
  - 8 hours of Holiday

Deputy Chief John Holda

- Attended:
  - Act 345 Meeting
  - Siena Heights Law Enforcement Appreciation
  - Pre-Determination Meeting
  - Mental Health Petition Meeting
  - Command Goal Review
  - HRC Meeting
  - Criminal Justice Advisory Board at Jackson Community College
  - Meeting with Chris from Omega on Crime Mapping
  - Burning Ordinance Meeting
  - Fairground Events Meeting
  - Department Head Meeting
  - City Council Meeting
  - MPELRA Training on Social Networking in the Workplace
  - Salvation Army Advisory Board Meeting
- Projects
  - CrimeMapping.com is online
  - County Records Management System
  - MICR Reporting
  - AS-400 / Network back-up
  - LEIN Validation
  - Replaced power supply for L3 Server for in-car video system
  - 17 IT issues handled relating to printers, AS-400 access, In car cameras, etc.
  - Completed updates to MDC software in patrol vehicles.
- Time Away From Office:
  - 40 hours of Vacation
  - 8 hours of Holiday

Lt. Elmer Hitt

- Attended:
  - Meeting with Gene King of MML
  - MPRI Steering Committee Meeting
  - JPD/HRC Community Softball Game planning meetings (2)
  - Mental Health Court Meeting
  - LEPC Meeting
  - LPT Meeting at Spring Arbor University
  - SRT training for 4 hours
  - Funeral for Taylor Police Department's Corporal Matthew Edwards
  - Community Softball Game at the Martin Luther King Center
- SRT Activation at 2000 Francis St.
- Other update information:
  - Detective Stiles investigated a homicide which occurred on 7/6/10. The suspect was arrested on 7/9/10 and is charged with felony murder, armed robbery, and felony firearm.

- A suspect was arrested for the shooting of Ryan Nice at Northeast School on 6/11/10. The suspect was apprehended at a residence on Chapin St. after receiving a tip. The tipster was provided a \$1,000 reward through the county tip fund.
- The suspect in the bank robbery of Citizen's Bank on E. Michigan on 7/27/10 was arrested within minutes after leaving the area in a vehicle. The suspect is believed to be involved in several other bank robberies in Detroit area. The FBI took over the investigation.
- The boiler project has begun as part of the Energy Grant. Asbestos removal and removal of the older boiler has been completed.

Acting Lieutenant Jennifer Carter

- Attended:
  - Meeting with Sgt. White of Blackman DPS regarding Payroll
  - Evidence Audit Review Meeting
  - Meeting with Emmett Township regarding Scheduling
  - Meeting regarding Dr. Don's
  - LCC Meeting reference Bonneau Scholarship
  - OSHP Meeting/Revision of plan
  - Ordinance Meeting
  - Siena Heights event,
  - Pre-Determination Meeting
  - Mental Health Petition Meeting
  - City Council Meeting
  - Meeting with Judge Rappleye
- Activities:
  - 4 hours on Patrol
  - Responded to Homicide in Chittock Alley
  - Completed Inspections and 6-month Evaluations on Sergeants
  - Assisted with Search Warrant on Addison St.
  - Participated in Prostitution Sting
  - Reviewed Officer Inspections and 6-month Evaluations completed by Sergeants
  - Completed Inspection on Reserve Officer Equipment Lockers



# 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: Warren D. Renando, Interim City Manager  
DATE: August 17, 2010  
FROM: Carol L. Konieczki, Community Development Director  
SUBJECT: Award of Rehab Contract at 1707 E. Ganson

Rehab Specialist Cliff Winslow requested bids through the Purchasing Department for a Neighborhood Stabilization Project for a vacant property located at 1707 E. Ganson. The Community Development Department has analyzed the bids submitted and arrived at a recommendation on bid award.

Six contractors attended the mandatory pre-bid walk through with five 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> |
|----------------|-----------------------------|---------------|
| 1707 E. Ganson | At-A-Moments Notice         | \$16,020.00   |

This project will be funded through Neighborhood Stabilization funds (\$14,270 Code; \$1,750 Lead). The contractor awarded this project is required to obtain a current installation floater in their general liability policy.

In concurrence with the recommendation of the Department, we are prepared to award the contract as outlined above, pending funding availability. Since this rehabilitation contract does not exceed the \$20,000.00 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 information item for the August 17, 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  
1707 E. Ganson

|        |   |                        |      | At A Moments Notice<br>209 W. Washington,<br>Suite 182<br>Jackson, MI 49201 | FEB Enterprises Inc.<br>4889 Firethorn Drive<br>Jackson MI 49201 | Alpha & Omega<br>Construction Co.<br>340 Burt Avenue<br>Jackson, MI 49201 | Concept Construction<br>1619 Cascade Ct.<br>Jackson, MI 49203 | Scoby Construction<br>4520 Dey Highway<br>Hudson, MI 49247 |           |
|--------|---|------------------------|------|---|--|---|---|--|-----------|
| Item # | Description   | Location               | Code | Unit Price  | Unit Price   | Unit Price  | Unit Price  | Unit Price   |           |
| 1      | Lead Work - Wrap 3 Windows  | N, W, E                | L    | 250.00  | 300.00   | 350.00  | 425.00  | 250.00   |           |
| 2      | Gutter Repair   | W                      | C    | 100.00  | 100.00   | 175.00  | 110.00  | 100.00   |           |
| 3      | Paint Foundation and Porches  |                        | C    | 500.00  | 800.00   | 975.00  | 315.00  | 600.00   |           |
| 4      | Lead Work - Wrap 3 Windows  |                        | L    | 100.00  | 400.00   | 250.00  | 100.00  | 50.00  |           |
| 5      | Window Repair (1)   | S                      | C    | 50.00   | 20.00  | 45.00   | 30.00   | 20.00  |           |
| 6      | Steps Repair - S. Porch   | S                      | C    | 450.00  | 100.00   | 275.00  | 265.00  | 75.00  |           |
| 7      | Lead Work - Wrap 3 Windows  |                        | L    | 50.00   | 50.00  | 50.00   | 85.00   | 20.00  |           |
| 8      | Cellar Windows (2)  | E                      | C    | 450.00  | 500.00   | 500.00  | 470.00  | 400.00   |           |
| 9      | Lead Work - Wrap 3 Windows  |                        | L    | 50.00   | 100.00   | 75.00   | 100.00  | 50.00  |           |
| 10     | Power Wash - House  | All                    | C    | 800.00  | 800.00   | 550.00  | 955.00  | 600.00   |           |
| 11     | Entry Lockset w/D-Bolt  | Foyer                  | C    | 75.00   | 50.00  | 75.00   | 75.00   | 50.00  |           |
| 12     | Regular Window in French Door   | Foyer                  | C    | 75.00   | 20.00  | 75.00   | 155.00  | 50.00  |           |
| 13     | Paint Interior  | All                    | C    | 1,800.00  | 2,400.00   | 4,575.00  | 2,450.00  | 7,000.00   |           |
| 14     | Lead  |                        | L    | 200.00  | 300.00   | 375.00  | 1,000.00  | 1,000.00   |           |
| 15     | Carpet - Foyer, Living Room, Dining Room, Bedroom W, Stairs, All Upstairs | All                    | C    | 3,200.00  | 3,200.00   | 3,500.00  | 6,500.00  | 4,500.00   |           |
| 16     | Entrance: Lockset w/D Bolt  | Living Room            | C    | 75.00   | 50.00  | 150.00  | 115.00  | 75.00  |           |
| 17     | Prehung Steel Door  | Kitchen                | C    | 450.00  | 500.00   | 400.00  | 385.00  | 450.00   |           |
| 18     | Lead  |                        | L    | 100.00  | 100.00   | 75.00   | 100.00  | 50.00  |           |
| 19     | Underlayment  | Kitchen, Bath, Laundry | C    | 375.00  | 500.00   | 775.00  | 150.00  | 600.00   |           |
| 20     | Sheetgoods  | Kitchen, Bath, Laundry | C    | 950.00  | 1,500.00   | 1,775.00  | 1,504.00  | 1,200.00   |           |
| 21     | Prehung Doors (4) Bath, Upstairs Bedrooms                                 | House                  | C    | 800.00  | 1,000.00   | 800.00  | 740.00  | 800.00   |           |
| 22     | Lead  |                        | L    | 200.00  | 200.00   | 225.00  | 400.00  | 200.00   |           |
| 23     | Bath Repairs - Towel Rack and Medicine Cabinet                            | Bath                   | C    | 245.00  | 200.00   | 275.00  | 225.00  | 150.00   |           |
| 24     | Repair Trip Hazards   | Basement               | C    | 175.00  | 200.00   | 375.00  | 645.00  | 300.00   |           |
| 25     | New Furnace   | Basement               | C    | 1,800.00  | 1,500.00   | 2,550.00  | 3,225.00  | 3,200.00   |           |
| 26     | Lead Clearance Test   | All                    | L    | 800.00  | 600.00   | 700.00  | 600.00  | 500.00   |           |
| 27     | Plumbing to Code  | All                    | C    | 1,900.00  | 2,000.00   | 1,800.00  | 3,110.00  | 2,000.00   |           |
| TOTAL  |   |                        |      | 16,020.00   | 17,490.00  | 21,745.00   | 24,234.00   | 24,290.00  |           |
|        |   |                        |      | L   | 1,750.00   | 2,050.00  | 2,100.00  | 2,810.00   | 2,120.00  |
|        |   |                        |      | C   | 14,270.00  | 15,440.00   | 19,645.00   | 21,424.00  | 22,170.00 |

Bids are broken down to utilize/identify funding sources  
L = Lead based paint hazard elimination work

C = Code requirement repair

I = Incipient Item



# Department of Community Development

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Facsimile (517) 768-5832

Administrative Services  
(517) 788-4060

Building Inspection  
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Rehabilitation Services & Information  
(517) 788-4070

## INFORMATIONAL ITEM

To: Warren D. Renando, Interim City Manager  
DATE: August 17, 2010  
FROM: Carol L. Konieczki, Community Development Director  
SUBJECT: Award of Rehab Contract at 544 N. Pleasant

Rehab Specialist Cliff Winslow requested bids through the Purchasing Department for a Neighborhood Stabilization Project for a vacant property located at 544 N. Pleasant. The Community Development Department has analyzed the bids submitted and arrived at a recommendation on bid award.

Six contractors attended the mandatory pre-bid walk through with five 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> |
|-----------------|-----------------------------|---------------|
| 544 N. Pleasant | Alpha & Omega Construction  | \$15,620.00   |

This project will be funded through Neighborhood Stabilization funds (\$14,075 Code; \$1,545 Lead). The contractor awarded this project is required to obtain a current installation floater in their general liability policy.

In concurrence with the recommendation of the Department, we are prepared to award the contract as outlined above, pending funding availability. Since this rehabilitation contract does not exceed the \$20,000.00 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 information item for the August 17, 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  
544 N. Pleasant

| Item # | Description   | Location                                 | Code | Alpha & Omega Construction Co.       | FEB Enterprises Inc.                     | Concept Construction                  | At A Moments Notice<br>209 W. Washington,<br>Suite 182<br>Jackson, MI 49201 | Bar Home Improvements<br>7515 Napoleon Rd.<br>Jackson, MI 49201 |
|--------|---|--|------|--------------------------------------|--|---------------------------------------|---|---|
|        |   |  |      | 340 Burt Avenue<br>Jackson, MI 49201 | 4889 Firethorn Drive<br>Jackson MI 49201 | 1619 Cascade Ct.<br>Jackson, MI 49203 |   |   |
|        |   |  |      | Unit Price                           | Unit Price                               | Unit Price                            | Unit Price  | Unit Price  |
| 1      | Strip and Reroof, House, Upstairs Roof and East Porch | House / Garage                           | C    | 4,500.00                             | 6,500.00                                 | 7,195.00                              | 6,900.00  | 8,400.00  |
| 2      | Power Wash  | House / Garage                           | C    | 450.00                               | 500.00                                   | 425.00                                | 1,800.00  | 2,800.00  |
| 3      | Driveway Gravel - 15 yds.                             | N  | C    | 800.00                               | 1,000.00                                 | 510.00                                | 1,375.00  | 1,200.00  |
| 4      | Handrail  | E  | C    | 175.00                               | 150.00                                   | 65.00                                 | 600.00  | 150.00  |
| 5      | Replace Vent  |  | C    | 75.00                                | 100.00                                   | 45.00                                 | 50.00   | 75.00   |
| 6      | Stain W/Porch Complete                                | W  | C    | 150.00                               | 500.00                                   | 115.00                                | 600.00  | 250.00  |
| 7      | Lead  |  | L    | 25.00                                | 200.00                                   | 100.00                                | 75.00   | 135.00  |
| 8      | Adjust Overhead Door                                  | Garage                                   | C    | 50.00                                | 100.00                                   | 85.00                                 | 50.00   | 100.00  |
| 9      | Lead  |  | L    | 0.00                                 | 50.00                                    | 30.00                                 | 25.00   | 0.00  |
| 10     | Lockset For Service Door                              | Garage                                   | C    | 50.00                                | 50.00                                    | 45.00                                 | 75.00   | 50.00   |
| 11     | Down Ext (1)  | S  | C    | 45.00                                | 50.00                                    | 30.00                                 | 25.00   | 15.00   |
| 12     | Re-screen Win (1)                                     | S  | C    | 40.00                                | 20.00                                    | 75.00                                 | 65.00   | 45.00   |
| 13     | Landscape - Trim Hedges                               | S / E                                    | C    | 75.00                                | 100.00                                   | 195.00                                | 100.00  | 250.00  |
| 14     | Siding Repair   | E. Porch                                 | C    | 25.00                                | 25.00                                    | 10.00                                 | 25.00   | 45.00   |
| 15     | Entry Locksets with Bty Kits (2)                      | Living Room / Basement                   | C    | 125.00                               | 100.00                                   | 105.00                                | 100.00  | 225.00  |
| 16     | Lead  |  | L    | 25.00                                | 50.00                                    | 0.00                                  | 25.00   | 50.00   |
| 17     | Carpet, downstairs s bedroom, upstairs s bedroom      | House                                    | C    | 1,600.00                             | 1,300.00                                 | 1,610.00                              | 900.00  | 1,500.00  |
| 18     | Smoke Detectors (3)                                   | House                                    | C    | 65.00                                | 30.00                                    | 130.00                                | 75.00   | 75.00   |
| 19     | Underlayment  | Downstairs Bath                          | C    | 125.00                               | 100.00                                   | 85.00                                 | 200.00  | 120.00  |
| 20     | Sheetgoods  | Downstairs Bath                          | C    | 425.00                               | 300.00                                   | 308.00                                | 300.00  | 375.00  |
| 21     | Bed Lockset with Bty Kits                             | Upstairs E Bedroom<br>Upstairs N Bedroom | C    | 25.00                                | 100.00                                   | 155.00                                | 40.00   | 150.00  |
| 22     | Lead  |  | L    | 25.00                                | 50.00                                    | 0.00                                  | 10.00   | 50.00   |
| 23     | Clearance Test  |  | L    | 600.00                               | 600.00                                   | 600.00                                | 700.00  | 600.00  |
| 24     | Handrail  | Basement                                 | C    | 100.00                               | 50.00                                    | 85.00                                 | 50.00   | 75.00   |
| 25     | Lead  | House / Garage                           | L    | 25.00                                | 50.00                                    | 0.00                                  | 25.00   | 25.00   |
| 26     | Fill Hones in Floor                                   |  | C    | 175.00                               | 100.00                                   | 415.00                                | 150.00  | 300.00  |

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L = Lead based paint hazard elimination work

C = Code requirement repair

I = Incipient Item

Bid Tabulation  
for  
Housing Rehabilitation  
at  
544 N. Pleasant

|           |                    |          |      | Alpha & Omega<br>Construction Co.    | FEB Enterprises Inc.                     | Concept Construction                  | At A Moments Notice<br>209 W. Washington,<br>Suite 182<br>Jackson, MI 49201 | Bar Home<br>Improvements               |
|-----------|--------------------|----------|------|--------------------------------------|--|---------------------------------------|---|--|
|           |                    |          |      | 340 Burt Avenue<br>Jackson, MI 49201 | 4889 Firethorn Drive<br>Jackson MI 49201 | 1619 Cascade Ct.<br>Jackson, MI 49203 |   | 7515 Napoleon Rd.<br>Jackson, MI 49201 |
| Item<br># | Description        | Location | Code | Unit Price                           | Unit Price                               | Unit Price                            | Unit Price  | Unit Price                             |
| 27        | Cellar Windows (3) | Basement | C    | 600.00                               | 700.00                                   | 425.00                                | 500.00  | 750.00                                 |
| 28        | Lead               |          | L    | 75.00                                | 100.00                                   | 130.00                                | 100.00  | 150.00                                 |
| 29        | Insulate Box Sill  |          | C    | 200.00                               | 100.00                                   | 170.00                                | 175.00  | 200.00                                 |
| 30        | Lead Work          |          | L    | 695.00                               | 300.00                                   | 395.00                                | 525.00  | 850.00                                 |
| 31        | Lead               |          | L    | 75.00                                | 100.00                                   | 100.00                                | 25.00   | 150.00                                 |
| 32        | Plumbing           |          | C    | 1,800.00                             | 900.00                                   | 1,800.00                              | 1,800.00  | 1,900.00                               |
| 33        | Electrical         |          | C    | 2,400.00                             | 2,000.00                                 | 1,970.00                              | 2,800.00  | 2,070.00                               |
|           |                    | TOTAL    |      | 15,620.00                            | 16,375.00                                | 17,408.00                             | 20,265.00   | 23,130.00                              |
|           |                    |          | L    | 1,545.00                             | 1,500.00                                 | 1,355.00                              | 1,510.00  | 2,010.00                               |
|           |                    |          | C    | 14,075.00                            | 14,875.00                                | 16,053.00                             | 18,755.00   | 21,120.00                              |

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