



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

AGENDA – CITY COUNCIL MEETING

September 14, 2010
7:00 p.m.

1. **Call to Order.**
2. **Pledge of Allegiance** – Invocation by Robert Howe, 2nd Ward City Councilmember.
3. **Roll Call.**
4. **Adoption of Agenda.**
5. **Citizen Comments. (3-Minute Limit)**
6. **Presentations/Proclamations.**
7. **Consent Calendar.**
 - A. Approval of the minutes of the regular City Council meeting of August 17, 2010, and special meeting minutes for August 27, 2010.
 - B. Approval of payment of the Jackson County Emergency Dispatch MDC Maintenance invoice in the amount of \$10,000.00, for the period of September 2010 through August 2011, in accordance with the recommendation of the City Manager.
 - C. Approval of the payment of the Region 2 Planning Commission invoice in the amount of \$6,959.25, for planning services for the month of August 2010, in accordance with the recommendation of the City Manager.
 - D. Approval of the designation of Daniel P. Greer, 3rd Ward City Councilmember, as the official representative to cast the vote of the municipality at the Michigan Municipal League Annual Business Meeting to be held on September 22, 2010, at the Hyatt Regency, Dearborn, Michigan.
 - E. Approval of the request from the Jackson High School Homecoming Parade Committee to close portions of Brown Street, Wildwood, and Daniel Road, to hold their annual Homecoming Parade on Friday, September 24, 2010, with police assistance, beginning at 6:00 p.m. (Approval recommended by the Police, Fire, and Traffic Engineering Departments. Proper insurance coverage received.)
 - F. Approval of the request from St. John Jackson Family Fall Festival to conduct their Family Fall Festival Fireworks using a portion of Nixon Park to release fireworks on Saturday, September 25, 2010, at dusk. (Approval recommended by the Police, Fire, Recreation, Public Works, and Engineering Departments. Proper insurance coverage received.)
 - G. Approval of the request from Jackson Area Catholic Schools - Jackson Family Fall Festival, to conduct a Family Fall Festival 5K run/walk and kids fun run on neighborhood streets near Nixon Park, with street closures beginning at E. North and Leroy Streets, with police assistance, on September 25, 2010, from 7:30 - 10:30 a.m. (Recommended approval received from the Police, Fire, Recreation/Forestry, Traffic Engineering, and Public Services Departments. Proper insurance coverage received.)
 - H. Approval of the request from the Rose Queen Pageant to conduct the Downtown Merchant's/Artist's Walking Tour and small parade, with street closures on Mechanic Street between Michigan Avenue and Washington Avenue on Friday, September 24,

2010, from 5:30 -7:00 p.m. (Recommended approval received from the Police, Fire, Parks/Forestry, Public Works and Engineering Departments. Proper insurance coverage received.)

- I. Approval of Traffic Control Order No. (TCO) 2066, modifying parking on the west side of N. Jackson Street south of Louis Glick Highway.
 - J. Approval of Traffic Control Order Nos. (TCO) 2067-2070, making accommodations for the change of Brown Street to a three-lane cross-section with bicycle lanes.
 - K. Approval of Traffic Control Order Nos. (TCO) 2071-2072, new lane configuration on Daniel Road creating language for lane usage, and review of lane usage due to redesign and reconstruction of Wildwood Avenue between Durand Street and West Avenue.
 - L. Approval of the following requests from the Community Development Department: receipt of the draft Consolidated Annual Performance and Evaluation Report (CAPER), authorization to disseminate the draft CAPER for public review and to begin the 15-day comment period, establishment of September 28, 2010, at the City Council meeting as the time and place to hold a public hearing to receive citizen comments on the CAPER, and revision of the Consolidated Plan 2009-2010 CDBG/HOME Allocation Timetable, in accordance with the recommendation of the Community Development Director.
 - M. Approval of the request from the Jackson Veteran's Council monument committee to place a War on Terror Memorial in Withington Park, in accordance with the recommendation of the Parks and Recreation Commission.
 - N. Receipt of CDBG Financial Summary Report through July, 2010.
 - O. Receipt of the Dangerous Building Report through August 31, 2010.
 - P. Establishment of September 28, 2010, at the City Council meeting as the time and place to hold a public hearing on the request filed by Technique, Inc., 2341 Enterprise Drive, for an application for an Industrial Facilities Tax Exemption Certificate, and referral to the City Affairs Committee for recommendation.
8. **Committee Reports.**
- A. Receipt of the Rules and Personnel Committee report.
 - 1. Consideration of the Agreement For City Manager Services between the City and Warren D. Renando.
9. **Appointments.**
10. **Public Hearings.**
11. **Resolutions.**
- A. 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. (Postponed at the August 17, 2010, meeting.)
 - B. Consideration of a amending the 2010-2011 budget to reflect the receipt of the Edward Byrne Memorial 2009-2013 Justice Assistance Grant (JAG) Program grant, in the amount of \$44,646.00.
 - C. Consideration of a resolution from the Liquor Control Commission regarding the request to transfer ownership of an escrowed 2010 Class C licensed business with entertainment permit and dance permit located at 100 S. Cooper from The Apple Inc., to Tini Bikinis-Jackson LLC. (Approval subject to final inspection).
12. **Ordinances.**
- A. Consideration of an Ordinance amending Chapter 10, Section 10-53, Section F-403.0, City Code, providing for the open burning of wood-based products in outdoor-burning devices.

13. **Other Business.**
 - A. Consideration of the determination of who has the authority and responsibility of establishing the City Council meeting agendas as requested at the August 17, 2010, City Council meeting.

14. **New Business.**
 - A. Consideration of the request to approve the low bid award to Cochran Electric Company, at their low bid price of \$72,841.00, to purchase and install a medium voltage starter at the Water Treatment Plant, in accordance with the recommendation of the Interim Water Director.
 - B. Consideration of the request to approve the low bid award to Rieth Riley Construction, Mason, at their low bid price of \$80,211.00, for HMA Patching services on an as-needed basis during the construction season, in accordance with the recommendation of the Interim Water Director.
 - C. Consideration of the request to approve the purchase of a 2011 Ford F-250 truck through the MIDeal Purchase Program in the amount of \$18,044.00, and the purchase of one (1) standard service body from Fitzgibbons Fleet Fabricators at their low bid price of \$8,025.00 for a total cost of \$26,069.00, in accordance with the recommendation of the Purchasing Agent and the Interim Water Director.
 - D. Consideration of the request to purchase three patrol vehicles, utilizing the Macomb County and Oakland County Purchasing Contracts, from Signature Ford, Owosso, and Shaheen Chevrolet, Lansing, with a total purchase price of \$56,605.00, in accordance with the recommendation of the Chief of Police.
 - E. Consideration of the request to approve the low bid award to Seal Tech Insulation, Inc., Belleville, at their low bid price of \$30,869.60, for roof insulation at Fire Station #1, in accordance with the recommendation of the Fire Chief.
 - F. Consideration of the request for immediate approval of a revocable license from the Jackson Symphony Orchestra (JSO) for construction of a kiosk in the City's right-of-way in front of their building at 215 W. Michigan Avenue, and authorization for the Mayor and City Clerk to execute the appropriate document(s), in accordance with the recommendation of the City Engineer.

15. **City Councilmembers' Comments.**

16. **Manager's Comments.**

17. **Adjournment.**

JACKSON CITY COUNCIL MEETING

MINUTES

AUGUST 17, 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 Polaczyk.

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 Howe and seconded by Councilmember Polaczyk to add Finance Committee under Committee Reports. 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 Howe and seconded by Councilmember Polaczyk to adopt the agenda, as amended. 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 Dubois discussed the uncapping of the taxable value of 626 Oakhill.

Kevin Thomson requested, on behalf of the Region 2 Planning Commission, that Council remains consistent with their July 20, 2010, action regarding City planning and zoning.

Jean Ellen Davis discussed a City clean up of her property, expressing displeasure that certain items were removed.

Residents of Seymour Street discussed their extreme concern with the high speed of traffic on their street and two recent accidents.

PRESENTATIONS/PROCLAMATIONS.

A. PRESENTATION BY THE DOWNTOWN DEVELOPMENT AUTHORITY DESIGN COMMITTEE, REGARDING PROPOSED CHANGES TO THE ZONING ORDINANCE.

DDA Board Member Jeannette Woodard presented proposed changes to the zoning ordinance. She discussed the current zoning in the DDA District, items currently regulated within the District and incorporating zoning changes, such as lot line development and use of transparent street-level building materials.

1. CONSIDERATION AND REFERRAL OF PROPOSED ZONING ORDINANCE CHANGES TO THE CITY PLANNING COMMISSION FOR EVALUATION AND RECOMMENDATION.

Motion was made by Councilmember Howe and seconded by Councilmember Polaczyk to refer the proposed zoning ordinance changes to the City Planning Commission for evaluation and recommendation. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

B. PRESENTATION BY WARREN D. RENANDO, INTERIM CITY MANAGER, REGARDING HIS PROPOSED FIVE YEAR FINANCIAL PLAN AND OUTLINE.

Mr. Renando presented a five-year financial model of the General Fund, with a summary of revenues, expenditures and changes in fund balance. He discussed trends in property and income taxes, licenses and permits and state revenue sharing. In this model, General Fund Revenues will go from \$23.5M (fy 2007/08) to \$19.8M (fy 2014/15). Also in this model, Fund Balance will go from \$2.4M (fy 2007/08) to a negative \$9.6M (fy 2014/15). He discussed wages, healthcare and pension costs, utility and insurance increases and also explained City millage rates, comparing them to other local units. A brief question and answer period followed.

C. PRESENTATION BY VIC COOPERWASSER, TETRA TECH, REGARDING A PROPOSED STORM WATER UTILITY FEASIBILITY STUDY AND CONTRACT.

Mr. Cooperwasser discussed the current City storm water budget of \$650,000, charging parcels (regardless of tax-exempt status), proposed methods for calculating bills and their scope of service.

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.

Motion was made by Councilmember Howe and seconded by Councilmember Greer to approve the request and address the implementation after presentation of the feasibility study. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Howe, Greer, Frounfelker and Polaczyk—5. Nays: Councilmembers Breeding and Gaiser—2. Absent: 0.

CONSENT CALENDAR.

Councilmember Breeding requested Items C, D, F and P be removed for separate consideration. Councilmember Gaiser requested Items L, M, N, O and S be removed for separate consideration. Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to approve the following Consent Calendar, with Items C, D, F, L, M, N, O, P and S removed for separate consideration. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

Consent Calendar

- A. Approval of the minutes of the regular City Council meeting of 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. *Removed for separate consideration.*
- D. *Removed for separate consideration.*
- 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. *Removed for separate consideration.*
- 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. *Removed for separate consideration.*
- M. *Removed for separate consideration.*
- N. *Removed for separate consideration.*
- O. *Removed for separate consideration.*
- P. *Removed for separate consideration.*
- Q. Receipt of CDBG Financial Summary Report through June, 2010.
- R. Receipt of the Dangerous Building Report through July 31, 2010.
- S. *Removed for separate consideration.*

CONSENT CALENDAR ITEM 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.)

CONSENT CALENDAR ITEM 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.)

CONSENT CALENDAR ITEM 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.)

Motion was made by Councilmember Breeding and seconded by Councilmember Gaiser to not approve Items C, D and F above. The motion FAILED adoption by the following vote. Yeas: Councilmember Breeding—1. Nays: Mayor Dunigan and Councilmembers Howe, Greer, Gaiser, Frounfelker and Polaczyk—6. Absent: 0.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Howe to suspend the 30-day rule of the special event policy and approve Items C, D and F, as presented on the agenda. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Howe, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: Councilmember Breeding—1. Absent: 0.

CONSENT CALENDAR ITEM 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.

CONSENT CALENDAR ITEM 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.

CONSENT CALENDAR ITEM 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.

CONSENT CALENDAR ITEM 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.

Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to approve Items L, M, N and O above. The motion was adopted by the following vote. Yeas: Councilmembers Howe, Greer, Frounfelker and Polaczyk—4. Nays: Mayor Dunigan and Councilmembers Breeding and Gaiser—3. Absent: 0.

CONSENT CALENDAR ITEM P.

Receipt of Goals and Objectives for Transportation Issues as discussed at the July 20, 2010, meeting.

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

CONSENT CALENDAR ITEM S.

Receipt of the City Treasurer's report for the 3rd and 4th quarters.

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

COMMITTEE REPORTS.**A. CONSIDERATION AND RECEIPT OF THE RULES AND PERSONNEL COMMITTEE REPORT.**

Councilmember Frounfelker, Rules and Personnel Committee Chair, reported that City Manager candidate Joseph Bippus withdrew for personal reasons.

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

Motion was made by Councilmember Greer and seconded by Councilmember Howe that the Rules and Personnel Committee meet with Mr. Renando to extend his contract, make him our City Manager for one year commencing at the end of this month and that in May, 2011, we resume the search for his replacement.

Motion was made by Councilmember Breeding and seconded by Councilmember Frounfelker to refer the matter of the City Manager vacancy to the Rules and Personnel Committee. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

B. CONSIDERATION AND RECEIPT OF THE FINANCE COMMITTEE REPORT.

Mayor Dunigan, Chair of the Finance Committee, reported that the Finance Committee recommends the following steps be taken to address the economic crisis that we are facing:

- Right size city government
- Look to our neighbors to see what departments/services that we can share/combine: Fire, Police, Sewer & Water, IT, Human Resources, Inspection, streets, resurrect inter-governmental purchasing, Treasury/Finance
- No opportunity or department should not be seriously considered for cuts/savings
- Continue with the travel, hiring and wage freeze
- Investigate our health insurance coverage plans
- Investigate changing our retirement/pension plans to defined contribution
- Recommend that we direct the City Manager to bring to us in thirty days his recommendations to implement the necessary changes

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

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.**

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

B. APPROVAL OF THE MAYOR'S RECOMMENDATION TO APPOINT A CITY COUNCILMEMBER TO THE HUMAN RELATIONS COMMISSION AS AN EX-OFFICIO MEMBER.

Motion was made by Councilmember Polaczyk and seconded by Councilmember Howe asking Councilmember Gaiser to be the ex-officio member of the HRC. Councilmember Gaiser declined.

Motion was made by Councilmember Polaczyk and seconded by Councilmember Gaiser to appoint Councilmember Polaczyk to the HRC as an ex-officio member. 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.

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

Motion was made by Councilmember Howe and seconded by Councilmember Greer to recess as a City Council and convene as a Board of Review. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

A. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 3358 FOR STREET CONSTRUCTION ON GANSON STREET FROM COOPER TO EAST AVENUE.

Mayor Dunigan opened the public hearing. No one spoke. The Clerk reported on correspondence received from Janet Weeks, A-1 Lock Shop, 907 E. Ganson Street, protesting her special assessment. The Mayor closed the public hearing.

1. RESOLUTION CONFIRMING SPECIAL ASSESSMENT ROLL NO. 3358.

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

B. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 3359 FOR STREET CONSTRUCTION ON MORRELL STREET FROM BROWN STREET TO WEST AVENUE.

Mayor Dunigan opened the public hearing. William Stoner, owner of 805 W. Morrell, stated he does not feel his assessment is appropriate, as there is no evidence of curb, gutter or apron work being done, his property does not extend into the street and other streets are in greater need of reconstruction. No correspondence was received. The Mayor closed the public hearing.

1. RESOLUTION CONFIRMING SPECIAL ASSESSMENT ROLL NO. 3359.

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

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

Motion was made by Councilmember Polaczyk and seconded by Councilmember Greer to adjourn as a Board of Review and reconvene as a City Council. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

C. Item Deleted.

- 1. Item Deleted.**
- 2. Item Moved.**

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.

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

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.

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

C. CONSIDERATION OF A RESOLUTION SUPPORTING THE MICHIGAN DEPARTMENT OF TRANSPORTATION'S APPLICATION FOR FEDERAL RAILROAD ADMINISTRATION FUNDING TO IMPROVE PASSENGER RAIL LINES AND DEVELOP HIGH SPEED RAIL CORRIDORS WITHIN THE STATE OF MICHIGAN.

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.

- 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).**

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.

- 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.**

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.

- 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.**

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.

- 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.**

Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to adopt the resolution.

Motion was made by Councilmember Breeding to amend the motion to delete the Fair Housing Center of Southeastern Michigan and add the Salvation Army Energy Assistance for \$10,000.00.

Motion was made by Councilmember Breeding and seconded by Councilmember Greer to postpone consideration of this matter until the first Council meeting in September, 2010. 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.

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 AVENUE, FROM WILLIAM DULLOCK TO HOLIDAY, INC.

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

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).

Motion was made by Councilmember Howe and seconded by Councilmember Polaczyk to adopt Ordinance No. 2010.7. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

OTHER BUSINESS.

None.

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.

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

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

- 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.**

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

- 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 FURANCE UPGRADE AND CENTRAL AIR CONDITIONING, IN ACCORDANCE WITH THE RECOMMENDATION OF THE COMMUNITY DEVELOPMENT DIRECTOR.**

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

- 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.**

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.

- 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.**

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

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

F. ITEM MOVED TO 6.C. (PRESENTATIONS)

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.

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).

Motion was made by Councilmember Gaiser and seconded by Councilmember Howe to continue our plan of the last meeting and find \$90,000.00 from the General Fund. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer and Gaiser—5. Nays: Councilmembers Frounfelker and Polaczyk—2. Absent: 0.

H. 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.

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

CITY COUNCILMEMBERS' COMMENTS.

Councilmember Polaczyk requested an update on the City's web-site and stated that Morrell Street at Thompson needs to be smoothed and the bump sign removed. He also inquired as to when Brown Street will be striped. City Engineer Jon Dowling responded that will take place in about two weeks.

Councilmember Frounfelker announced he will hold a Fifth Ward meeting on August 31 at 7:00 p.m. in the Council Chambers. He will discuss current events in the City. He would like to see the goal presentations continue at least monthly and he inquired how the goals being presented by Interim City Manager Renando will be handled. Mr. Renando responded that he will assemble them, they may be reviewed annually and reaffirmed, he will work with department heads, as appropriate, regarding accomplishment of these goals and then report back to Council.

Councilmember Gaiser announced his Fourth Ward meeting will be held with Councilmember Frounfelker's meeting on August 31 at 7:00 p.m. in the Council Chambers. He hopes his constituents will attend and help find solutions to the major problems we are facing.

Councilmember Greer remarked that the City Manager's presentation was very grim. He does believe we have very capable elected officials and staff. We have already made many budget cuts and we will continue to do so. He stated the residents of Seymour Street also contacted him and he and the Police Chief are ready to meet with them.

As a cancer survivor, Councilmember Howe proudly displayed his 2010 Relay for Life t-shirt.

Councilmember Breeding inquired how City employees are managing with all of the furlough days and perhaps department heads could report on the morale of their staff members. He stated that the City's web-site is an embarrassment and suggested that the former web-site managers be brought back. He asked if people needed liability insurance to skate at Nixon Park. The City Attorney reported that he believes a waiver of liability must be signed, but liability insurance is not required. He requested that an item be placed on the September 14, 2010, agenda regarding the authority and responsibility for the preparation of the agenda.

Mayor Dunigan would also like to see an agenda item regarding the preparation of the agenda.

Councilmember Polaczyk thanked Councilmember Frounfelker for all of his hard work regarding the negotiation of a contract with the City Manager candidate.

MANAGER'S COMMENTS.

Mr. Renando congratulated the Council on working through this long and difficult agenda.

ADJOURNMENT.

No further business being presented, a motion was made by Councilmember Polaczyk and seconded by Councilmember Greer to adjourn the meeting. The motion was adopted by unanimous voice vote and the meeting adjourned at 9:18 p.m.

Lynn Fessel
City Clerk

**JACKSON CITY COUNCIL
SPECIAL MEETING MINUTES
AUGUST 27, 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 4:05 p.m.

ROLL CALL.

Present: Mayor Karen F. Dunigan and Councilmembers Carl L. Breeding, Robert B. Howe, and John R. Polaczyk—4. Absent with excuse: Councilmembers Daniel P. Greer and Kenneth E. Gaiser—2. Councilmember Andrew R. Frounfelker was absent at roll call and arrived at 4:08 p.m.—1.

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

ADOPTION OF THE AGENDA.

Motion was made by Councilmember Howe and seconded by Councilmember Polaczyk to adopt the agenda. The motion was adopted by unanimous voice vote.

CONSIDERATION OF THE REQUEST TO APPROVE THE BID AWARD TO BAILEY SAND AND GRAVEL CO. IN THE AMOUNT OF \$47,495.00 FOR THE DEMOLITION OF THE BUILDING (KNOWN AS THE BROWN BUILDING) LOCATED AT 250 W. PEARL STREET AND 209 W. LOUIS GLICK HIGHWAY, IN ACCORDANCE WITH THE RECOMMENDATION OF THE CITY ENGINEER AND THE PURCHASING AGENT.

Councilmember Frounfelker arrived at 4:08 p.m.

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

ADJOURNMENT.

No further business being presented, a motion was made by Councilmember Howe and seconded by Councilmember Breeding to adjourn the meeting. The motion was adopted by unanimous voice vote and the meeting adjourned at 4:09 p.m.

Lynn Fessel
City Clerk

INVOICE

County of Jackson
120 West Michigan Ave.
Jackson, MI 49201

Customer Number: V000201
Invoice Number: AR114732
Invoice Date: 09/01/10
Terms: Net 30

To: CITY OF JACKSON
CITY MANAGER
WARREN RENANDO
161 W MICHIGAN AVE
JACKSON, MI 49201

Transaction Date	Description	Amount
EMERGENCY DISPATCH 09/01/10	21 MDC Maintenance City Police	8,400.00
EMERGENCY DISPATCH 09/01/10	4 MDC Maintenance City Fire	1,600.00
	Total Due	10,000.00

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

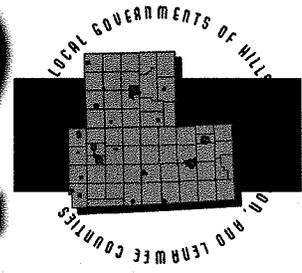
Please make checks payable to:

Jackson County Treasurer
120 West Michigan Ave.
Jackson, MI 49201

Customer Number V000201
Invoice Number AR114732
Invoice Date 09/01/10
Total Amount Due \$ 10,000.00

Total Payment \$ _____

Region 2 Planning Commission



INVOICE NO. 3101

DATE: August 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 August		
Historic District		\$ 53.95
Zoning Administration		2,114.78
Zoning Ordinance Rec/Information		4,400.29
Zoning Appeals/Variances		368.10
Metro Parks Study		6.68
Metro Parks Plan		15.45
Balance Due Region 2 Planning Commission.		\$ 6,959.25



michigan municipal league

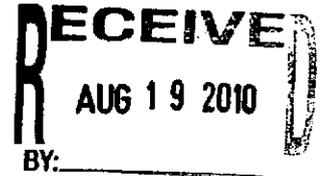
Better Communities. Better Michigan.

August 12, 2010

Michigan Municipal League Annual Meeting Notice

(Please present at the next Council, Commission or Board Meeting)

Dear Official:



The Annual Convention of the Michigan Municipal League will be held in Dearborn, September 21-24, 2010. The annual meeting is scheduled for 11:00 am on Wednesday, September 22, at the Hyatt Regency Hotel. The meeting will be held for the following purposes:

1. Election of Trustees. To elect six members of the Board of Trustees for terms of three years each (see page 2).
2. Policy. To vote on Core Legislative Principles document and resolutions properly brought before the annual meeting. All member municipalities planning on submitting resolutions for consideration at the annual meeting are reminded that under the Bylaws, the deadline for League trustees to receive resolutions for their review is August 23, 2010. (please see page 2).
3. Other Business. To transact such other business as may properly come before the meeting.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the annual meeting, and, if possible, to designate one other official to serve as alternate. After taking this action, please return the enclosed reply card no later than September 8, 2010.

Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the League Bylaws:

"Section 4.4 - Votes of Members. Each member shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary Members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative."

1. Election of Trustees

Regarding election of officers, under Section 5.3 of the League Bylaws, six members of the Board of Trustees will be elected at the annual meeting for a term of three years. The regulations of the Board of Trustees require the Nominations Committee to complete its recommendations and post the names of the nominees for the Board of Trustees on a board at the registration desk at least four hours before the hour of the business meeting.

2. Statements of Policy and Resolutions *

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the League Bylaws, the Board of Trustees acts as the Resolutions Committee, and "no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting." Thus the deadline this year for the League to receive resolutions is August 23.

"Every proposed resolution submitted by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or modification thereof."

The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership are available on the League website*, to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the annual meeting.

The Board of Trustees will meet on Tuesday, September 21 at the Hyatt Regency Hotel for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

* The proposed League Core Legislative Principles document is available on the League website at <http://www.mml.org>. If you would like to receive a copy of the proposed principles by fax, please call Susan at the League at 800-653-2483.

Sincerely,



Jeff Jenks
President



Daniel P. Gilmartin
Executive Director & CEO
Enc.

**OFFICIAL VOTING DELEGATES
ANNUAL BUSINESS MEETING
Michigan Municipal League**

In accordance with the accompanying MML Annual Meeting Notice, each member municipality is to appoint one Official Voting Delegate and one Official Alternate Voting Delegate to represent the municipal at the Annual Business Meeting of the Michigan Municipal League.

The purpose of these instructions is to familiarize the voting delegate, especially those officials serving in this capacity for the first time, with the procedure to be followed during the Annual Business Meeting.

1. Prior to entering the Business Meeting, Official Voting Delegates should check-in at the registration desk located just outside of the meeting room. Official Voting Delegates will then be given a pass to enter in the reserved seating area for Voting Delegates. If the Official Voting Delegate is not present, the Official Alternate Voting Delegate should check-in at the registration desk to be given the Voting Delegate pass.

Only the Official Voting Delegate will be seated in the area reserved for Voting Delegates. If the Official Voting Delegate is not present, the Official Alternate Voting Delegate will take the Delegate's place in the reserved area as the Voting Delegate. Therefore, each member municipality will have only one person seated in the reserved area. All other municipal officials, and all other Alternate Voting Delegates, may be seated outside the reserved area.

2. In general, Robert's Rules of Order, Newly Revised, will govern the conduct of the Annual Business Meeting. Parliamentary decisions will be made by the President of the League who will preside at the Annual Business Meeting. The President will be assisted by a Parliamentarian. Parliamentary decisions by the Chair, if challenged from the floor, are subject to be sustained or overturned by a majority of the voting delegates.

3. The Bylaw governing the submission of policy resolutions provides:

Section 4.5 - Resolutions

- A. No resolution or motion shall be submitted to debate or vote at the annual meeting or any special meeting unless it is germane to the functions and purposes of the League.
- B. No resolution or motion, excepting procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either: 1) submitted to the meeting by the Board of Trustees; or 2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting**.

- C. Every proposed resolution submitted by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or a modification thereof. If time permits, each such resolution with the recommendation of the Board shall be printed in the *Michigan Municipal Review*.

** The deadline for receiving resolutions this year is August 23, 2010.

4. If a Voting Delegate wishes to speak, the Delegate should rise and proceed to one of the microphones available in the reserved area and after recognition by the Chair, may then speak. Since the Annual Business Meeting is being recorded, each Voting Delegate who wishes to speak for any reason, after being recognized by the Chair, should first announce the Delegate's name, title and municipality slowly and clearly into the microphone.

A member of the Board of Trustees, an Honorary Life Member, or a Chair or a designated member of a League Standing or Special Committee may speak on a question, but may not vote unless serving also as a Voting Delegate. If a question is raised about a proposed policy or resolution, or an amendment is offered and seconded, the Chair or designated member of the proper League Standing or Special Committee or a member of the Board of Trustees will be called upon to speak at an appropriate time to explain the Committee's views before the vote is put on the question. In addition, upon request of the Chair, a member of the League staff may speak on a question. Any other person present may speak only with the approval of the Voting Delegate body.

5. If a Voting Delegate who has been seated wishes to have the Alternate Voting Delegate from the Delegate's municipality speak on an issue, the Voting Delegate should request, after being recognized by the Chair, to be excused from the reserved area and that the other person be permitted to take the Delegate's place temporarily or for the balance of the meeting. Upon being excused by the Chair, the Alternate Voting Delegate may then take the Voting Delegate's place in the reserved seating area and may speak and vote as the Official Voting Delegate.
6. The above procedure is necessary to assure that, in the event of a vote on a question by show of hands or by voice vote of the Delegates, no municipality will have more than one person seated in the reserved area.



City Clerk

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

September 7, 2010

TO: Honorable Mayor and City Councilmembers
FROM: Lynn Fessel City Clerk *Lynn Fessel*
RE: Jackson High School Homecoming Parade

Jackson High School is requesting closure of portions of Brown Street, Wildwood and Daniel Street to hold their annual Homecoming Parade on Friday, September 24, 2010 with police assistance, beginning at 6:00 p.m.

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

Please consider this request at the September 14th City Council meeting.

Thank you.

Attachment

C: Warren D. Renando, Interim City Manager



JACKSON HIGH SCHOOL

544 WILDWOOD AVENUE • JACKSON, MICHIGAN 49201 • PHONE: 517-841-3700

September 22, 2010

Jackson City Council
161 W. Michigan Avenue
Jackson, Michigan 49201

RECEIVED
CITY of JACKSON
JUL 29 2010
CLERK'S OFFICE
BY _____

Honorable Mayor Karen Dunigan
Members of the City Council:

The Jackson High School Student Government would like to hold this year's Homecoming Parade on Friday, September 24, 2010 at 6:00 p.m. The parade will consist of cars and floats. The Jackson High School band will lead the parade. The route for the parade, which begins at Immanuel Lutheran Church (Brown and Michigan Ave), is explained on the enclosed map.

We would like your permission and the assistance of the Jackson City Police Department to lead the parade and block off the necessary intersections along the route. The parade will begin at 6:00 p.m. from Brown Street and will travel north to Wildwood Avenue. The entire parade will take about 30 minutes.

Thank you very much for considering this request and please let me know if you desire any additional details.

Sincerely,

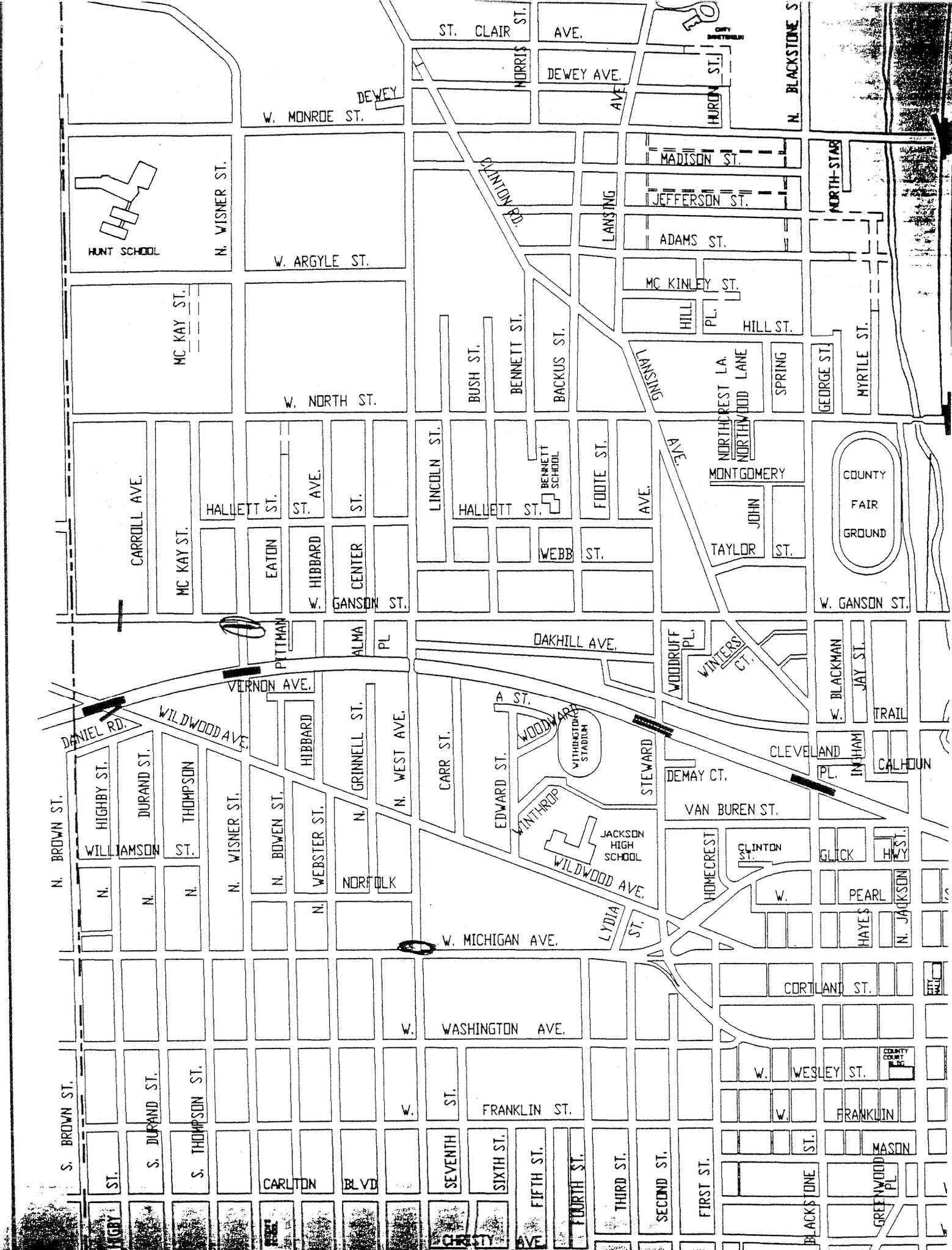
Barbara Baird-Pauli
Principal

BBP/nfn
Enclosure: Parade Route

CC: Chief of Police Matthew Heins
Angela Arnold, Deputy City Clerk

Received
AUG 09 2010
Engineering
City of Jackson

C: Police Fire Traffic



ST. CLAIR ST.

AVE.

DEWEY AVE.

AVE.

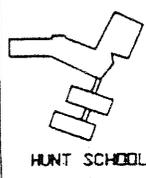
W. MONROE ST.

DEWEY

MORRIS

HURON ST.

N. BLACKSTONE S



HUNT SCHOOL

N. WISNER ST.

W. ARGYLE ST.

MC KAY ST.

W. NORTH ST.

QUINCY RD.

LANSG

MADISON ST.

JEFFERSON ST.

ADAMS ST.

MC KINLEY ST.

HILL

PL.

HILL ST.

LANSG

NORTHCREST LA.

NORTHWOOD LANE

SPRING

NORTH STAR

GEORGE ST.

MYRTLE ST.

CARROLL AVE.

MC KAY ST.

HALLETT ST.

ST. AVE.

ST.

LINCOLN ST.

HALLETT ST.

BENNETT SCHOOL

FOOTE ST.

AVE.

WEBB ST.

MONTGOMERY

JOHN

TAYLOR ST.

COUNTY FAIR GROUND

W. GANSON ST.



BENNETT SCHOOL

W. GANSON ST.

DAKHILL AVE.

WOODRUFF PL.

WINNERS CT.

W. BLACKMAN

JAY ST.

DANIEL RD.

WILDWOOD AVE.

VERNON AVE.

HIBBARD

GRINNELL ST.

N. WEST AVE.

CARR ST.

A ST.

EDWARD ST.

WOODWARD

VYTHINGTON STADIUM

WINTHROP

STEWART

DEMAV CT.

CLEVELAND

PL.

IN HAM

CALHOUN

VAN BUREN ST.

N. BROWN ST.

HIGHBY ST.

DURAND ST.

THOMPSON

N. WISNER ST.

N. BOWEN ST.

WEBSTER ST.

N. GRINNELL ST.

N. WEST AVE.

CARR ST.

EDWARD ST.

WINTHROP

WILDWOOD AVE.

STEWART

DEMAV CT.

VAN BUREN ST.

CLEVELAND

PL.

IN HAM

CALHOUN

WILLIAMSON ST.

N.

N.

N.

N. WISNER ST.

N. BOWEN ST.

WEBSTER ST.

N. GRINNELL ST.

N. WEST AVE.

CARR ST.

EDWARD ST.

WINTHROP

WILDWOOD AVE.

STEWART

DEMAV CT.

VAN BUREN ST.

CLEVELAND

PL.

IN HAM

CALHOUN

S. BROWN ST.

S. DURAND ST.

S. THOMPSON ST.

CARLTON BLVD

SEVENTH

SIXTH ST.

FIFTH ST.

FOURTH ST.

THIRD ST.

SECOND ST.

FIRST ST.

BLACKSTONE

MASON

CHARITY AVE

GREENWOOD PL

COUNTY FAIR GROUND

COUNTY FAIR GROUND

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 _____ Time: _____ By: _____

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

Sponsoring Organization's Legal Name: Jackson High School Homecoming Parade

Organization Address: 544 Wildwood Ave

Organization Agent Barbara Baird Title: Principal

Phone: (work) ⁽⁵¹⁷⁾ 341-3701 Phone: (home) _____ Phone: (during the event) ⁽⁵¹⁷⁾ 306-5659

Agent's Address _____

Agent's E-Mail Address bbairdpa@jpsmail.org

Event Name Homecoming Parade

Please give a brief description of the proposed special event: Parade - marching band - floats, school students, Army vehicle, horse + carriage, school superintendent, Board members

Event Day(s) & Date(s) Friday September 24, 2010

Event Time(s) 6:00 p.m. - 11:00 p.m.

Set-Up Date & Time Friday 9/24/10 5:00 p.m. Tear-Down Date & Time Friday 9/24/10 7:00 p.m.

Event Location _____

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

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

STREET CLOSURES: Start Date/Time September 24 5:30 p.m. through Date/Time: September 24 6:30 p.m.

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

VENDORS: Food Concessions? YES NO 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 * 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? COMMUNITY OBSERVERS

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

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

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

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: N/A

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.

8-25-10
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**



Downtown Development Authority (DDA)

Memorandum

Date: September 8, 2010

To: Honorable Mayor and City Council

From: Jonathan Greene, Executive Director

RE: Special Event Request: **St. John Jackson Family Fall Festival – Family Fall Festival Fireworks**

Please find the attached Special Event Application from St. John Jackson Family Fall Festival requesting approval to conduct their Family Fall Festival Fireworks. The festival is requesting use of a portion of Nixon Park to release fireworks on Saturday, September 25th at dusk. The applicant has filed a fireworks permit with the Fire Department and will be working with both the Fire and Recreation Departments to take necessary precautions to the neighborhood and property. The City Attorney has approved insurance for the fireworks, filed by Wolverine Fireworks Display Inc. A Liability Pool Fireworks Application has also been submitted to the Michigan Municipal League, upon recent additional requirements. Recommended approval has been received from the Police, Fire, Recreation, Public Works, and Engineering Departments. The event is expected to have an economic impact of \$50.00 on the Parks Department.

att: Special Event Application: **St. John Jackson Family Fall Festival – Family Fall Festival Fireworks**

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: 8/13/2010 Time: 8 AM By: JA

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 JACKSON Family Fall Festival

Organization Address: 704 N. EAST AVE JACKSON MI 49202

Organization Agent: Cindy Carlson Title: Admin Assistant

Phone: Work 517-841-9203 Home 517-784-8582 During event 517-937-9523

Agent's Address: 704 N. East Ave Jackson MI 49202

Agent's E-Mail Address: cindy-carlson@hotmail.com

Event Name: Jackson Family Fall Festival

Please give a brief description of the proposed special event: We have the Jackson Family Fall

Festival on the grounds of JCMS/st. John Elem 405 E. North St.

we are requesting the use of the Nixon Park area to

Event Day(s) & Date(s): 9-24-26-10 Event Time(s): 9/24 3-12 AM 9/26 12 pm - 7 pm
9/25 12 pm - 12 AM

Set-Up Date & Time: 9-26-10 dusk Tear-Down Date & Time: 9-26-10 Right after show

Event Location: NIXON PARK by the ball diamonds

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? 7th Festival

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: Ø through Date/ Time: Ø

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 Festival - yes
Fireworks - 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 Festival yes. Fireworks
If yes, what time? _____ until _____ NO

release fireworks on Saturday September 25, 2010.
We would do it on our own property but we need
to be farther away from our property allows in order
to release the fireworks.

my answers are pertaining the fireworks show
itself. We have all our permits, insurances
and licenses for the festival itself. We
are just asking for fireworks permission



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? festival around 30,000 throughout wknd.

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

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

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

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

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

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

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

8-11-10
 Date

Cindy Carlson
 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: St. John Jackson Family Fall Festival – Family Fall Festival Fireworks

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:\$ \$ 50.00

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

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

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

DDA: FYI 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: 9/7/2010

Insurance Approved: YES

City Council Approved: _____ Denied: _____

Approval/ Denial Mailed: _____



Downtown Development Authority (DDA)

Memorandum

Date: September 8, 2010

To: Honorable Mayor and City Council

From: Jonathan Greene, Executive Director

RE: Special Event Request: **Jackson Area Catholic Schools – Family Fall Festival 5K run/walk and kid’s fun run**

Please find the attached Special Event Application from Jackson Area Catholic Schools requesting approval to conduct their Family Fall Festival 5K run/walk and kids fun run, on neighborhood streets near Nixon Park on September 25th from 7:30am to 10:30am. The applicant is requesting street closures and police assistance on their 5K path beginning at E. North and Leroy Streets, as noted in the attached application and route map. Recommended approval has been received from the Police, Fire, Recreation/Forestry, Public Works, and Engineering Departments. Insurance coverage has also been received and approved for this event. The event is expected to have an economic impact of \$454.92 on the Engineering and Police Departments, due to the requested street closures and Police assistance.

att: Special Event Application: **Jackson Area Catholic Schools – Family Fall Festival 5K run/walk and kid’s fun run**

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: 8/16/10 Time: 8 am By: 26

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

Sponsoring Organization's Legal Name: Jackson Family Fall Festival Jackson Area Catholic Schools

Organization Address: 405 E. North St. Jackson Mich 49202

Organization Agent: Jackson Area Catholic Schools Title: Emilie Dorbin

Phone: Work 841-9203 Home _____ During event 262-2052

Agent's Address: 704 N EAST AVE JACKSON MI 49202

Agent's E-Mail Address: CINDY_CARLSON@hotmail.com

Event Name: Jackson Family Fall Festival 5K run/walk + Kids Fun Run

Please give a brief description of the proposed special event: 5K run/walk and a kids fun run

Event Day(s) & Date(s): Sept. 25th Event Time(s): 8am - 10³⁰

Set-Up Date & Time: 7³⁰ am 9/25/10 Tear-Down Date & Time: 10³⁰ am 9/25/10

Event Location: see attached maps.

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? two *festival 7yrs*

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: 9/25/10 7⁴⁵am through Date/ Time: 9/25/10 10³⁰ am

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 *at festival* 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? 150 racers

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

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

OTHER REQUESTS: (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)
Police assistance and closure of North St.
* please see map.

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:

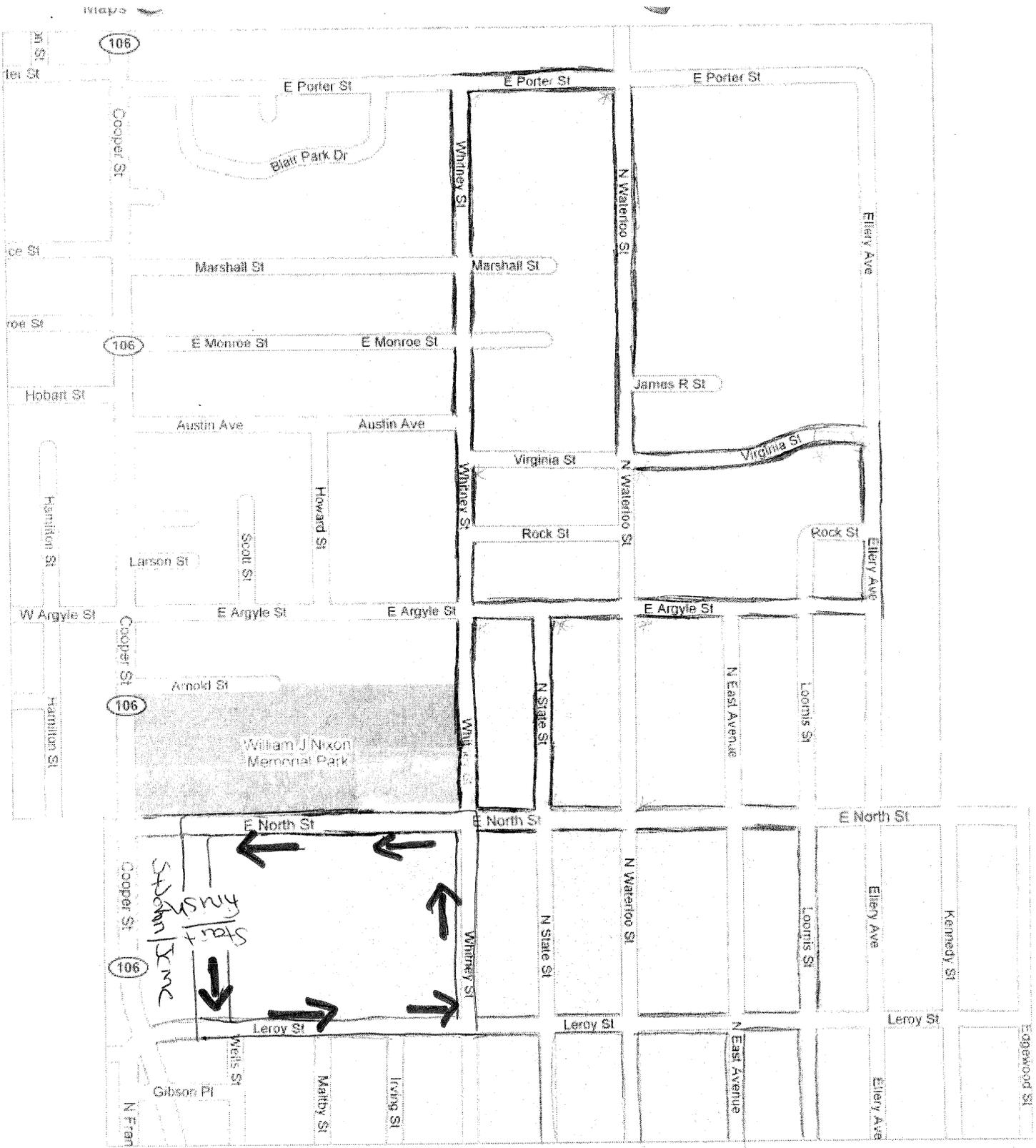
CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:
 A Certificate of Insurance must be provided which names the City of Jackson as an additional named insured party on the policy or I am requesting that City Council waive the insurance requirement for this 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.

8-12-10
 Date

Cindy Carlson
 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

Questions/Concerns - Emilie Darbin (517) 262-2052



Kids Fun Run (to follow after SK completed)

- * need police assistance on north st.
- to help kids stay safe
- * North St closed between cooper and state



CITY OF JACKSON

SPECIAL EVENT APPLICATION, Page 3

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

Event Title: Jackson Family Fall Festival 5K run/walk and kid's fun run

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:\$ \$ 50.00

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

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

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

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

Have DDA businesses been notified of 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: September 8, 2010

To: Honorable Mayor and City Council

From: Jonathan Greene, Executive Director

RE: **Special Event Request: Rose Queen Pageant- Downtown Merchant's / Artist's Walking Tour**

Please find the attached Special Event Application from the Rose Queen Pageant requesting approval to conduct the Downtown Merchant's / Artist's Walking Tour. The event is scheduled to take place within various storefronts around the Downtown District. In addition, the applicant is requesting to include a small parade, requiring street closures on Mechanic Street between Michigan Avenue and Washington Avenue from 5:30 – 7:00 PM. Recommended approval has been received from the Police, Fire, Parks/Forestry, Public Works, and Engineering Departments, as well as the Downtown Development Authority. Insurance coverage has also been received and approved for this event. The event is expected to have an economic impact of \$215.48 on the Engineering Department, due to the mentioned street closures.

att: Special Event Application: Rose Queen Pageant- Downtown Merchant's / Artist's Walking Tour

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: 8/24/10 **Time:** 3:20 p **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: Rose Queen Pageant

Organization Address: 120 E. Cortland

Organization Agent: Wendy Clifton Title: owner

Phone: Work 788-4880 Home 745-6070 During event 745-6070

Agent's Address: 120 E. Cortland

Agent's E-Mail Address: Aframulov@yahoo.com

Event Name: Downtown Merchant's/Artists Walking Tour

Please give a brief description of the proposed special event: Rose Queen candidates will parade in courtyards with artists for a small parade.

Event Day(s) & Date(s): 9-24-10 Event Time(s): 6-6:30pm

Set-Up Date & Time: 5:30 Tear-Down Date & Time: 7:00

Event Location: Mechanic Street between Mich Ave & Washington

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

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

STREET CLOSURES: Start Date/ Time: 5:30 through Date/ Time: 7:00 pm

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

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

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



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? 100 approx

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.)
Mechanic St. between Michigan Ave. and Washington

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:
Through the Rosecrans Pageant Office

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.

8-27-10
 Date

Leleudy Cotto
 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: Downtown Merchant's / Artist's Walking Tour

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:\$ \$ 215.48

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

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

Reason for disapproval: _____

Any special requirements/conditions:

None.

Insurance / Indemnification Received: 9/3/2010
City Council Approved: _____ Denied: _____

Insurance Approved: YES
Approval/ Denial Mailed: _____



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

DATE: September 1, 2010
TO: Warren D. Renando, Interim City Manager
FROM: Jon H. Dowling, P.E., City Engineer
RE: Request to Approve Traffic Control Order No. 2066
N. Jackson Street South of Louis Glick Highway

With the new lane assignments and alignments at the intersection of S. Jackson St. and Louis Glick Highway, the Department of Engineering requests a modification in parking on the west side of N. Jackson St. south of Louis Glick.

It is the Department of Engineering's recommendation that parking shall be prohibited on the west side of N. Jackson Street from Louis Glick Highway to 120 feet south of Louis Glick Highway. From 120 feet south of Louis Glick Highway to Pearl Street no vehicle shall remain parked for a period to exceed two (2) hours between the hours of 8 a.m. and 5 p.m. Monday through Friday.

With your concurrence, I request Traffic Control Order 2066 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. 2066

LOCATION: N. Jackson Street: Pearl Street to Louis Glick Highway

DATE: September 1, 2010

ASSIGNED TO: Engineering

TCO DESCRIPTION

With the new lane assignments and alignments at the intersection of Jackson Street and Louis Glick Highway modify parking on the west side of N. Jackson Street south of Louis Glick.

BY JON H. DOWLING, P.E.

RECOMMENDATION

Parking shall be prohibited on the west side of N. Jackson Street from Louis Glick Highway to 120 feet south of Louis Glick Highway. From 120 feet south of Louis Glick Highway to Pearl Street no vehicle shall remain parked for a period to exceed two (2) hours between the hours of 8am and 5 pm Monday through Friday.

APPROVED **REJECTED**

DATE:

BY CITY COUNCIL

WORK ASSIGNMENT: To Sign Shop

DATE:

TO:

BY JON H. DOWLING, P.E.

MATERIAL USED

<input type="checkbox"/>									
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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: September 7, 2010
TO: Warren D. Renando, Interim City Manager
FROM: Jon H. Dowling, P.E., City Engineer
RE: Traffic Control Orders 2067 thru 2070 - Brown Street Changes and
Traffic Control Orders 2071 and 2072 – Daniel Street/Wildwood Avenue Changes

The Department of Engineering has prepared the following Traffic Control Orders (TCO) Nos. 2067 through 2070 (for Brown Street) and Nos. 2071 and 2072 (for Wildwood). The changes for Brown Street are to make accommodations for the change of Brown Street to a three-lane cross-section with bicycle lanes. The changes for Daniel Street and Wildwood Avenue are to due to the redesign and reconstruction of Wildwood Avenue last year. Each TCO is listed below:

Brown Street

TCO 2067: Northbound traffic on Brown Street in the westernmost lane and southbound traffic in the easternmost lane at the intersection of Michigan Avenue shall be required to complete a left turn on to Michigan Avenue.

TCO 2068: Northbound traffic on Brown Street in the westernmost lane and southbound traffic in the easternmost lane at the intersection of Morrell Street shall be required to complete a left turn on to Morrell Street.

TCO 2069: All traffic traveling northbound or southbound in the center lane of Brown Street from 50 feet south of Spring Arbor Road to 150 south of Michigan Avenue shall be required to complete a left turn off of Brown Street.

TCO 2070: All traffic traveling northbound or southbound in the center lane of Brown Street from 150 feet north of Michigan Avenue to Daniel Street shall be required to complete a left turn off of Brown Street.

Daniel Street/Wildwood Avenue

TCO 2071: All traffic in the center lane on Daniel Road between Brown Street and Durand Street shall be required to complete a left turn off of Daniel Road.

TCO 2072: Eastbound and westbound traffic on Wildwood Avenue in the left lane approaching the intersection of Wisner Street shall be required to complete a left turn on to Wisner Street.
All traffic on Wildwood Avenue traveling eastbound in the northernmost lane at the intersection of West Avenue shall be required to complete a left (northerly) turn on to West Avenue.
All other traffic on Wildwood Avenue traveling in the center lane between Durand Street and West Avenue shall be required to complete a left turn off of Wildwood Avenue.

With your concurrence, I request the above Traffic Control Orders be placed on the Council Agenda for its meeting on September 14, 2010. If you have any questions or concerns, please do not hesitate to contact me directly.

JHD:sms

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

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order No. 2067

LOCATION: Brown Street at Michigan Avenue

DATE: September 7, 2010

ASSIGNED TO: Engineering

TCO DESCRIPTION

With the new lane configuration on Brown Street create traffic control order for lane usage at the intersection of Michigan Avenue.

BY JON H. DOWLING, P.E.

RECOMMENDATION

Northbound traffic on Brown Street in the westernmost lane and southbound traffic in the easternmost lane at the intersection of Michigan Avenue shall be required to complete a left turn on to Michigan Avenue.

APPROVED **REJECTED**

DATE:

BY CITY COUNCIL

WORK ASSIGNMENT: To Sign Shop

DATE:

TO:

BY JON H. DOWLING, P.E.

MATERIAL USED

<input type="checkbox"/>									
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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

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order No. 2068

LOCATION: Brown Street at Morrell Street

DATE: September 7, 2010

ASSIGNED TO: Engineering

TCO DESCRIPTION

With the new lane configuration on Brown Street create traffic control order for lane usage at the intersection of Morrell Street.

BY JON H. DOWLING, P.E.

RECOMMENDATION

Northbound traffic on Brown Street in the westernmost lane and southbound traffic in the easternmost lane at the intersection of Morrell Street shall be required to complete a left turn on to Morrell Street.

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

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order No. 2069

LOCATION: Brown Street – Morrell Street to Michigan Avenue

DATE: September 7, 2010

ASSIGNED TO: Engineering

TCO DESCRIPTION

With the new lane configuration on Brown Street create language for lane assignments.

BY JON H. DOWLING, P.E.

RECOMMENDATION

All traffic traveling northbound or southbound in the center lane of Brown Street from 50 feet south of Spring Arbor Road to 150 south of Michigan Avenue shall be required to complete a left turn off of Brown Street.

APPROVED **REJECTED**

DATE:

BY CITY COUNCIL

WORK ASSIGNMENT: To Sign Shop

DATE:

TO:

BY JON H. DOWLING, P.E.

MATERIAL USED

<input type="checkbox"/>									
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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

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order No. 2070

LOCATION: Brown Street – Michigan Avenue to Daniel Street

DATE: September 7, 2010

ASSIGNED TO: Engineering

TCO DESCRIPTION

With the new lane configuration on Brown Street create language for lane assignments.

BY JON H. DOWLING, P.E.

RECOMMENDATION

All traffic traveling northbound or southbound in the center lane of Brown Street from 150 feet north of Michigan Avenue to Daniel Street shall be required to complete a left turn off of Brown Street.

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

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order No. 2071

LOCATION: Daniel Road – Brown Street to Durand Street

DATE: September 7, 2010

ASSIGNED TO: Engineering

TCO DESCRIPTION

With new lane configuration on Daniel Road create language for lane usage.

BY JON H. DOWLING, P.E.

RECOMMENDATION

All traffic in the center lane on Daniel Road between Brown Street and Durand Street shall be required to complete a left turn off of Daniel Road.

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

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order No. 2072

LOCATION: Wildwood Avenue, Durand Street to West Avenue

DATE: September 7, 2010

ASSIGNED TO: Engineering

TCO DESCRIPTION

Due to redesign and reconstruction of Wildwood Avenue between Durand Street and West Avenue review lane usage.

BY JON H. DOWLING, P.E.

RECOMMENDATION

Eastbound and westbound traffic on Wildwood Avenue in the left lane approaching the intersection of Wisner Street shall be required to complete a left turn on to Wisner Street.

All traffic on Wildwood Avenue traveling eastbound in the northernmost lane at the intersection of West Avenue shall be required to complete a left (northerly) turn on to West Avenue.

All other traffic on Wildwood Avenue traveling in the center lane between Durand Street and West Avenue shall be required to complete a left turn off of Wildwood Avenue.

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



Community Development

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

September 8, 2010

TO: Warren D. Renando, Interim City Manager

FROM: Carol L. Konieczki, Community Development Director

RE: Receipt of Consolidated Annual Evaluation and Performance Report (CAPER)
Draft, Establish Public Hearing, Request to Revise Timeline, and Request to Disseminate for Public Review

A draft of the City's progress in accomplishing the goals and objectives for its CDBG and HOME funds during the 2009-2010 fiscal year is summarized in the attached Consolidated Annual Performance and Evaluation Report (CAPER), a hard copy of which will be given to each Councilmember. To meet the City's public comment requirement, copies of the draft CAPER will be available for public review beginning September 10, 2010 in the Community Development Department, the Carnegie Branch of the Jackson District Library, Greater Jackson Habitat for Humanity office on Pringle Avenue, and lobbies of public housing facilities at Shahan-Blackstone North Apartments, Reed Manor and Chalet Terrace.

According to the CDBG/HOME Timeline approved by City Council on December 15, 2009, a Public Hearing to obtain citizen comment on the City's performance with its annual CDBG and HOME entitlement grants was to be held on September 14, 2010. However, due to various timing issues, staff recommends the Timeline be revised and a Public Hearing to receive comment on the CAPER be established for Tuesday, September 28, 2010.

Following the September 28, 2010 Public Hearing, Council will be requested to authorize submission of the CAPER to the Department of Housing and Urban Development (HUD). The comment period (15 days) and Public Hearing are in compliance with the submission timeline of 90 days after closing of the grant period (June 30, 2010).

Requested action is for Council to

- 1) Receive the draft CAPER as presented;
- 2) Authorize dissemination of the draft CAPER for public review and to begin the 15-day comment period;
- 3) Establish a Public Hearing to receive citizen comments at the City Council meeting on September 28, 2010;
- 4) Revise the 2009-2010 CDBG/HOME Timeline to reflect the date change for the Public Hearing.

A final CAPER will be provided to City Council before the September 28 meeting date incorporating any citizen comments received to date. Please place this item on the September 14, 2010 agenda for consideration.

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

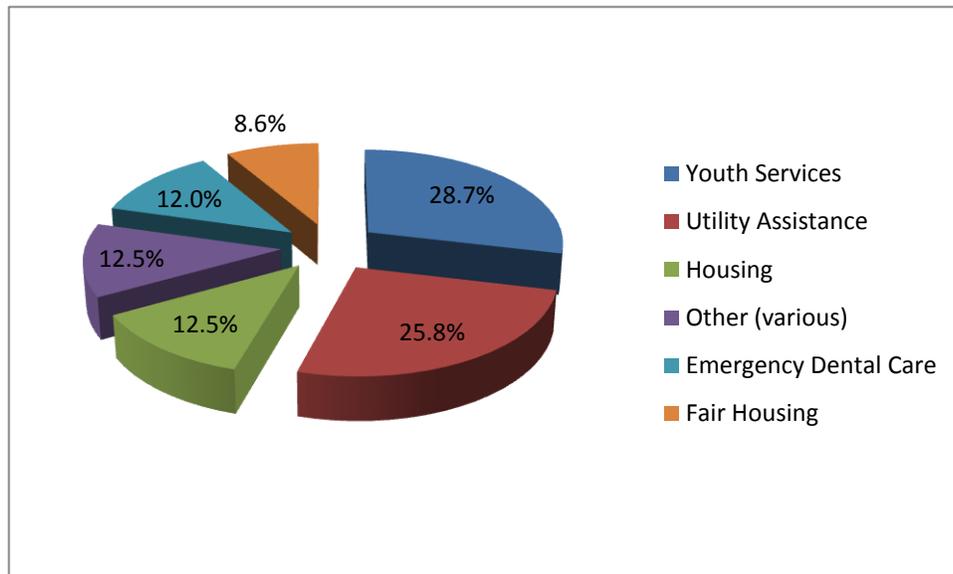
Executive Summary

This Consolidated Annual Performance and Evaluation Report (CAPER) will cover those Community Development Block Grant (CDBG) and Home Investment Partnerships Program (HOME) activities undertaken by the City of Jackson or one of its subrecipients during the 2009-2010 fiscal year (FY). It will provide information regarding the program's strengths and weaknesses, as well as specific project accomplishments and ways the program can be improved.

The City of Jackson is an entitlement community and has been since the inception of the CDBG program in 1975. The City remains committed to meeting community needs of providing decent, safe, and sanitary affordable housing, improving the living conditions of its low- and moderate-income residents, and expanding the economic opportunities in the community. The Jackson City Council carefully weighs applications for funding received annually against the ever-changing needs of the community. The City of Jackson, as well as the State of Michigan, has realized little recovery from the recent failed economy, foreclosure rate, and job market, which continues to harshly impact the City and its citizens. By carefully selecting entities that will provide the greatest benefit to low- and moderate-income persons and families, the Council is able to sustain, and oftentimes improve, their quality of life.

Public Services

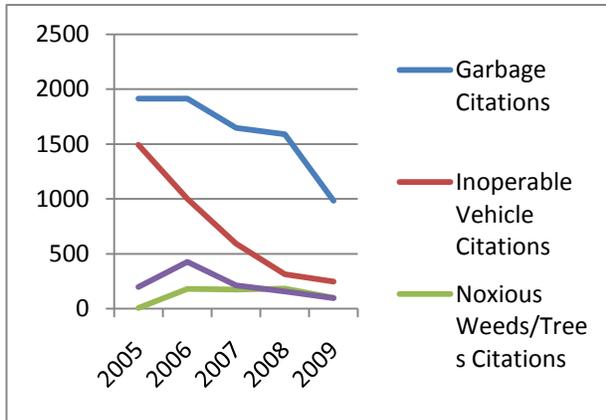
Funding was allocated to entities that provided guidance to area youth through after school and summer programs, emergency adult dental care, foreclosure prevention and homeownership training, information and referral services, and utility assistance. By supporting these agencies with CDBG funds, the low- and moderate-income persons living in the City were able to access and utilize services they may not have been able to afford on their own. Since 2005, City Council has provided assistance under the public service cap as follows:



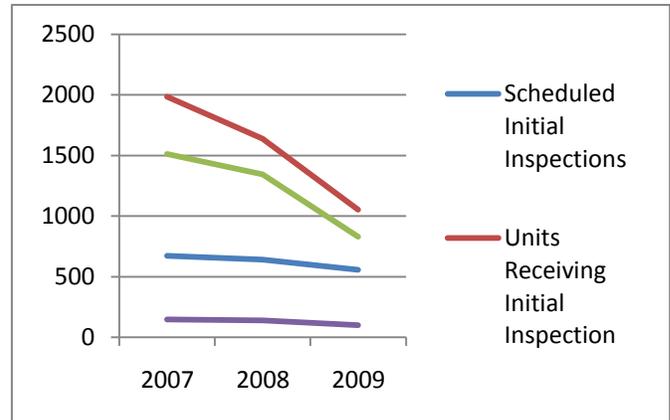
Code Enforcement and Rehabilitation

From July 1, 2009 through June 30, 2010, the Community Development Department continued its efforts to provide decent, affordable housing through its rental inspection and rehabilitation

programs. In addition, enforcement of the City’s blight ordinances provided a more suitable living condition in its residential neighborhoods. Although CDBG funds were allocated to support this function, the City’s only Ordinance Enforcement Officer was partially funded through the General Fund in order to conduct similar activities in non-CDBG eligible areas of the City. Balancing the City’s General Fund budget required wage reductions, achieved via furlough time and the elimination of non-essential or duplicative employee positions, including the Ordinance Enforcement Officer. The elimination of the Ordinance Enforcement Officer position, which had also conducted rental inspections, is already having a significant impact on the effectiveness of the City’s Code Enforcement program:



Ordinance Enforcement



Rental Housing Inspections

As indicated above, in 2009 the City’s rental inspection program initiated 556 new inspections among its two code enforcement officers. Those initial inspections resulted in 1,052 individual units being monitored to bring them up to local code. In addition, 829 follow up inspections were scheduled (total unit number not available). If code compliance was not achieved within 90 days of the initial inspection and the property owner was making progress but needed additional time, they had an opportunity to appeal to the Building Code Board of Examiners and Appeals (BCBA) for an extension of time to complete repairs. Among other mitigating factors, should the property owner choose not to present their case before the BCBA, or if hazardous conditions remained, such as smoke detectors not being installed by the first reinspection, a Violation and Notice of Hearing was issued mandating they appear at the City’s Administrative Hearings Bureau (AHB). During FY 2009-2010, 99 AHB cases involving rental housing were initiated.

In an attempt to alleviate blight, the City’s inspectors wrote 984 garbage, trash, and debris citations that resulted in 64% voluntary compliance. Those properties not in compliance on reinspection were referred to the Department of Public Works for cleanup. Two hundred forty-eight (248) inoperable or unlicensed vehicles were cited that resulted in 85% voluntary compliance. Dead or fallen trees were cited 100 times resulting in a 56% voluntary compliance rate. The City’s AHB was utilized to gain compliance; 96 blight ordinance cases were initiated during FY 2009-2010.

The City’s Housing Rehabilitation Program completed 16 rehabilitation projects and 22 emergency hazard cases during FY 2009-2010. Five additional rehabilitation projects were initiated but not completed before June 30, 2010 and are currently in progress.

After a one year hiatus, World Changers returned to Jackson to provide assistance to the City's low- and moderate-income residents. During the week of June 14 through 18, 180 junior and high school youth and adults from Michigan, Ohio, North Carolina, Missouri, Alaska, Wisconsin, Alabama, Illinois, Kentucky and Kansas converged on Jackson to replace ten roofs, paint four homes and install two handicap ramps. CDBG funds were used to purchase the necessary construction materials and the World Changers provided the labor. In collaboration with these projects, City Council waived permit fees of \$1,210 and, for the first time, members from Jackson First Church of the Nazarene provided smoke alarms with ten-year batteries free of charge for World Changers project homeowners who consented to the installation.



Before



After



Before



After

Jobs Creation Initiative

The City of Jackson had a very unique and successful opportunity to provide a jobs creation loan to a local manufacturer diversifying from auto parts production. In 2004, RTD Manufacturing was a successful, small, family-owned growing company based in Ann Arbor producing components for automotive companies and suppliers located in and around the Detroit area. After seeking a new facility to accommodate its expanding business in the Ann Arbor/Detroit area without success, RTD management came to Jackson County and found a vacant building to suit their needs in the city that formerly housed Worthington Steel. City

Council provided incentives to RTD which made the building even more attractive. At the beginning of production in its new location, RTD brought 25 new jobs to the City of Jackson and purchased materials and services mostly from Jackson area businesses. During the next two years, RTD's sales increased 34% which resulted in additional jobs created to meet the increased demand.

In 2008 when the automotive industry began its sharp decline, RTD diversified its customer base by meeting the needs in the aerospace and alternative energy fields. Although automotive work dwindled to near nothing, RTD was able to maintain sales and employees but at a lower level than in previous years. The economic downturn continued to harshly affect the entire manufacturing base in America well into 2009. Although experiencing a sharp decline in sales and employees in 2009, RTD was not deterred and eventually was awarded a federal military contract in the amount of \$727,720 to manufacture IED brackets for military vehicles. The successful completion of this contract held promise for additional federal contracts with the potential to bring a significant economic stimulus for the Jackson community. However, RTD did not have the cash flow necessary to gear up for the production. It was at this time that RTD again turned to the City of Jackson for assistance.

On December 15, 2009, City Council approved a \$100,000 short term jobs creation loan to RTD Manufacturing from CDBG funds. With this loan, RTD was able to purchase the materials needed to produce the IED brackets and hire the additional employees needed to complete the federal contract. RTD successfully fulfilled the initial contract and was able to repay the City by April 2010. The loan not only provided the direct assistance to RTD, but also stimulated several other Jackson area businesses that provided the goods and materials needed for production and shipment.



Other Projects

The John George Home, a home for 35 elderly, indigent men, received funding to construct a new emergency stairwell. This was a multi-phase project that also utilized CDBG funds from 2008-2009 to construct an emergency elevator on the north side of the building, with additional funding resources provided by the community. The combined project removed an antiquated exterior steel open fire escape, unusable by most of the elderly residents, and replaced it with an elevator and staircase large enough for emergency personnel ingress and egress. The elevator has also provided much improved access for disabled residents and visitors to the second floor.



John George Home (Before)



John George Home (After)

The City's Engineering Department completed design, specifications, bids and contracts for street reconstruction on Mason Street from Jackson to Francis and the installation of a new sidewalk on Monroe Street from North Blackstone to the railroad tracks (approximately 1.1 miles). Work on Mason Street is anticipated to begin by September 7 and be completed by October 30. The sidewalk installation is slated to begin in August and be completed in September 2010. Further, Engineering is currently working on the design and specifications for Loomis Street from Leroy to Argyle; the bidding process and award of contract are anticipated to occur over the winter months so work can begin in the spring of 2011. Each of these projects will include the addition of handicap curb ramps at intersections and/or where feasible to provide unrestricted access to the elderly and disabled populations. A companion allocation was awarded to the City's Department of Public Works (DPW), which installed 18 sidewalk handicap curb ramps in 11 intersections during 2009-2010. The continuation of this project fits with requirements of as required by 28 CFR 35.150(d)(2). DPW staff consults with disAbility Connections, a local non-profit agency supporting disabled Jackson County residents in their efforts to live independently, for priority placement of the curb ramps.

In an effort to protect and beautify neighborhoods, the Forestry Department removed 110 dead, diseased, dying and/or dangerous ash trees desecrated by the Emerald Ash Borer. New trees of varied hardy species will be planted to replace the removed ash trees. Finally, City Council approved funding a one-day citywide cleanup in which City residents were able to dispose of various household and yard debris in one location at no cost. More information on the very successful Fall Cleanup held in November 2009 is provided subsequently in this report.

Summary of Resources and Distribution of Funds

During the reporting period of July 1, 2009 through June 30, 2010, the following funds were made available from the U.S. Department of Housing and Urban Development (HUD) to the City of Jackson:

Community Development Block Grant		\$1,645,948
Entitlement Grant B-09-MC-26-0021	\$1,394,249	
Program Income	\$198,370	
Reprogrammed Funds	\$53,329	
 HOME Investment Program		 \$677,606
Entitlement Grant M07-MC260214	\$365,975	
Reprogrammed Funds	\$311,631	
	Total:	<u>\$2,323,544</u>

CDBG funds were allocated as follows:

Activity	Amount	Approx. %
Public Services	\$152,500	10.21%
Administration & Planning	216,425	14.48%
Code Enforcement	450,000	30.12%
Rehabilitation	250,000	16.73%
Public Improvements	425,324	26.46%
 Total:	 <u>\$1,494,249</u>	 <u>100.00%</u>

HOME funds were allocated as follows:

Activity	Amount	Approx. %
Rehab Assistance	\$260,975	71.31%
CD Administration	35,000	9.56%
CHDO Operating Costs	15,000	4.10%
Acquisition/Rehab/Resale (CHDO)	55,000	15.03%
 Total:	 <u>\$365,975</u>	 <u>100.00%</u>

Budget amendments made during the reporting period allowed for the redistribution of funds from entities that had not expended or rescinded allocated funds for their projects, and program income received in excess of the amount originally budgeted, allowing the City to assist other CDBG or HOME eligible activities. Those budget amendments were as follows:

CDBG

Date	Description	Amount
9/22/2009	Allocate excess program income to Cleanup	\$5,000
9/22/2009	Allocate excess program income to Streets – Special Assessment Assistance	\$19,917
9/22/2009	Allocate excess program income to NRC #1	\$1,187
12/15/2009	Reallocate funds from Rehabilitation to Job Creation	\$36,000
1/12/2010	Allocate excess program income to Cleanup	\$3,329
3/9/2010	Reallocate prior year Rehabilitation funds to Emergency Hazard	\$50,000

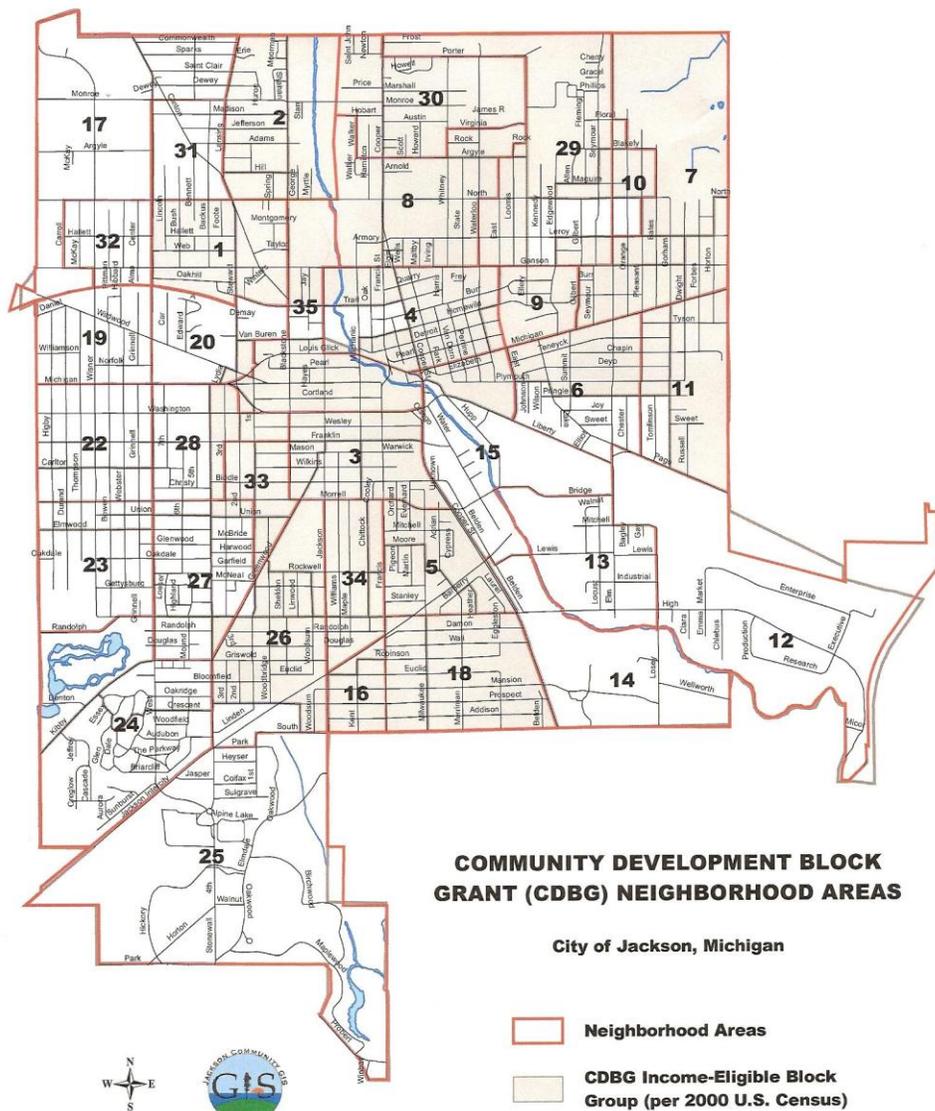
HOME

Date	Description	Amount
8/12/2009	Allocate excess program income and reallocate prior years funds to Rehabilitation Assistance Program	\$311,154
8/12/2009	Reallocate funds from prior years to CHDO Acquisition/Rehab/Resale	\$477
8/12/2009	Reallocate funds from prior years to Downpayment Assistance	\$287
11/10/2009	Reallocate funds from Rehabilitation Assistance Program to Downpayment Assistance	\$25,000
1/12/2010	Reallocate funds from HOME Administration to JAHC Administration	\$5,000

A complete listing of the funds committed during the reporting period and the total amount expended appears below.

Agency Receiving Funds	Allocated	Expended	Percentage
CDBG			
Center for Family Health	\$ 15,000	\$ 15,000	100.00%
Family Services and Children’s Aid	10,000	7,263	72.63%
Jackson Affordable Housing – Foreclosure Prevention	12,500	12,500	100.00%
Jackson Affordable Housing – Homeownership Counseling	6,000	6,000	100.00%
MLK Center Summer Program	40,000	40,000	100.00%
Partnership Park Neighborhood Ass’n	5,000	4,485	89.7%
The Salvation Army	52,000	52,000	100.00%
United Way 211 Call Center	12,000	9,000	75.00%
Community Development – Administration	216,425	127,449	58.89%
Community Development - Code Enforcement	450,000	373,760	83.06%
Community Development - Rehabilitation	200,000	74,124	37.06%
Cleanup	8,329	8,329	100.00%
Dept. of Public Works	67,523	26,517	39.27%
Engineering – Monroe St Sidewalk	30,000	0	0%
Engineering – Street Paving/Reconstruction	302,801	31,530	10.41%
Forestry	25,000	18,751	75.00%
John George Home	50,000	50,000	100.00%

Agency Receiving Funds	Allocated	Expended	Percentage
Jobs Creation Initiative	36,000	36,000	100.00%
HOME			
Jackson Affordable Housing - CHDO Reserve	\$55,000	0	0%
Jackson Affordable Housing - CHDO Operating Costs	15,000	0	0%
Jackson Affordable Housing – Down Payment Assistance	25,000	7,405	29.62%
Jackson Affordable Housing – Administration	5,000	2,102	42.04%
Community Development – Rehabilitation	260,975	8,878	3.40%
Community Development – Administration	35,000	0	0%



General CAPER Narratives

Assessment of the Five-Year Goals and Objectives

An excerpt from the Strategic Plan contained in the City's 5-Year Consolidated Plan submitted and approved by HUD in 2005 identifies the four major goals of the Community Development Department's program to expend CDBG and HOME funding:

- 1) Provide safe, decent and affordable housing by preserving the existing housing stock and developing opportunities for the addition of affordable homeownership units.
- 2) Encourage an economic climate that supports businesses providing livable-wage jobs in economic sectors likely to remain in strong demand for the foreseeable future by creating permanent jobs, undertaking long-term economic development efforts through entrepreneurial training, enhancing skills through education and training, and providing supportive services to enable access to these employment opportunities.
- 3) Prevent and eliminate blight by improving public facilities whose primary beneficiaries are residents with low- and moderate-incomes.
- 4) Provide an adequate level of human services that satisfies basic social, physical, mental, emotional, and economic needs of all residents, especially those with low- and moderate-incomes.

Examining each goal separately, information is provided below:

Goal 1

Rehabilitation/Emergency Hazard/World Changers

Residents of the City of Jackson have been especially hard hit with the continuing economic woes. Community Development's rehabilitation staff remains committed to supplying emergency hazard and rehabilitation loans to homeowners choosing to remain in their current housing. Staff strives to increase its production even though the division is short staffed. In addition to CDBG and HOME funded rehabilitation projects, staff has been involved with stand alone lead hazard control and Neighborhood Stabilization Program projects.

Since 2005, the City has completed 154 rehabilitation projects, funded as follows:

Year	No. Cases	CDBG Funds		HOME	Total
		Reg. Rehab	Emerg. Hazard		
31	16	\$ 65,974	\$ 44,434	\$ 32,585	\$142,993
32	23	46,890	49,834	151,014	247,738
33	25	44,279	101,861	286,490	432,630
34	50	188,991	139,313	143,694	471,998
35	40	200,532	136,127	126,651	463,310
	Total:	\$546,666	471,569	\$740,434	\$1,758,669

As of June 30, 2010, the City had an additional five rehabilitation projects in process, which will be completed early in the 2009-2010 fiscal year.

Down Payment Assistance/Foreclosure Prevention/Homeownership Counseling

Jackson Affordable Housing Corporation (JAHC) received HOME funding to provide Down Payment Assistance and CDBG funding for Foreclosure Prevention and Homeownership Counseling and Training. A total of 407 households received homeownership information and referrals. Of these, 141 households were extremely low-income, 166 were low-income, and 80 were moderate-income. In addition, 12 households closed mortgages with assistance from JAHC and funding was provided to eight (8) households to avert foreclosure proceedings.

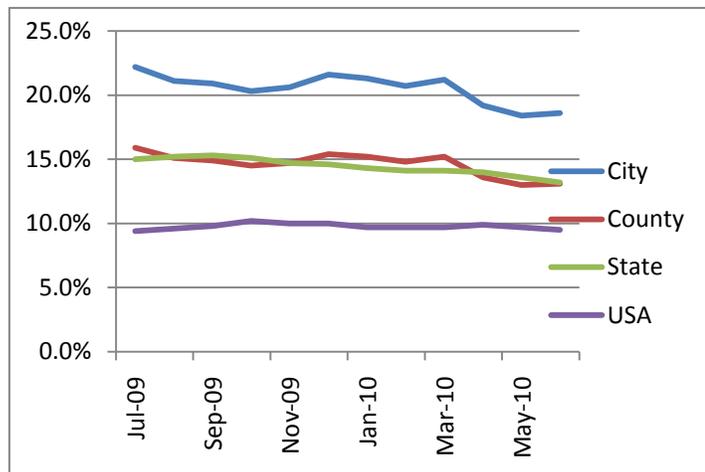
Goal 2

Economic Opportunities

Jackson has historically been a manufacturing town with a majority of the manufacturing being directly impacted by the automotive industry. To avoid going out of business, many local manufacturers had to alter their focus from producing auto parts to other areas of needs they hadn't before considered, such as parts for the health care industry. As relayed earlier in this report, one such manufacturer was RTD Manufacturing. Due to the significant downturn in demand for auto parts, RTD diversified its customer base by meeting the needs in the aerospace and alternative energy fields. Although experiencing a sharp decline in sales and employees in 2009, RTD eventually was awarded a federal military contract in the amount of \$727,720 to manufacture IED brackets for military vehicles.

With the assistance of a \$100,000 short term Jobs Creation Initiative Loan provided by the City from CDBG funds, RTD was able to successfully fulfill the terms and conditions of the initial federal award. In return, 44 jobs were created or retained by RTD and/or its suppliers.

With the continuing high unemployment rates experienced in Michigan, Jackson County and especially the City of Jackson, the City's Economic Development Program Manager continues to present the Jobs Creation Initiative loan as an economic development incentive to eligible businesses. However, local businesses are not currently willing to provide the type of investments required to receive these loans. City staff continues to explore alternate means of providing economic development



incentives for eligible businesses and persons to help overcome the declining economy and job market using CDBG funds. The City's unemployment rate peaked in July 2009 at 22.2%. April, May and June 2010 provided a slight improvement with jobless rates ranging from 18.4% to 19.2%; however, July 2010 saw a return to over 20% unemployment.

Goal 3

Elimination of Blight

City inspectors continued with blight ordinance enforcement activity, citing homeowners for garbage, trash and debris; inoperable or unlicensed vehicles; and dead, diseased, dying or dangerous trees. Homeowners voluntarily complied with the citations and removed or eliminated the violations, requiring no further action from the City, 64.02% of the time for garbage, 84.68% of the time for inoperable or unlicensed vehicles, and 56% of the time with tree or brush issues. When violations remained at reinspection, those matters were brought before the City's Administrative Hearings Bureau (AHB) where final resolution was achieved through eventual compliance or with the homeowner being defaulted. Further, the Administrative Hearings Officer assessed fines and costs in most instances as penalty for not bringing the code violations into compliance voluntarily.

Further efforts to eliminate blighted areas of the City included making neighborhoods safer by removing and replacing diseased, dead, dying or dangerous ash trees affected by the Emerald Ash Borer, and continuation of a sidewalk handicap curb ramp installation program.

The City experienced another very successful citywide cleanup day sponsored by CDBG funds. City of Jackson residents were provided a single location to dispose of yard waste, metal, tires, mattresses/boxsprings and other general refuse at no cost. Residents again expressed their gratitude for the opportunity to effectively dispose of items, especially larger items, cluttering their yards and homes. Below is a comparison of the April 26, 2008 and November 14, 2009 cleanup days:

	April 26, 2008	November 14, 2009
Number of vehicles	300	over 500
Number of volunteers	< 10	48
Garbage from Dumpsters	39 tons	81.37 tons
Scrap Tires	800	1,400
Scrap Metal	60 cubic yards	4.16 tons
Yard Waste	80 yards	Nominal
Mattresses/Boxsprings	not collected separately	177

Emmons Service, Inc. provided nine 40-yard dumpsters, increased from four 40-yard dumpsters in 2008, which allowed for a more continuous flow of garbage collection, hauling, and re-setting of the dumpsters. HUCO/Kurpinski Recycling collected tires, scrap metal, TVs (13), LP tanks (4) and car batteries (17). Disposal of the scrap metal provided Kurpinski enough funds to offset the cost of disposing of the other items listed. The Society of St. Vincent de Paul Thrift Stores collected mattresses and boxsprings to send to a facility in Illinois for refurbishing.

Goal 4

Public Services

CDBG funds were used to assist the City of Jackson's disadvantaged youth with the following services:

- FAST – a family-oriented prevention service with goals of enhancing family functioning, avert children from experiencing failures in school, substance abuse awareness by the children and family, and stress reduction between parents and children from daily life situations.
- Partnership Park Downtown Neighborhood Association – homework assistance, conflict resolution skills, and life skills training in addition to recreational activities.
- Martin Luther King Center Summer Recreation Program – in addition to arts and crafts, swimming lessons and other sports clinics and camps, the youth were given peer pressure practice, life skills training and cultural diversification trips.

Low- and moderate-income adults were provided such services as:

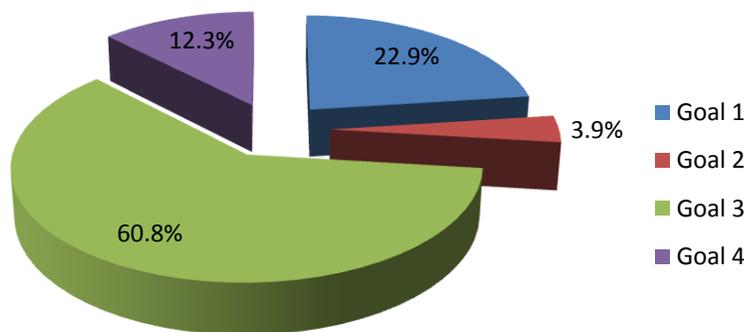
- Emergency dental care through the Center for Family Health.
- Foreclosure prevention and homeowner training and counseling through Jackson Affordable Housing Corporation.
- Utility shutoff prevention through The Salvation Army.
- Information and referral services through the United Way’s 211 Call Center.

The City of Jackson received \$7,780,740 in CDBG funding since 2005 and has allocated said funds to attain its stated goals as follows:

Goal 1 – Decent, affordable housing	\$1,659,961
Goal 2 – Economic Development	121,500
Goal 3 – Elimination of Blight	3,944,665
Goal 4 - Public Services.....	903,319

Through budget amendments reallocating funds from projects that came in under budget, from subrecipients that were unable to successfully spend down their funding, or budgeting program income, the City was able to provide additional funding towards its goals as follows:

Goal 1 – Decent, affordable housing	\$ 202,954
Goal 2 – Economic Development	197,426
Goal 3 – Elimination of Blight	992,417
Goal 4 - Public Services.....	96,909



Of the entities listed on Pages 7 and 8 that have not yet expended their 2009-2010 funding, City Council reviewed each request to extend the time within which to spend Year 35 funds as follows:

Subrecipient	Balance	Plans to Rectify
CDBG		
Downtown Development Authority (DDA)	\$5,180 (Year 34)	The DDA experienced a complete change in staffing in early 2009 and requested an extension of time to spend funds until 6/30/10. The DDA currently has three façade loan applications it is reviewing.
Engineering (sidewalk)	\$30,000	Project has been bid and contract awarded; work scheduled to begin in August and be completed by end of September 2010.
Engineering (street reconstruction)	\$270,972.90	Reconstruction of the Mason Street project is scheduled to begin on September 7 and be completed by the end of October 2010. Loomis Street has been designed and specifications written; bids will be taken and contract awarded during the winter months so reconstruction can begin in spring 2011.
Department of Public Works (DPW)	\$26,516.68	Eighteen curb ramps were installed in eleven intersections by June 30, 2010. As DPW received an additional allocation for the 2010-11 grant year, an extension of time to spend the funds was approved until 6/30/11.
Forestry	\$6,249.36	Forestry successfully completed its plans to remove 110 ash trees and came in under budget. As Forestry received an additional allocation for the 2010-11 grant year, an extension of time to spend the funds was granted until 6/30/11.
Community Development – Administration	\$91,870	Continuing to spend down prior year funding; remaining funds carried over to FY 2010-11.
Community Development - Code Enforcement	\$76,402	Continuing to spend down prior year funding; remaining funds carried over to FY 2010-11.
Community Development - Rehabilitation	\$139,876	Continuing to spend down prior year funding; remaining funds carried over to FY 2010-11.

HOME		
Jackson Affordable Housing Corp. (JAHC) – CHDO Reserve	\$16,694.68 (Year 34)	JAHC is the City's only CHDO and receives no less than 15% of the City's annual HOME entitlement to conduct eligible CHDO reserve activities (acquisition/rehab/resale). The time to spend funds was extended to 6/30/11.
JAHC – CHDO Operating Expenses	\$1,541.75	Operating expenses are tied to CHDO expenses; an extension of time was granted to 6/30/11.
Community Development – Rehabilitation	\$545,160	Continuing to spend down prior year funding; remaining funds carried over to FY 2010-11.
Habitat for Humanity	\$13,266.86	Funds extended to 6/30/11 to be used on a YouthBuild project.

Community Development rehabilitation staff continues to evaluate and update its program guidelines for rehabilitation projects. As homeowners are unable to afford a housing upgrade by moving to a new home, low- and moderate-income residents apply for rehabilitation or emergency hazard assistance to improve the home they currently own but are unable to meet the expense on their own. The economic development staff continues to incorporate more opportunities to create jobs, such as funding microenterprises or providing Section 108 loans.

Affirmatively Furthering Fair Housing

The City of Jackson's fair housing ordinance is outlined in Chapter 14, Article IV, Sections 14-131 through 14-140, City of Jackson Code of Ordinances, and prohibits discrimination in sale, lease or rental of real property because of an individual's religion, race, color, national origin, age, sex, marital status, handicap or source of income. Provisions are made in each CDBG Subrecipient Agreement or HOME Contract that the recipient must comply with fair housing and equal opportunity laws.

The City's Analysis of Impediments to Fair Housing Choice was updated and received by the City Council in early 2010. The Summary of Recommendations are as follows:

Alleviate Identified Impediments to Fair Housing Choice - opportunities to alleviate or eliminate the impediments identified on pages 2 and 3 of the Analysis should be given high consideration, whether it is by providing a specific service or supporting community partners who are better able to address the issues.

Provide Financial Support to Fair Housing Activities – City Council is advised to consider annual CDBG allocations to the Fair Housing Center of Southeastern Michigan to reinstate fair housing activities of education, complaint receipt, testing, investigation, and potential enforcement of Chapter 14, Article IV, Sections 14-131 through 14-140, City of Jackson Code of Ordinances.

Update Fair Housing Ordinance – City Council is advised to direct the language used in the City of Jackson's Fair Housing Ordinance, Chapter 14, Article IV, Sections 14-131 through 14-140, City of Jackson Code of Ordinances, be updated to be more reflective of current terminology used for gender and diversity.

Fair Housing Law Promotion – The Community Development Department is advised to enhance its Fair Housing promotion by including a statement on housing code inspection compliance certificates.

Neighborhood Revitalization – City Council is advised place high importance on continued efforts to improve the Neighborhood Stabilization Program (NSP) Target Neighborhood after NSP grant funds have been expended to provide additional enhancement to this distressed area of the City. Medium importance should be placed on continued financial support to the Partnership Park Downtown Neighborhood as significant investment and revitalization has already occurred.

Transportation - The City is advised to continue, and possibly expand, its participation in various boards, committees and study groups dedicated to improving public transportation in the community.

Continued Financial Support for Housing Programs - City Council is advised to maintain, and possibly enhance, financial support from its entitlement grants toward programs designed specifically for housing. Such programs include homeownership counseling, foreclosure prevention, down payment assistance, rehabilitation of housing, and construction of new housing.

While no action had been taken in relation to recommendations by June 30, 2010, the Fair Housing Center of Southeastern Michigan may be receiving CDBG funding from a budget amendment to conduct fair housing activities.

Affordable Housing

Foster and Maintain Affordable Housing

During fiscal year 2009-2010, the City provided funding to JAHC for various activities relative to affordable housing, such as downpayment assistance, homeownership counseling, foreclosure prevention, and acquisition/rehabilitation/resale as the City's CHDO. The City's Community Development Department provides a rehabilitation program for owner-occupied, low-income households who are unable to access home improvement loans through traditional lenders for repairs. Emergency hazard loans of up to \$10,000 are made available to qualifying households to repair an immediate, urgent need, such as a furnace in the winter, a roof during the rainy season, etc. All of the above programs offer loans, rather than grants, ensuring future funding from program income will be available to assist another low-income family.

Preserving Decent, Affordable Rental Units

In order to protect the health, safety and welfare of area tenants, the City's Code Enforcement program takes a proactive stance on the City's rental housing by systematically inspecting all rental units in a designated area. During FY 2009-2010, 556 rental buildings consisting of 1,052 housing units received an initial inspection. After an initial inspection by a Code Enforcement Officer, landlords are given no less than 30 days nor more than 90 days within which to bring any non-emergency violations noted up to code per Chapter 14 of the City of Jackson Code of Ordinances. The Building Code Board of Examiners and Appeals may extend the time limit set for correction of violations if the owner can show a good faith effort to comply with the repair order. Non-compliance cases are prosecuted through the City's Administrative Hearings Bureau. Ideally, rental units should be subject to re-inspection at the expiration of the two-year certificate of compliance; however, due to the annual reduction of CDBG funds from HUD, the Community Development Department is severely understaffed. While the target time to reinspect a designated area is three to five years, it is estimated that at the current staffing levels, inspectors will not be back in the designated area for six to eight years.

Eliminate Barriers to Affordable Housing

With consistently high unemployment, low income, and an ever shrinking safety net, many of the community's residents struggle with multiple issues besides housing. Because the need is much greater than the City can provide for, several gaps are filled by non-profit and faith-based entities. While this alleviates some demands, it still is not great enough to assist everyone, nor provide a cure to the problems.

In its efforts to eliminate barriers to affordable housing, the City provided CDBG funding to JAHC for its foreclosure prevention program, and homeownership counseling and training. In addition, HOME funds were allocated to JAHC to provide down payment assistance to new homebuyers. As the City's only CHDO, JAHC also received HOME funds for acquisition, rehabilitation, and resale to low- and moderate-income homebuyers.

Address Accessibility Needs of Persons with Disabilities

On August 15, 2006, the Jackson City Council took action to waive the inspection fees for work performed by local non-profit charitable organizations, specifically for handicap-accessible ramps. Since that time, 37 ramps have been installed for disabled homeowners by disAbility Connections, the Rotary Club, and Mission Serve. Eleven of those ramps were constructed during fiscal year 2009-2010.



Continuum of Care

The City of Jackson supports the Jackson County Continuum of Care (CoC), which received Emergency Shelter Grant funding from the Michigan State Housing Development Authority (MSHDA) to address the needs of the homeless. A City staff member co-chairs and attends the monthly CoC meetings comprised of approximately 25 members of other community agencies and leaders. The ongoing meetings are utilized to provide consistency and support for those invested in addressing homelessness programming and resources. The City continues to work with the community and non-profit agencies to coordinate resources to prevent and eliminate homelessness.

Following is the most recent information regarding providers in the City:

Interfaith Shelter	78 beds (homeless)
AWARE Shelter	26 to 30 beds at shelter (abused women); 43 transitional
CAA	12 TBRA beds, 108 transitional beds, 7 permanent supportive housing
Training & Treatment Innovations	75 beds in supportive housing
MPRI	25 transitional beds (prisoner re-entry)

The CoC receives Emergency Solution Grants (ESG), Homeless Assistance Recovery Program (HARP), Tenant Based Rental Assistance (TBRA) from MSHDA, and also receives a Supportive Housing Program (SHP) grant from HUD.

As a CDBG and HOME entitlement community, the City of Jackson received \$568,942 in Homelessness Prevention and Rapid Re-Housing Program (HPRP) funds from HUD. From January 1 to June 30, 2010, nearly one-half of the funds had been spent on the City's homeless or soon-to-be homeless population. During that time, 71 households (183 persons) received rental assistance to keep them from becoming homeless, and 26 households (58 persons) deemed homeless were provided short- to medium-term housing. Further, with HPRP funding to

support an attorney at Legal Services of South Central Michigan, 115 households (266 persons) received representation in court during an eviction hearing to prevent them from losing their housing. Additionally, the CoC received \$226,168 in funds from MSHDA to provide HPRP activities for Jackson County, excluding the City. The Community Action Agency reports it has provided assistance to 88 persons in 26 households.

City staff was also actively involved in the planning and implementation of the second Project Homeless Connect conducted by the CoC, which took place on November 20, 2009. With a small grant from the Michigan Coalition Against Homelessness, Project Connect 2009 was able to expand upon its first event in 2008, reaching more of the intended population and providing additional services. An exit interview conducted at Project Connect allowed for a Point in Time (PIT) count, which was entered into the County's HMIS. Results from the PIT count were as follows:

Number of guests served	254
Number of male guests	80
Number of female guests	140
Number of children (0 – 18 years)	34
Number of guests who stated they were homeless	87
Number of guests who stated they were	
doubled up	46
couch surfing	10
shelter	19
car/outside/hotel	12
Number of guests who stated they were unemployed	189

The event drew 130 volunteers and 50 service providers and offered the following services at no cost to the participants:

Service	# Guests Served
Completed SOAR Application	13
Shelter Reservations	7
Completed DHS Application	99
Commodity Food	250
Preventive Medical Care	40
Bicycle Repair	42
Bus Passes	35
Clothing Voucher	65
Court/Legal Screening/Legal Service	47
Credit Counseling	10
Employment Assistance	38
Eyeglass Repair	63
Haircuts	35
Housing Counseling	39
ID Assistance	23
Massage	17
Meals for the day	264
Mental Health Screening	25
Hygiene Kits	220
Substance Abuse Services	12

Students from Spring Arbor University attended the event to obtain footage for a documentary they planned. The Jackson Transportation Authority provided free bus rides to and from the event for anyone who identified Project Connect as their destination. All in all, it was a wonderful event not only for the homeless, but also for the community members who volunteered to assist. Due to the success of the November 2009 Project Connect event, the CoC allocated funding for another Project Connect event on July 23, 2010, which initial numbers indicate was even more successful.

Other Actions

Address Obstacles to Meeting Underserved Needs

Many factors continue to need to be addressed to meet underserved needs. For instance, more jobs need to be made available for low- and moderate-income persons in which the potential employee may be able to perform but is lacking the required experience. Lack of transportation also contributes to continued unemployment in several ways:

- Unable to afford public transportation or no routes established near work place;
- Unable to afford proper insurance, registration and licensing for a vehicle;
- Unable to afford vehicle maintenance and repairs.

More affordable housing units are needed in the community, as many landlords are reluctant to take Section 8 vouchers. However, as noted in the 2010 Analysis of Impediments to Fair Housing Choice, there is a lack of developers and resources to create more affordable or low-income housing. City Inspectors noted large families of five or more persons have difficulty finding housing with enough bedrooms as real estate investors purchased many of the City's larger single-family homes and then converted them into two to four unit apartment buildings. The disabled population faces accessibility issues to affordable scattered site housing, severely limiting their residency choices. While availability of affordable housing units remains a high priority to the City when allocating its CDBG and HOME funds, the state and local economy has continued a downward trend with no significant recovery in the foreseeable future.

Among other of the City's homeless shelters, the Interfaith Shelter provides shelter, housing, food, advocacy services, referral services, and budgeting assistance for those persons seeking help. The Interfaith Shelter averages nearly 6,800 meals served and provides shelter to approximately 88 adults and 25 children on a monthly basis.

Overcome Gaps in Institutional Structures and Enhance Coordination.

The City of Jackson works with other organizations, including public institutions, non-profit organizations, and private industry and continues to strengthen relationships with agencies that provide services to Jackson's low- and moderate-income residents. The City encourages its citizens and business leaders to participate in all aspects of its programs and governing decisions. In addition to public hearings on specific issues, citizens are given time at the beginning of each City Council meeting to address the City Council on issues of concern to them. Through this citizen input, the City Council has developed alternative program plans to address concerns in some cases.

City staff has attended meetings of the Partnership Park Neighborhood Association to receive and act on issues addressed during those meetings. Staff has also attended meetings of the

Jackson Area Association of Realtors and Jackson Area Landlord's Association to discuss programs offered by the City, such as its rehabilitation and lead hazard control programs. Additional meetings of community service providers are regularly attended by City staff, such as Neighbors in Need, Income Community Solutions, Continuum of Care, and the Emergency Needs Coalition to stay informed of the City's community development and housing needs. By increasing the City's involvement in community meetings, more effective coordination and collaboration with housing providers, social service agencies, and local government can be achieved.

The City of Jackson intends to apply to HUD for a Community Challenge Planning Grant and Choice Neighborhoods Initiative, and will also participate in a Sustainable Communities Planning Grant for regional planning. Should the City be successful in obtaining these grants, it will allow for the development of an updated comprehensive plan through a needs assessment and gaps analysis to provide city and community leaders a visionary and goal-oriented plan workable with various public, private, governmental and quasi-governmental divisions. The assessment/analysis will concentrate on housing and neighborhood needs, stimulate economic development, improve public transportation, and review future land use and zoning changes necessary to advance progression.

Improve Public Housing and Resident Initiatives

The Jackson Housing Commission (JHC) is the City's Public Housing Authority (PHA). The JHC manages 543 units of public housing in three Asset Management Projects and a Section 8 program of 475 participants. After assessing the housing needs of the City and surrounding Jackson County area, JHC has determined that it currently meets, and will continue to meet, the housing needs of the community to the extent practical for a medium-sized agency.

In addition, the JHC has:

- No plans to demolish any of its properties. In fact, the JHC plans extensive physical improvements at each location within the next three years. Comments and suggestions from the various Resident Advisory Boards (Shahan-Blackstone, Chalet Terrace, Reed Manor and Section 8) are taken into consideration and, if feasible, implemented.
- A HUD-approved Home Ownership Plan to sell 50 scattered site units to qualifying low- and moderate-income homebuyers. As of June 3, 2008, 10 units had been sold. Proceeds from future sales will be used for good supporting housing purposes to include, but not be limited to, development of low-income housing.
- Implemented local preferences to improve the living environment by de-concentration, promoting income mixing, and improving security throughout the developments.
- Created and continues to facilitate self-sufficiency programs to improve resident employability, as well as solicit support services for the elderly and families with disabilities.

The waiting list for Section 8 housing is quite extensive, totaling 1,084 families for 475 units. Of those on the waiting list, 97% are extremely low-income (less than or equal to 30% area media income) households. Unfortunately, the waiting list for Section 8 housing has been closed for

two years and only experiences a 21% turnover rate, which will allow only 9% of those families on the waiting list to attain Section 8 housing.

Public Housing has a waiting list of 295 families for 543 units and generally experiences a 24% turnover rate, which will allow approximately 44% of those families on the waiting list to attain public housing. Extremely low-income families make up 98% of Public Housing's waiting list.

The JHC received \$889,894 in Capital Funds Recovery Grant from the American Recovery and Reinvestment Act of 2009. The 40 single-family scattered site units remaining in the Home Ownership Plan are currently receiving updates, including new roofs, water heaters, furnaces, windows and doors.

Evaluate and Reduce Lead-Based Paint Hazards

The City of Jackson and the Jackson County Health Department are actively involved with environmental concerns regarding lead-based paint (lead was banned from residential paint in 1978). Based on 2000 Census Data, of the 15,241 housing units located in Jackson, it is estimated that 14,225 were built before 1978. According to HUD data, more than three-fourths of pre-1978 homes contain lead-based paint, meaning approximately 10,670 homes in the City of Jackson contain lead-based paint. Of the total number of homes potentially containing lead-based paint, it is estimated that 3,308 (31%) of the households occupying such homes are very low-income (0 - 50% MFI), and 1,921 (18%) are low-income (51 - 80% MFI).

The City of Jackson Community Development staff conducts visual inspections for defective paint surfaces. During routine inspections of properties involved in rehabilitation, homeowners are given educational materials about the dangers of lead-based paint. Women, Infants and Children (WIC) participants are advised of the availability of lead-based blood tests offered through the Jackson County Health Department. City of Jackson inspectors are trained on the requirements of the HUD Lead Safe Housing Rule (24 CFR 35, as amended 6/21/04) and ensure lead-based paint problems are properly resolved in all City funded housing rehabilitation projects.

Since HUD's lead-based paint regulations took effect in September 2000, the City has seen rehabilitation costs increase by 60%. Unfortunately, the City's funding sources did not increase at the same rate, making it more and more difficult to have a significant impact on the housing in the community. Because of the age of the housing stock, the homes of virtually all applicants for rehabilitation assistance must be tested for lead-based paint.

Over the years, the City has utilized a number of certified companies to provide lead risk assessments and clearance reports for its projects. The City also maintains a list of approved area general contractors certified by the State of Michigan to utilize lead-safe work practices, interim controls, and lead-based paint hazard abatement to housing rehabilitation projects. Jackson is fortunate to have an experienced rehabilitation staff with over 50 years of combined rehabilitation experience with the City. All have received training in implementation of HUD Lead-Based Paint Regulations under the Residential Lead-Based Paint Hazard Reduction Act of 1992, which is Title X of the Housing and Community Development Act of 1992, and are able to conduct housing inspections, integrate and incorporate the findings of a lead risk assessment and paint inspection, and prepare construction specifications for City rehabilitation projects to address both issues.

In 2006, the City of Jackson was awarded a two million dollar HUD Office of Healthy Homes Lead Hazard Control Grant to provide funds to low- and moderate-income families living in the City of Jackson and Jackson County to accomplish the national initiative to eliminate childhood lead poisoning. The program offered testing for lead paint hazards in the home, testing of young children under age 6 for elevated blood lead levels, and funding to remediate the lead paint hazards from the home. The program provided up to \$20,000 of assistance to eligible homeowners and up to \$15,000 per unit of assistance to eligible rental properties with families of low- and moderate-income living in the unit. The City partnered with Community Action Agency, the Jackson County Health Department, and the Center for Family Health to promote and implement the program within the City of Jackson and throughout Jackson County. Lead program staff has received specialized training in the areas of lead risk assessment, lead paint testing, and lead clearance testing. With this funding, the City was able to provide 173 lead safe units. Approximately 18% of the total number of children under age 6 in Jackson County have been tested for blood lead levels, with 3% having levels greater than or equal to 10 micrograms per deciliter, indicating an elevated blood lead level as defined by the Center for Disease Controls.

The current grant expired on March 31, 2010 and, while the City applied for HUD FY2009 continuation of funding, we were not successful. HUD complimented the City of Jackson for presenting an excellent application, and strongly encouraged the City to apply for 2010 funds. A debriefing session revealed scoring was just shy of having been approved:

Rating Factor	Total Possible Points	City's Score
Capacity of Applicant and Relevant Organizational Experience	20	16.95
Need/Extent of the Problem	15	13.00
Soundness of Approach	40	31.40
Leveraged Funds	10	10.00
Results and Program Evaluation	15	13.05
EZ/EZRC	2 (bonus)	n/a
Total:	102	84.40

The loss of this grant funding has not only put City of Jackson children at risk of elevated blood lead levels (nearly 86% of the City's housing stock was built before 1970), it has also created an economic impact to the community. For each job awarded, a lead paint risk assessor, contractor and crew (2 – 3 people), lead clearance professional, and local material suppliers were used. Loss of the grant also led to the termination of two City employees who staffed the administrative and project development duties. City staff is maintaining a waiting list, currently at 55 potential participants, should the City be successful in attaining FY2010 funding.

Ensure Compliance with Program and Comprehensive Planning Requirements

The Community Development Project Coordinator is responsible for oversight of the administration of CDBG/HOME funds, which includes, but is not limited to:

- Receiving applications for funding and reviewing same for eligibility.

- Performing a risk analysis of applicants requesting funds.
- Preparing reports to the Community Development Director for the Mayor and City Council.
- Performing environmental reviews.
- Staffing Citizen Advisory Council meetings to obtain public comment.
- Preparing the One-Year Action Plan for submission to HUD.
- Preparing Subrecipient Agreements to those entities receiving an allocation.
- Preparing the CAPER.
- Monitoring subrecipients: quarterly desk reviews and annual on-site reviews.
- Reviewing reimbursement requests for eligibility.
- Conducting site visits to projects while in progress.
- Conducting Davis-Bacon interviews on construction sites for Labor Standards compliance.
- Maintaining files and records relating to the overall administration of the programs.

The Department's Financial Analyst supervises the Project Coordinator and, in addition to assisting in some of the responsibilities listed above, is in charge of meeting all aspects of HUD's financial reporting requirements, such as:

- Review payment requests for accuracy and eligibility.
- Reconcile financial records with IDIS.
- Prepare and reconcile reports submitted with the CAPER.
- Prepare reports to the Community Development Director for the Mayor, City Council, City Manager as requested.
- Prepare Federal Cash Control Report.
- Ensure accuracy of data entered in IDIS.
- Prepare budgets and forecasts.

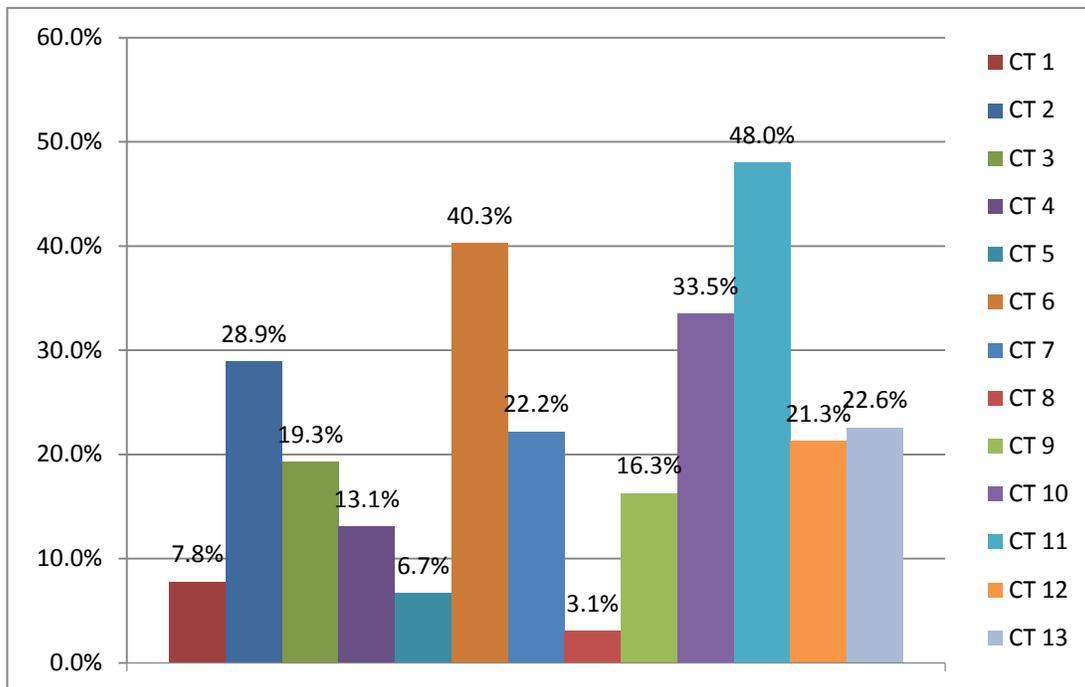
Reduce the Number of Persons Living Below the Poverty Level

The Federal Financial Institutions Examination Council (FFIEC) published Summary Census Information based on estimates in 2010. The 2010 HUD Estimated Median Family Income for the County of Jackson is \$58,600; only Census tract 8 in the City surpassed that amount by recording an estimated Median Family Income of \$78,336.

CT	Percent Minority	Percent Below Poverty	2000 Median Family Income	2010 Est. Median Family Income	Tract Median Family Income %
1	12.04%	7.84%	\$40,230	\$46,259	78.94%
2	28.35%	28.93%	\$26,548	\$30,525	52.09%
3	16.51%	19.35%	\$35,682	\$41,032	70.02%
4	12.52%	13.06%	\$38,115	\$43,827	74.79%
5	11.49%	6.74%	\$47,177	\$54,246	92.57%
6	30.03%	40.29%	\$21,728	\$24,987	42.64%
7	21.86%	22.16%	\$32,917	\$37,850	64.59%
8	9.83%	3.09%	\$68,125	\$78,336	133.68%
9	21.17%	16.30%	\$41,480	\$47,700	81.40%
10	48.32%	33.53%	\$26,213	\$30,144	51.44%
11	80.09%	48.04%	\$16,847	\$19,373	33.06%
12	24.96%	21.30%	\$40,912	\$47,044	80.28%
13	62.74%	22.64%	\$35,491	\$40,809	69.64%

Source: 2010 FFIEC Census Reports

Based on this information, approximately 21.8% of the City’s residents live at or below the poverty level, with two of the highest concentrations in Census tracts 6 and 11, where the average number of residents living at or below the poverty level is over 40%.



Poverty Rates by Census Tract

The City of Jackson has neither the resources nor facilities to carry out programs directly targeted at reducing the number of households at or below the poverty level; however, it does provide funding to public service agencies that can provide basic needs services at no or little cost to an individual or family. The U.S. Census Bureau released updated information regarding poverty levels in 2007. The local high unemployment rate, fueled by the downsizing of the automotive industry and rising costs of food and transportation, led to an increase of the number of people living in poverty. While the reported numbers are for Jackson County, it is reasonable to assume the City has experienced the same, if not worse, increase. The statistics also revealed the majority of those living in poverty were women, with the highest concentration being between ages 18 and 24. In addition, one of five children live in poverty, and nearly 60% of those children live in homes without a father. Local agencies that offer assistance to low-income individuals have seen the number of people who seek help rise, but their funding sources to provide services remain the same or are reduced. The State continues to make drastic budget cuts, further aggravating the cycle of poverty and the ability of families to recover.

Leveraging Resources

Subrecipients have been successful in leveraging CDBG or HOME funds with grants from foundations, lenders, private donations, and other state and federal grant and loan programs. The United Way funds many worthwhile organizations that address the high priority needs of the community’s low-income residents. The City continues to support agencies and developers in applying for other federal, state and public funds.

As stated above, the City of Jackson was also a recipient of a multi-year, two million dollar HUD Office of Healthy Homes Lead Hazard Control grant that worked in conjunction with the City's rehabilitation program to improve the current housing conditions and create a healthier living environment throughout the community and will apply for the 2010 Lead-Based Paint Hazard Control Grant Program and Lead Hazard Reduction Demonstration Grant Program. The City's CDBG and HOME grants do not require matching funds, but consideration is taken regarding the amount of other funds leveraged in a project when making allocation decisions.

Citizen Comment

Citizen input is actively solicited through publication of notifications in the *Jackson Citizen Patriot*, the area's daily newspaper, and *The Jackson Blazer*, a weekly newspaper. The public is informed of meetings and public hearings and given the opportunity to comment on CDBG/HOME applications received by the City, the Action Plan, how funding is being disseminated before the Request for Release of Funds, and also the CAPER.

During the preliminary planning stages to develop the City's 5-Year Consolidated Plan, the current Citizen Participation Plan was evaluated. After much research and analysis of the current Citizen Participation Plan structure and consultation with similar-sized entitlement communities in Michigan, it was determined improvements could be made to that plan, including the Citizens Advisory Council. Staff is currently revising the Citizen Participation Plan as authorized by the Jackson City Council, which will restructure the advisory council to be comprised of community leaders and citizens from CDBG-eligible areas that could conduct public hearings, receive citizen comments, provide reports to City Council regarding those hearings and comments, provide guidance to Councilmembers in the application/allocation process, and evaluate annual grant performance.

Because the City deviated from its current Citizen Participation Plan during its redevelopment, extra measures were taken to solicit public comment. Community service providers catering to low- and moderate-income persons posted flyers created by Community Development staff announcing the day, date, time, and reason for the public hearing. Among the agencies that posted the flyers were: Community Action Agency's housing assistance office, the AWARE shelter, Jackson County Department of Human Services, The Salvation Army, South Central Michigan Works!, the three Jackson Housing Commission public housing complexes, the Community Development Department's lobby, and on the front entrance doors to City Hall.

Self-Evaluation

Decent Affordable Housing

The City of Jackson continues to fund activities to sustain the availability and affordability to housing for low- and moderate-income persons. These activities include down payment assistance, foreclosure prevention, homeownership counseling and training, and rehabilitation. Community Development rehabilitation staff has been implementing new policies and procedures to streamline its program, which includes the use of a software package specifically designed to track the rehab cases. Staff will continue to review policies and procedures over the next year to modify its program where necessary to provide an efficient and beneficial service to its recipients.

Economic Opportunities

The City of Jackson has provided successful economic opportunities to businesses in the form of its Jobs Creation Initiative. With the bleak outlook for a positive, quick turn around in the City's, County's and State's economy and unemployment rate, Community Development staff is pursuing implementation of other CDBG-funded activities, such as microenterprise assistance, to support more job opportunities for the City's low- and moderate-income residents.

Elimination of Slum/Blight

The City of Jackson strives to improve the look of the City, from infrastructure repair, façade improvements to the downtown to make it more inviting, and helping keep neighborhoods clean through ordinance enforcement. As areas are cleared of blight, pride is restored to the community. Although it is an ongoing effort to maintain the cleanliness, the City has instituted procedures to deal with habitual offenders.

Public Services

The need for non-profit and charitable agency services for low- and moderate-income persons has risen sharply as the economy and job market has diminished. In future public service allocations, the City will be looking more closely at those services that provide assistance for basic needs – health, food and shelter. Until the City and State of Michigan are in an economic recovery, the City will continue to support agencies that provide the most beneficial basic needs to the community.

Monitoring

The City of Jackson requires its subrecipients to submit quarterly Direct Benefits Activity Reports to remotely monitor each subrecipient's performance. If performance is not up to expectations, City staff contacts the subrecipient to provide any technical or other assistance to help them meet program regulations, achieve their performance goals, improve service being delivered, and assure timely delivery of benefits to low- and moderate-income persons. Reimbursement requests are meticulously reviewed to assure proper documentation is received to verify activities as being both eligible and meeting a National Objective. At least once yearly, the Community Development Department's Financial Analyst and Project Coordinator make an on-site visit to thoroughly review the subrecipient's overall program administration as well as individual project files.

Program Narratives

CDBG Program

The goals of using CDBG funds in the City of Jackson are to provide safe, decent, affordable housing to low- and moderate-income persons, encourage an economic climate, prevent or eliminate slum and blight, and make available certain public services to meet the basic needs of the low- and moderate-income residents. To accomplish these goals, CDBG funds were allocated for each goal as follows:

Goal 1 – Safe, Decent and Affordable Housing

Code Enforcement Community Development Dept.	Funding \$450,000 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Improved rental properties (see also Goal 3 for blight citations)	Planned Units	Actual Units 1,097 rental units inspected

Rehabilitation Community Development Dept.	Funding \$200,000 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Improved housing conditions for owner-occupied residences	Planned Units 23 units	Actual Units 0 Residential Rehab projects 18 Emergency Hazard projects
<i>Note: In addition to what is reported above, 11 rehab and 4 hazard projects were completed with prior years' funding.</i>		

Rehabilitation – Emergency Stairwell John George Home	Funding \$50,000 CDBG	Target Area CT000400, BG5
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Improved accessibility for residents and emergency personnel	Planned Units 1	Actual Units 1

Goal 2 – Encourage an Economic Climate

Jobs Creation Initiative Community Development	Funding \$36,000 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Jobs	
Outcome Provided loans to businesses for improvements while creating/retaining jobs for low-income residents	Planned Units 1	Actual Units 1

Goal 3 – Prevent and Eliminate Blight

<p>Code Enforcement Community Development Dept.</p>	Funding \$450,000 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Area	
<p>Outcome Improved neighborhoods (see also Goal 1 for rental housing info)</p>	Planned Units	Actual Units 984 garbage citations written 248 Inoperable/Unlicensed Vehicle citations written 100 Dead Trees written
<p>Cleanup Community Development Dept.</p>	Funding \$8,329 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Area	
<p>Outcome Provided City residents a one-day opportunity to dispose of household and yard debris free of cost</p>	Planned Units	Actual Units 81.37 tons of garbage 1,400 scrap tires 4.16 tons scrap metal 177 mattresses/boxsprings
<p>Monroe Street Sidewalk City Engineering</p>	Funding \$30,000 CDBG	Target Area CT000200, BG1
	Planned Beneficiaries Low- and Moderate-Income Area	
<p>Outcome Installed 1,000 feet of new sidewalk</p>	Planned Units 1	Actual Units 0
<p>Street Paving/Reconstruction City Engineering</p>	Funding \$302,801 CDBG	Target Area CT000600; CT001000, BG1; CT001100, BG1
	Planned Beneficiaries Low- and Moderate-Income Area	
<p>Outcome Improved drivability of local streets</p>	Planned Units 2	Actual Units 0
<p>Sidewalk Handicap Curb Ramps Department of Public Works</p>	Funding \$67,523 CDBG	Target Area CT000700; CT001000; CT001100; CT001200
	Planned Beneficiaries Low- and Moderate-Income Clientele (presumed)	
<p>Outcome Improved accessibility for elderly or disabled residents</p>	Planned Units 27	Actual Units 18

Ash Tree Removal/Replacement City Forestry	Funding \$25,000 CDBG	Target Area CT000700; CT001000;CT001100, BG1
	Planned Beneficiaries Low- and Moderate-Income Area	
Outcome Removed dead, dying, diseased, and/or dangerous tree to beautify neighborhoods	Planned Units 100	Actual Units 110

Goal 4 – Public Services

Emergency Adult Dental Care Center for Family Health	Funding \$15,000 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Provided affordable oral health care	Planned Units 1,100	Actual Units 866

Partnership Park After School Program Partnership Park Neighborhood Association	Funding \$5,000 CDBG	Target Area CT000600, BG1
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Assisted youth in obtaining educational and social skills	Planned Units 40	Actual Units 45

Families and Schools Together Family Service & Children’s Aid	Funding \$10,000 CDBG	Target Area CT001300, BG3; CT001000, BG4; CT000600, BG1
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Provided counseling for students and their families to enhance family functioning, prevent student failure, prevent alcohol/drug abuse, and reduce family stress	Planned Units 50	Actual Units 412

Homeownership Counseling & Training Jackson Affordable Housing Corp.	Funding \$6,000 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Provided information and training to prospective homeowners	Planned Units 650	Actual Units 407

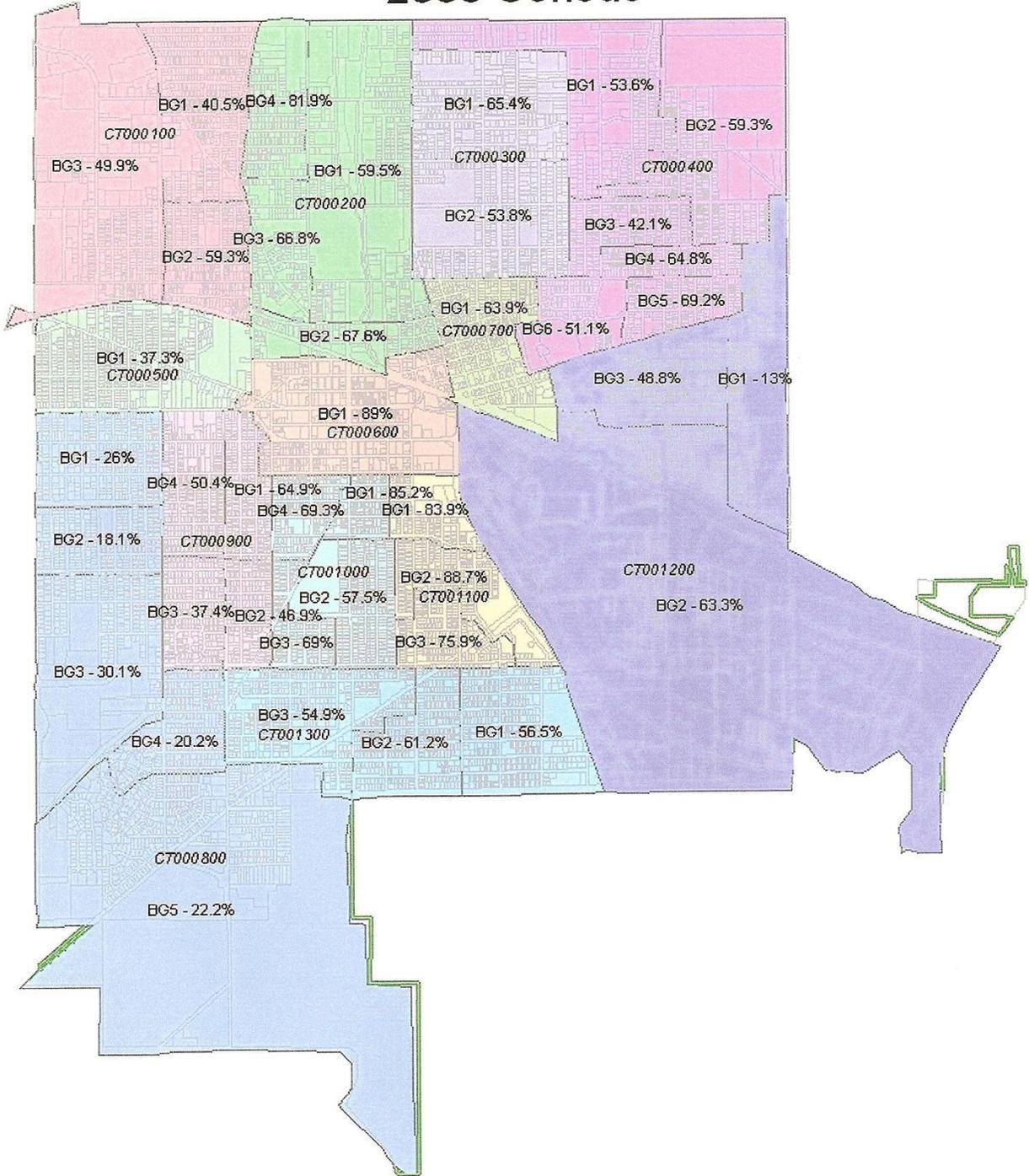
Foreclosure Prevention Jackson Affordable Housing Corp.	Funding \$12,500 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Assisted LMI families through a one-time financial crises	Planned Units 3	Actual Units 8

MLK Summer Youth Program Parks & Recreation Dept.	Funding \$40,000 CDBG	Target Area CT001100, BG1, 2 & 3
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Provided staff and operating expenses for summer enrichment program for youth	Planned Units 400	Actual Units 517

Utility Assistance The Salvation Army	Funding \$52,000 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Allowed families to keep their power and heat on	Planned Units 135	Actual Units 152

2-1-1 Call Center United Way of Jackson County	Funding \$12,000 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Provide an information and referral service	Planned Units 4,199	Actual Units 4,952

City of Jackson, Michigan Census Tracts - Block Groups - LowMod Percentage 2000 Census



Use of CDBG Funds for National Objectives

All CDBG funds received were allocated to meet National Objectives, specifically targeted to the City's low- and moderate-income residents, eliminating slum/blight, or meeting urgent needs.

Anti-Displacement and Relocation

No projects were funded that involved demolition of occupied property. Relocation was not necessary on any of the rehabilitation projects.

The City of Jackson and/or its funding recipients provide for reasonable benefits to any person involuntarily and temporarily or permanently displaced as a result of the use of CDBG or HOME funds for acquisition or rehabilitation of residential property. The City intends to cause no displacement to persons receiving assistance from the CDBG or HOME programs but recognizes that situations may arise wherein displacement, relocation or temporary relocation are the only viable methods for providing assistance. Because the City's approved contractors have extensive experience, they are able to isolate various rooms in the home to perform lead hazard control work during rehabilitation. Once that area has been addressed, the contractor then moves to another section of the home and again isolates the area to do the rehabilitation and lead hazard work. Each area is completed in expedited fashion, without exposure of the family to lead-based paint hazards. Should extensive work be necessary, the budget includes relocation costs.

Low/Mod Job Activities

The City of Jackson implemented its Jobs Creation Initiative Loan Program in 2003 as an economic development incentive to expand business and create jobs for low- and moderate-income residents. Ambs Message Center received the first loan in 2004, followed by Anesthesia Business Consultants in 2005, and Daryl's Downtown Restaurant in 2006. The policy adopted by the City Council is as follows:

City of Jackson Jobs Creation Initiative Loan Program (Initiated 11/25/03)

Eligibility Requirements:

- 1) The business must be located within a CDBG eligible area of the City of Jackson and must not have received federal funds through any current or previous City, DDA, or MSHDA Program.
- 2) The business must make a minimum investment of \$500,000 in construction or building improvements within two (2) years.
- 3) The business must create at least one (1) full-time income job for a low-moderate income individual for each \$5,000 of CDBG funds within three to five (3 – 5) years.
- 4) The business must agree to a Promissory Note and Development Agreement.
- 5) The business must be current on taxes and special assessments
- 6) The business must not have any active code violations cited.

On December 15, 2009, City Council approved a \$100,000 short term jobs creation loan to RTD Manufacturing from CDBG funds. With this loan, RTD was able to purchase the materials needed to produce the IED brackets and hire the additional employees needed to complete a federal contract. RTD successfully fulfilled the initial contract and was able to repay the City by June 2010. The loan not only provided the direct assistance to RTD,

but also stimulated several other Jackson area businesses that provided the goods and materials needed for production and shipment.

Program Income Received

Program Income Type	Amount
CDBG	
Sale of Real Property	\$ 1,170
Economic Development Loan Repayments	115,750
Deferred Loan Repayments	21,706
MSHDA PIP Loan/Inspection Fees	-0-
HOME Administration	30,000
Accounts Receivables, Permits, Code Enf., etc.	38,497
Other Program Income	868
Total CDBG Program Income:	<u>\$207,991</u>
HOME	
HOME Program Loan Repayment	-0-
Total HOME Program Income:	<u>-0-</u>

Loans and Other Receivables

As of June 30, 2010, the City of Jackson has the following open outstanding loans:

No. of Loans	Type	Balance
208	Rehab (repayable)	\$2,765,884.77
44	Lead (forgivable)	192,509.36
69	Emergency Hazard (repayable)	367,793.36
1	Section 108 (repayable)	700,000.00

The City of Jackson implemented a Deposit Loan program in the early 1980s when mortgage and home improvement loan interest rates were 17% - 20%. It was originally a lump sum deposit and the bank interest earned was used to subsidize the high interest on home improvement loans to between 4% and 8%. As interest rates improved, there was no longer a need for this program; however, the City's agreement with Flagstar Bank required sufficient funds remain in the account to cover the outstanding principal on existing Title I loans. Over time, as the loans have been repaid and less and less interest was needed to subsidize existing loans, the unneeded interest was declared as program income and reused in other block grant eligible activities.

No. of Loans	Type	Balance
4	Deposit Loan (repayable)	\$1,045,375.00

The City of Jackson has the following properties for sale that were acquired and/or improved using CDBG funds and are available to sale to low- and moderate-income persons. Several properties will be rehabilitated utilizing Neighborhood Stabilization Program (NSP) funding.

Tax ID No.	Address	
5-0591	208 E Morrell	
5-1090	140 Stanley	NSP rehab
5-1345	115 Damon	NSP rehab
4-0654	941 S Jackson	NSP rehab
5-0683	1043 Chittock	NSP rehab
6-1104	1906 Plymouth	
7-1194	1911 E Ganson	
7-0348	604 Detroit	NSP rehab
3-0128	509 W Franklin	NSP rehab
7-1057	1707 E Ganson	NSP rehab
3-1630	733 Oakdale	NSP rehab
8-0356	544 N Pleasant	NSP rehab

JAHC and Habitat for Humanity have the following properties for sale:

Tax ID No.	Address	
7-0890	1212 Burr	Sold
8-0786	1306 Leroy	Rehab complete; listed
8-1633	734 N Waterloo	Rehab ongoing
5-2128	333 E Euclid	Sold
4-0588	606 S Mechanic	Sold

HOME Program

Rehabilitation Assistance Community Development	Funding \$260,975 HOME	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Increased availability of improved housing units	Planned Units 6	Actual Units 0
<i>Note: In addition to what is reported above, 5 rehab projects were completed with prior years' funding.</i>		

Down Payment Assistance Jackson Affordable Housing Corp.	Funding \$25,000 HOME	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Increased homeownership opportunities	Planned Units 6 - 8	Actual Units 3

Acquisition/Rehab/Resale Jackson Affordable Housing Corp.	Funding \$55,000 HOME	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Increased availability of improved housing units	Planned Units 1 - 2	Actual Units 0

The goal of using HOME funds in the City of Jackson is to provide decent, affordable housing to low- and moderate-income persons, which is of highest priority. To accomplish this goal, HOME funds were allocated for rehabilitation assistance, acquisition/rehabilitation/resale, and down payment assistance. The City's Community Housing Development Organization (CHDO), JAHC, was able to complete a rehabilitation project started in 2008-2009 and sell it to a low-income household. JAHC also acquired two other modest homes at 1306 Leroy and 734 North Waterloo in 2009-2010. The rehabilitation at Leroy has been completed and the home is currently being marketed to eligible purchaser, while North Waterloo is currently in the process of being rehabilitated.

The City of Jackson does not use HOME funds for rental housing, so no on-site inspections of rental units were conducted of HOME funded rental housing, and no affirmative marketing was required. No HOME match is required to be paid by the City of Jackson for FY2009 as HUD continues to determine the City is in severe fiscal distress. Forms HUD-40107 (HOME Program Annual Performance Report) and HUD-40107-A (HOME Match Report) are attached to the CAPER as required.

Housing Opportunity for People with Aids (HOPWA) Program

The City of Jackson does not receive HOPWA funding.

Emergency Shelter Grants (ESG) Program

The City of Jackson does not receive ESG funding.



Parks & Recreation/Grounds

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4040 — Facsimile: (517) 768-5860

To: Warren Renando, City Manager

From: Brandon Ransom, Director of Parks, Recreation and Grounds

Date: September 7, 2010

Subject: War on Terror Memorial in Withington Park

The Jackson Parks and Recreation Commission received a proposal from the Jackson Veteran's Council monument committee requesting permission to place a War on Terror Memorial in Withington Park at their August 18, 2010 meeting. The Veteran's Council and other supporters of the monument have successfully raised all of the funds necessary for the project and the funds have been transferred to the city with that intent.

The Parks and Recreation Commission passed a motion recommending approval of the proposal.

The attached plans call for two stone monuments that are 2'x6'. These monuments are very similar to the existing monuments in the park. The threaded rod in between the 2'x 6' monuments is an anchor system that will receive the soldier's field cross. A picture of the field cross is attached in the documents as well. The software system used to generate the drawings would not allow the soldier's field cross to be imported in.

Tom Steiger and I met with Veteran's Council Commander Dave Welihan and monument consultant Chris St. John at the site to discuss the monument and its location and recommend approval as presented. If approved, the monument committee would like to have the monument installed in time to dedicate at the 2010 Veteran's Day Service (November 11).

Dedicated to those
who followed in the
paths taken by
earlier patriots and
offered their lives
in service to their
country during the
Global War
on Terror.

Because of them —

- we are free
- our nation lives
- our world is blessed

Dedicated
November 11, 2010

Donald L. Wheeler Jr.
SP4 USA

Brent E. Boeler
LCPL USMC

Matthew R. Soper
SOT USA

James S. Collins Jr.
SOT USA





Dedicated to those
who followed in the
paths taken by
earlier patriots and
offered their lives
in service to their
country during the
Global War
on Terror.

Because of them —
— we are free
— our nation lives
— our world is blessed

Designed
November 11, 2001

Donald L. Wheeler Jr.
1st Lt
1984

Ernest E. Beecher
1st Lt
1982

Matthew R. Soper
1st Lt
1984

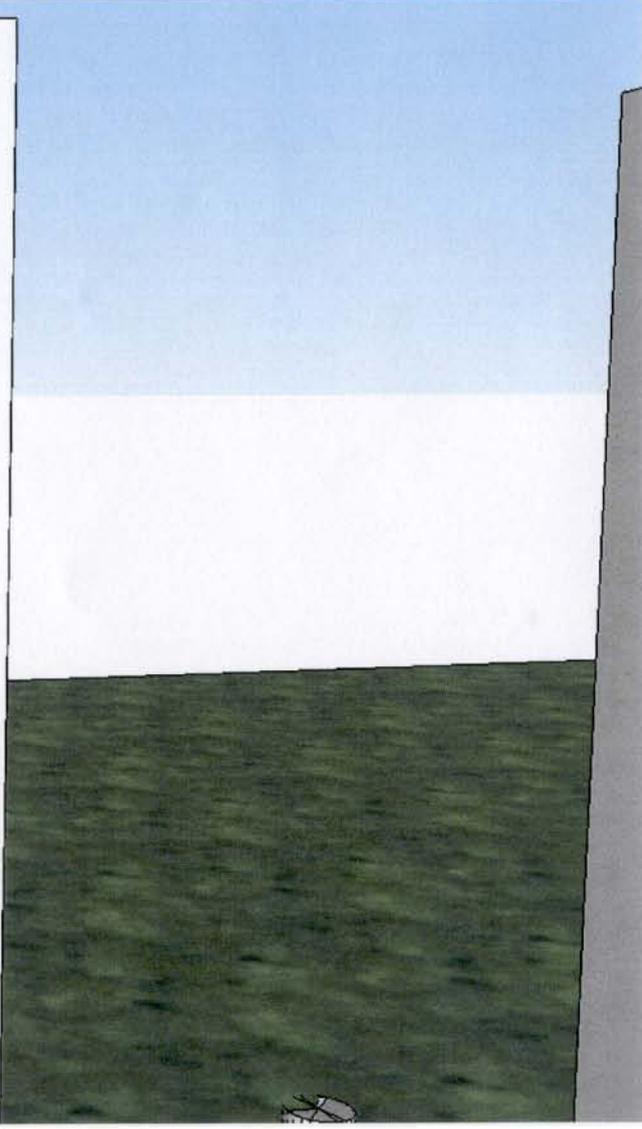
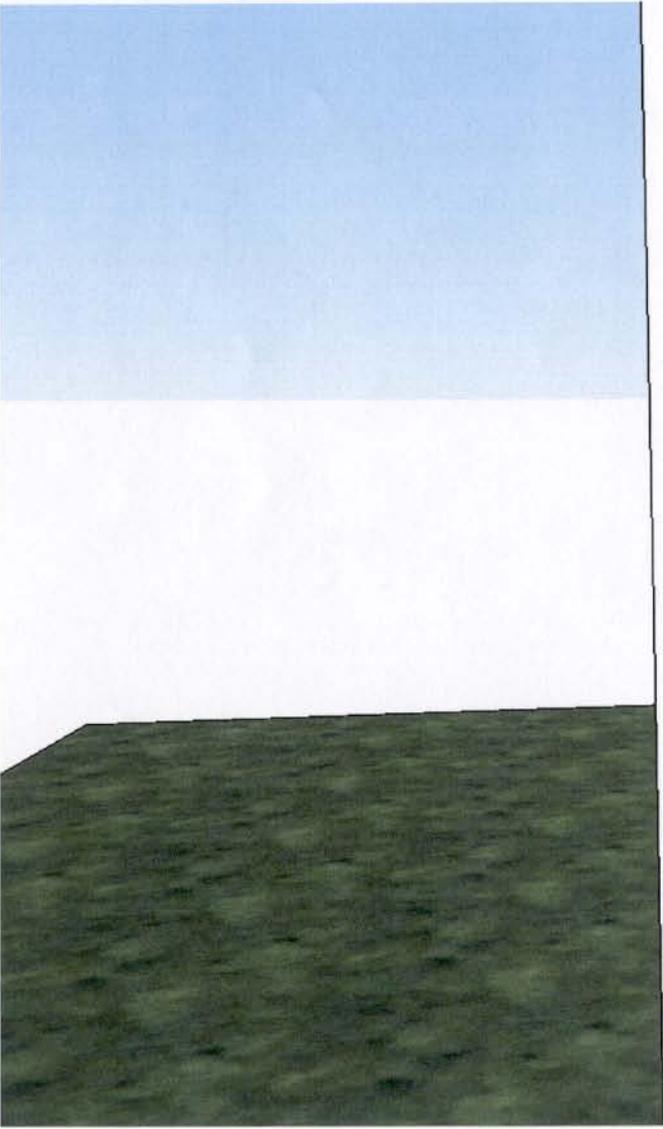
James S. Collins Jr.
1st Lt
1987

Donald L. Wheeler Jr.
SP4 USA

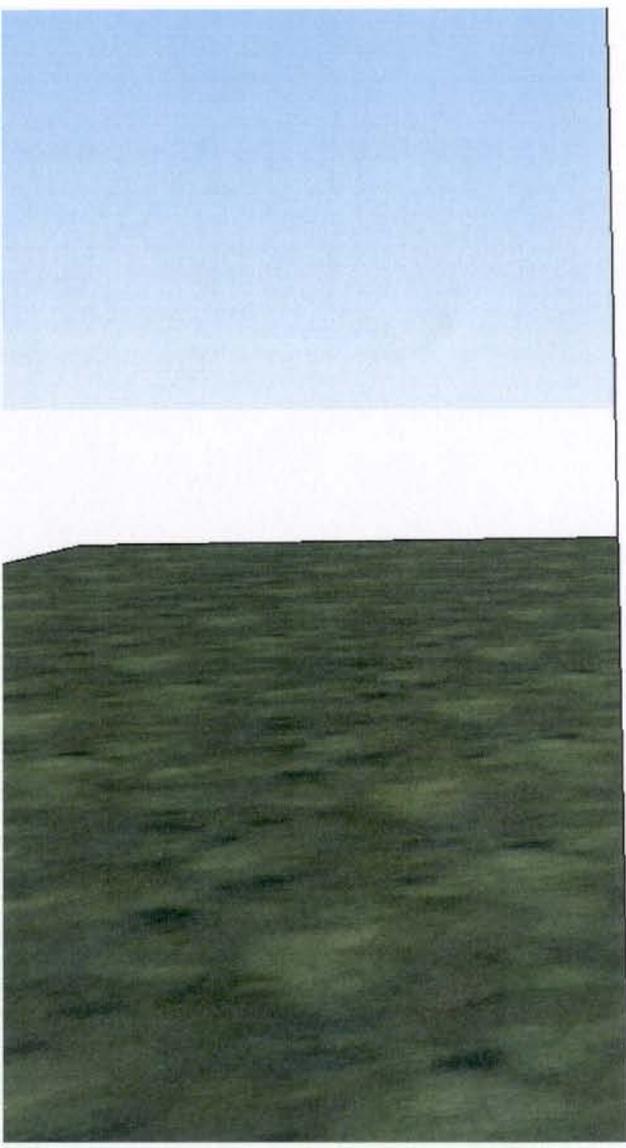
Brent E. Beeler
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Matthew R. Soper
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James S. Collins Jr.
SGT USA



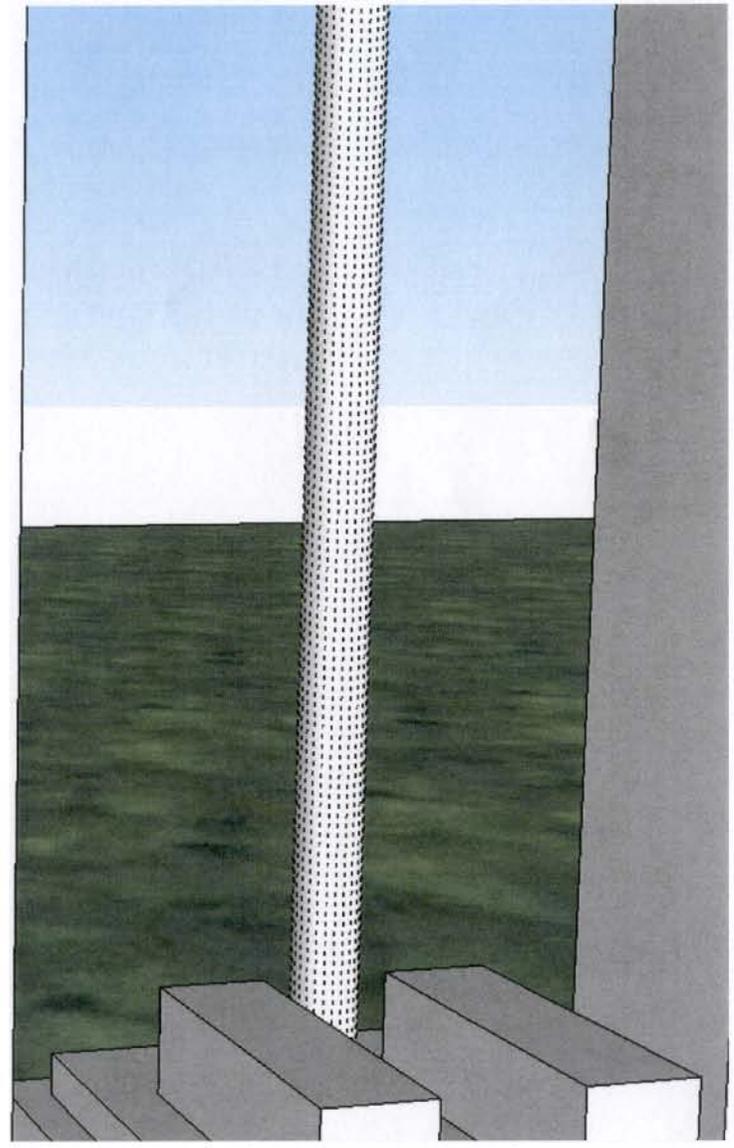
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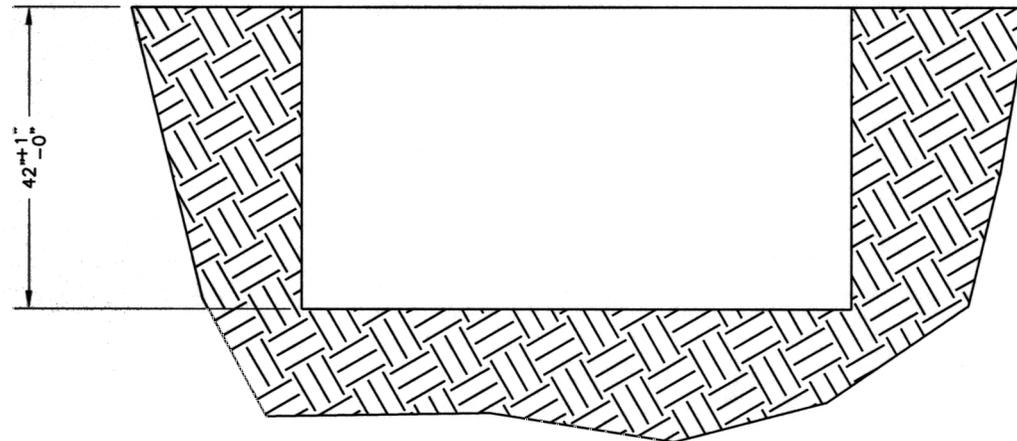
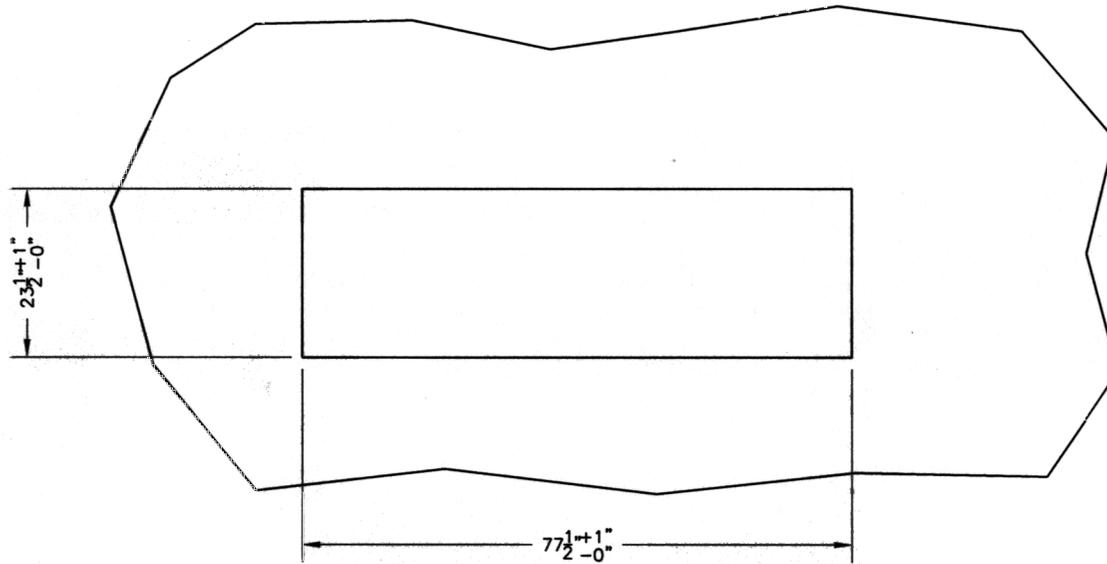


Because of them

we are free
our nation lives
our world is blessed

Dedicated
November 11, 2010





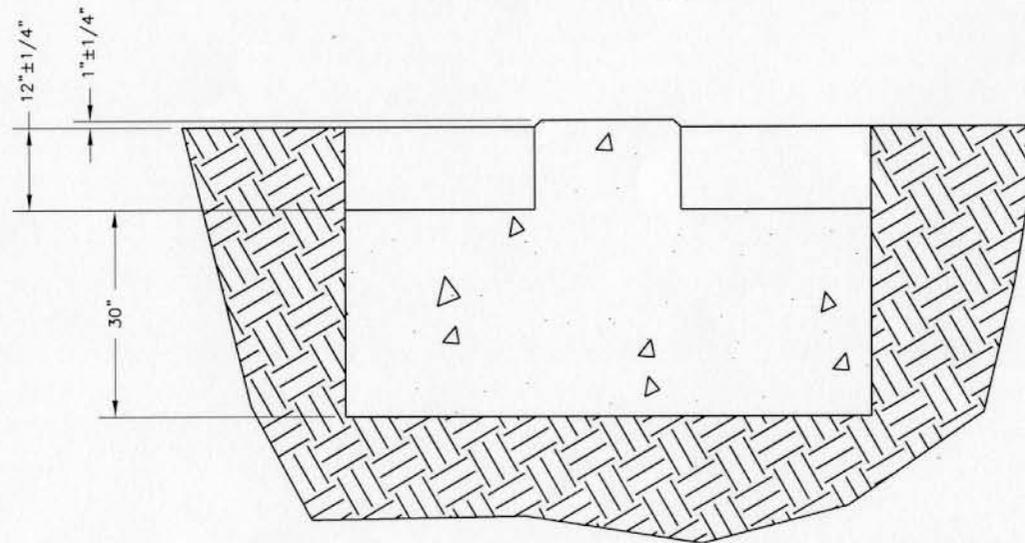
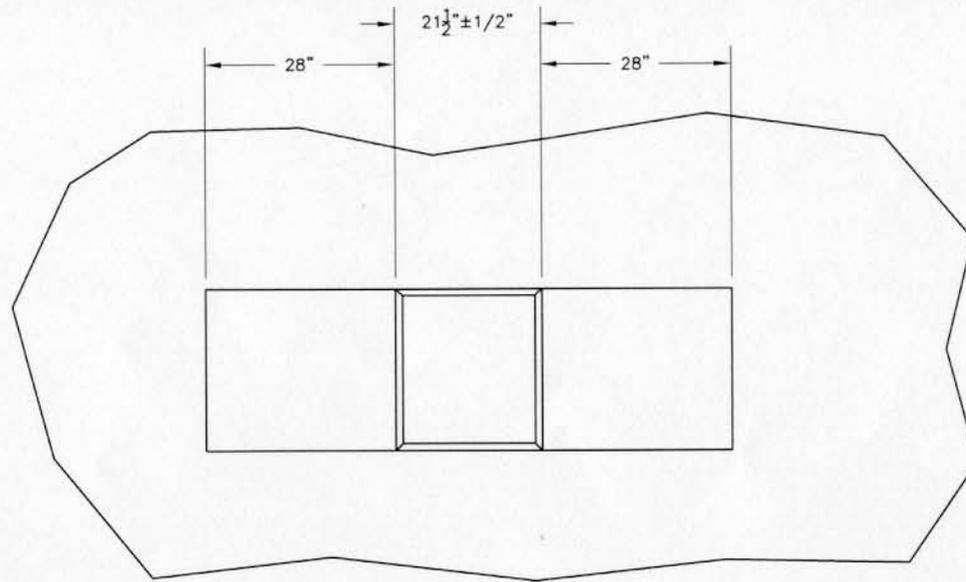
JACKSON COUNTY VETERANS
 COUNCIL
 WAR ON TERROR
 MEMORIAL COMMITTEE

TITLE		EXCAVATION			REV.
DR. BY	DT	SCALE	NTS	DWG. NO.	REV.
CHKD.	DATE	08/12/2010		WOT-01	

REV.	DESCRIPTION	DATE

NOTES:

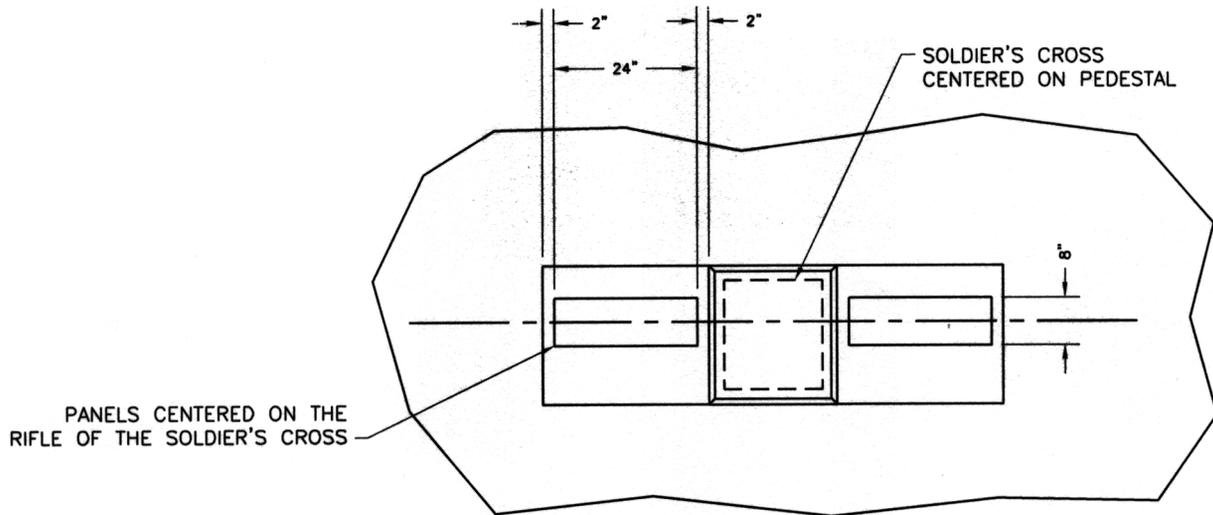
- BASE TO BE PLACED IN A SINGLE POUR.
- CENTER PEDESTAL AREA TO BE CENTERED IN THE EXCAVATION.
- 45 DEGREE EDGE TO BE APPLIED TO THE PEDESTAL AFTER INITIAL CURE.



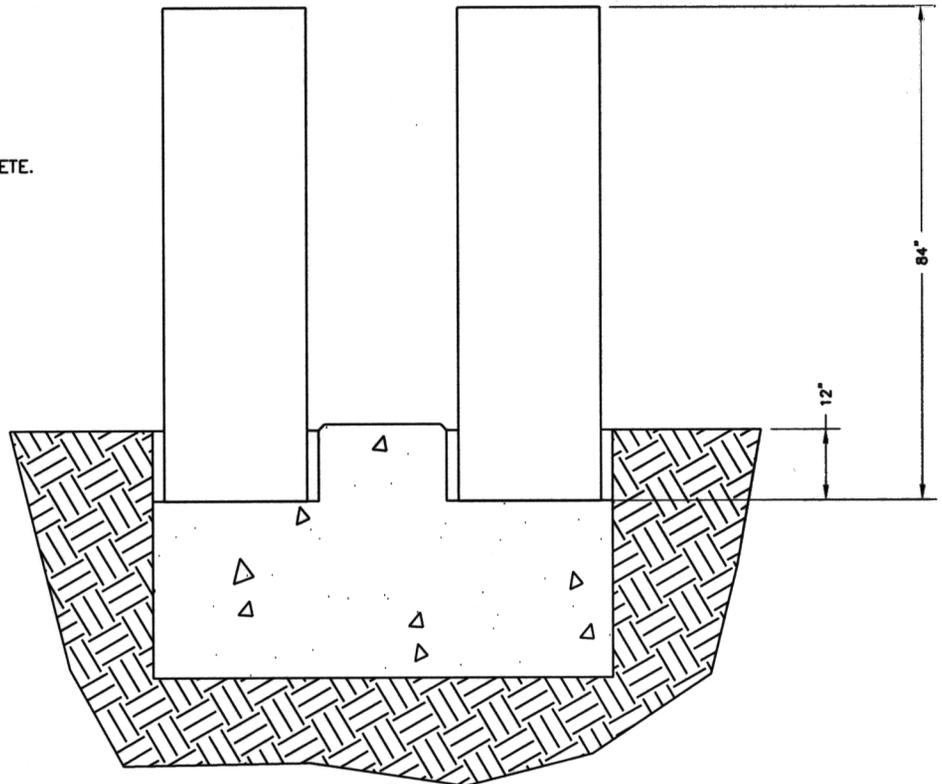
JACKSON COUNTY VETERANS
COUNCIL
WAR ON TERROR
MEMORIAL COMMITTEE

TITLE		CONCRETE		DWG. NO.	WOT-02	REV.
DR. BY	DT	SCALE	NTS			
CHKD.	DATE	08/12/2010				

REV.	DESCRIPTION	DATE
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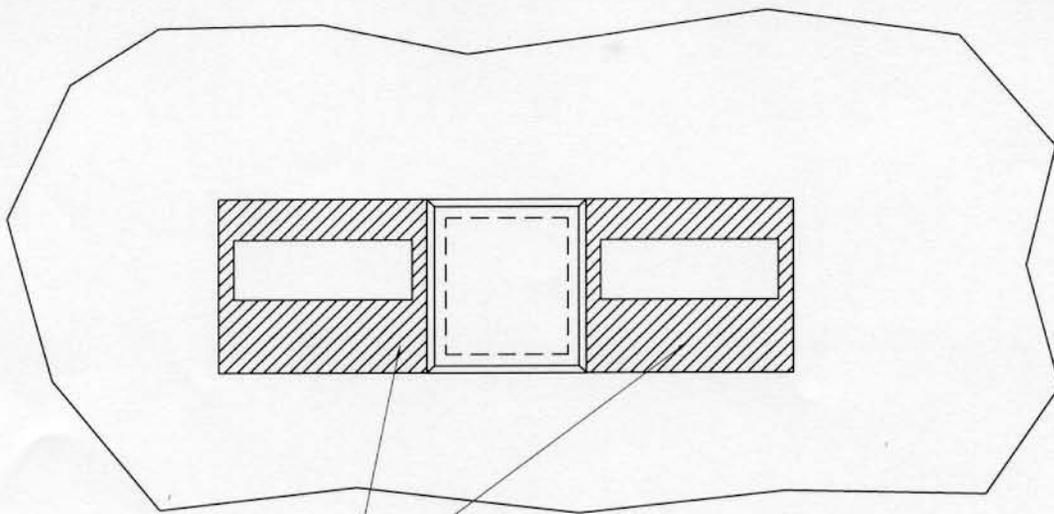
- NOTES:
- PANELS TO BE ANCHORED INTO CONCRETE BASE.
 - SOLDIER'S CROSS TO BE ANCHORED INTO CONCRETE.



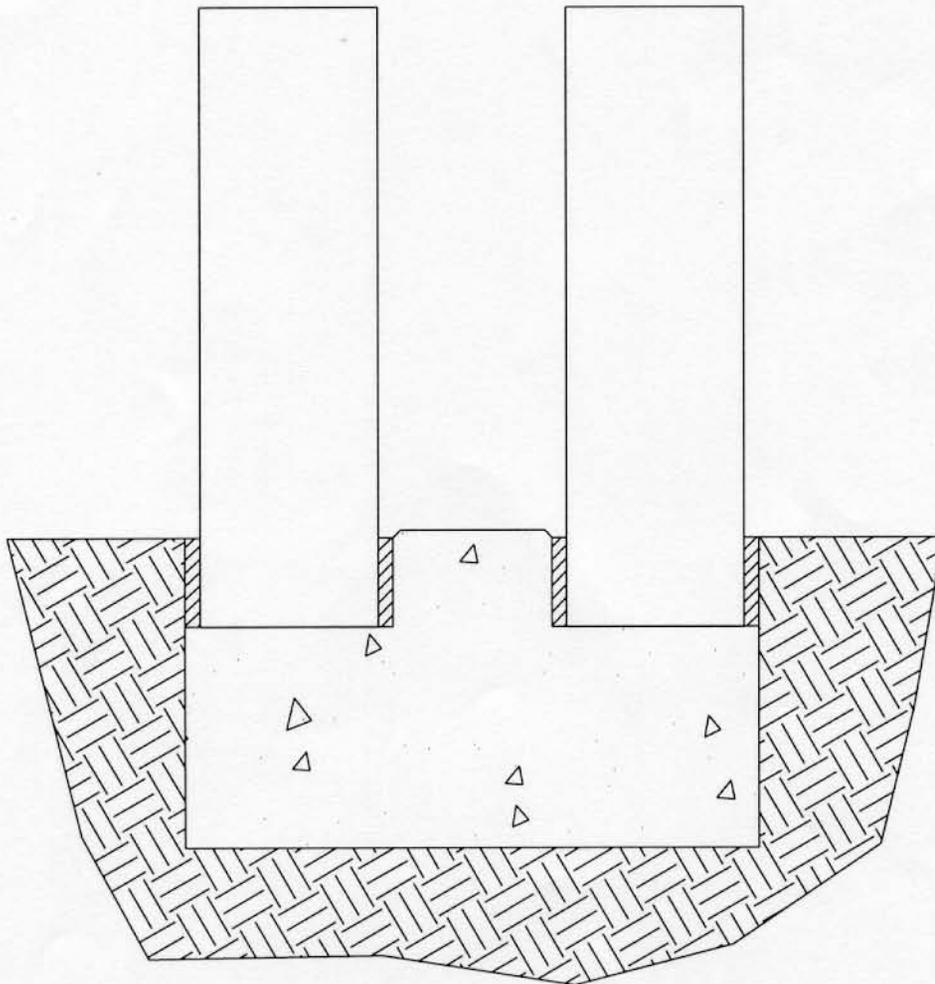
JACKSON COUNTY VETERANS
COUNCIL
WAR ON TERROR
MEMORIAL COMMITTEE

TITLE		PLACEMENT			DWG. NO.	REV.
DR. BY	DT	SCALE	NTS	DATE	08/12/2010	WOT-03

REV.	DESCRIPTION	DATE	CHKD.	DATE	08/12/2010	REV.
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FINAL CONCRETE POUR
AROUND TABLETS



JACKSON COUNTY VETERANS
COUNCIL
WAR ON TERROR
MEMORIAL COMMITTEE

TITLE		FINISHING			REV.
DR. BY	DT	SCALE	NTS	DWG. NO.	
CHKD.		DATE	08/12/2010	WOT-04	

REV.	DESCRIPTION	DATE





Community Development

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

September 7, 2010

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

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

Please place this item for consideration on the September 14, 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 One Month Ended July 31, 2010**

	<u>Budgeted</u>	<u>Expended Prior Year</u>	<u>Actual Month-to-Date</u>	<u>Actual Year-to-Date</u>	<u>Total Funds Expended- to-Date</u>	<u>Balance</u>	<u>Percent Spent</u>
<u>Public Services</u>							
1 Family Services & Children's Aid							
FY 2009/2010	10,000	7,263	-	-	7,263	2,737	72.6%
FY 2010/2011	7,000	-	-	-	-	7,000	0.0%
2 JAHC - Homeownership Training	8,000	-	-	-	-	8,000	0.0%
3 MLK Summer Program	40,000	-	-	-	-	40,000	0.0%
4 Center for Family Health	20,000	-	-	-	-	20,000	0.0%
5 Partnership Park-After School Programs							
FY 2009/2010	5,000	4,485	-	-	4,485	515	89.7%
FY 2010/2011	5,000	-	-	-	-	5,000	0.0%
6 United Way - 211 Services							
FY 2009/2010	12,000	9,000	3,000	3,000	12,000	-	100.0%
FY 2010/2011	10,000	-	-	-	-	10,000	0.0%
7 Salvation Army - Heating Assistance	60,000	-	-	-	-	60,000	0.0%
8 AWARE	15,000	-	-	-	-	15,000	0.0%
9 Fair Housing Services (FY 2004/2005)	10,000	-	-	-	-	10,000 *	0.0%
10 Legal Services of SE Michigan (FY 2007/2008)	1,500	1,200	-	-	1,200	300 *	80.0%
11 Human Relations Comm (Cool Cities Youth Council)							
FY 2007/2008	5,000	2,930	-	-	2,930	2,070 *	58.6%
FY 2008/2009	1,000	-	-	-	-	1,000 *	0.0%
<u>Administration</u>							
12 Administration & Planning							
FY 2009/2010	216,425	125,853	13,521	13,521	139,374	77,051	64.4%
FY 2010/2011	249,700	-	-	-	-	249,700	0.0%
<u>Code Enforcement</u>							

13	City Code Enforcement Division							
	FY 2009/2010	450,000	373,952	31,026	31,026	404,978	45,022	90.0%
	FY 2010/2011	503,345	-	-	-	-	503,345	0.0%
14	City Attorney Office	63,000	-	-	-	-	63,000	0.0%
	<u>Housing Rehabilitation Projects</u>							
15	Owner Occupied Housing Rehabilitation							
	FY 2007/2008	259,035	206,871	-	-	206,871	52,164	79.9%
	FY 2008/2009	58,980	-	-	-	-	58,980	0.0%
	FY 2009/2010	88,000	-	-	-	-	88,000	0.0%
	FY 2010/2011	60,000	-	-	-	-	60,000	0.0%
17	City Emergency Hazard Repair Program							
	FY 2009/2010	125,000	81,944	9,522	9,522	91,466	33,534	73.2%
	FY 2010/2011	125,000	-	-	-	-	125,000	0.0%
17	New Neighbor Program (FY 2005/2006)	80,000	64,216	815	815	65,031	14,969	81.3%
18	World Changers							
	FY 2008/2009	38,250	16,231	22,019	22,019	38,250	-	100.0%
	FY 2010/2011	-	-	-	-	-	-	n/a
19	Cleanup	-	-	-	-	-	-	n/a
20	City Rehab Administration (Denied Loans)							
	FY 2008/2009	3,000	1,947	-	-	1,947	1,053	64.9%
	FY 2009/2010	1,000	-	-	-	-	1,000	0.0%
	FY 2010/2011	1,000	-	-	-	-	1,000	0.0%
21	John George Home - building repairs	10,000	-	-	-	-	10,000	0.0%
22	DDA - Façade Loans (FY 2008/2009)	18,000	5,026	-	-	5,026	12,974	27.9%
23	Grace Haven - shelter repairs (2008/2009)	18,000	-	-	-	-	18,000	0.0%
	<u>Street Projects</u>							
24	Mason - Jackson to Mechanic (FY 2009/2010)	91,000	12,120	-	-	12,120	78,880	13.3%
25	Mason - Mechanic to Francis (FY 2009/2010)	72,000	6,718	-	-	6,718	65,282	9.3%
26	Loomis - Leroy to North (FY 2009/2010)	90,000	12,393	-	-	12,393	77,607	13.8%
27	Loomis - North to Argyle (FY 2009/2010)	47,000	-	-	-	-	47,000	0.0%
28	Monroe Street Sidewalk (FY 2009/2010)	30,000	-	-	-	-	30,000	0.0%
29	Special Assessments (FY 2009/2010)	22,718	-	-	-	-	22,718	0.0%

30	Wilkins - Jackson to Williams	103,000	-	-	-	-	103,000	0.0%	
31	Wilkins - Williams to Mechanic	106,000	-	-	-	-	106,000	0.0%	
32	Wilkins - Mechanic to Francis	136,000	-	-	-	-	136,000	0.0%	
33	Special Assessments	10,000	-	-	-	-	10,000	0.0%	
<u>Other Projects</u>									
34	Public Works - curb ramps								
	FY 2008/2009	40,000	33,337	-	-	33,337	6,663	83.3%	
	FY 2009/2010	67,523	-	-	-	-	67,523	0.0%	
	FY 2010/2011	20,000	-	-	-	-	20,000	0.0%	
35	Tree Removal/Replacement								
	FY 2009/2010	25,000	18,751	-	-	18,751	6,249	75.0%	
	FY 2010/2011	14,000	-	-	-	-	14,000	0.0%	
<u>Economic Development</u>									
36	Job Creation Loans	50,000	-	-	-	-	50,000	0.0%	
<u>Public Improvements</u>									
37	Grand River Arts Walk (FY 2008/2009)	328,906	300,530	-	-	300,530	28,376	91.4%	

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

NOTE: All funds are FY 2010/2011 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: September 8, 2010

To: Building Code Board of Examiners and Appeals Members

From: Frank Donovan, Chief Building Official

Subject: Dangerous Building Report

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	4					33
(7) CONDEMNED PROPERTIES (DANGEROUS AND UNSAFE) CARRIED OVER FROM 2009 (2 properties are scheduled for BCBA hearings, 5 properties have been upheld and are awaiting demolition)												9
(2) CONDEMNED PROPERTIES (DANGEROUS AND UNSAFE) CARRIED OVER FROM 2008 (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	2					10

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	3					14

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	6					43

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	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)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
614 Backus St (2-1558) Earl Dutton 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. 03/29/2010 Notice and Order mailed to owner(s). Owner given 60 days to complete repairs. 06/01/2010 Reinspection scheduled. 06/17/2010 Staff recommended UPHOLDING Notice and Order. 06/17/2010 Board UPHELD Notice and Order, bids for demolition to be requested. Permit Information: No permits issued to date. Current Status: Building Board UPHELD Notice and Order. Bids for demolition requested 08/03/2010.
1415 S Cooper St (5-0866) James/Kim Justin Commercial	05/03/2010 Commercial building open and accessible. Awning rotted and collapsing. Interior egress paths blocked.	05/03/2010 Condemned commercial building. 05/05/2010 Notice and Order mailed to owner(s). Owner given 2 weeks to complete. 05/20/2010 Reinspection scheduled. 07/29/2010 Staff recommended tabling until the August meeting so that inspector can conduct inspection. 07/29/2010 Board tabled until the August Board meeting. 08/26/2010 Staff recommended tabling until the September meeting. Owner/tenant making progress and should be finished in a couple of weeks. 08/26/2010 Board tabled until the September Board meeting. Permit Information: Electrical permit issued 05/19/2010, rough inspection disapproved, finalized 06/14/2010. Current Status: Scheduled for the September 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
816 Eaton St (2-1703) Fletcher Hall Garage	08/12/2010 Garage is deteriorated and decayed; roof system collapsed. New this month	08/12/2010 Condemned garage. 08/17/2010 Notice and Order mailed to owner(s). Owner given 45 months to complete repairs. 10/04/2010 Reinspection scheduled. Permit Information: No permits issued to date. Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 11/18/2010 if the owner does not comply with the Notice and Order.
915 Everhard St (5-0496) Katrina Foster House	03/01/2010 House is deteriorated and decayed. Chimney collapsed, open and accessible, hole in flooring, foundation crumbling.	03/01/2010 Condemned house. 03/03/2010 Notice and Order mailed to owner(s). Owner given 45 days to complete repairs. 05/03/2010 Reinspection conducted; no progress being made on repairs. 05/27/2010 Staff recommended UPHOLDING Notice and Order. 05/27/2010 Board UPHELD Notice and Order, bids for demolition to be requested. Permit Information: No permits issued to date. Current Status: Building Board UPHELD Notice and Order, bids for demolition 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
1412 First St (3-2342) Ross/Rosemary Cain House	07/13/2010 House is deteriorated and decayed; roof system collapsed.	07/13/2010 Condemned house. 07/23/2010 Notice and Order mailed to owner(s). Owner given 3 months to complete repairs. 10/25/2010 Reinspection scheduled. Permit Information: Building permit issued 07/28/2010; insulation approved 08/19/2010. 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.
119 Francis Ct (5-1478) Steve Simokaitis Garage/House	05/27/2010 Garage roof system rotted and has holes and is collapsing.	05/27/2010 Condemned garage/house. 05/27/2010 Notice and Order mailed to owner(s). Owner given 45 days to complete repairs. 09/01/2010 Reinspection conducted, no work or permits issued. Permit Information: No permits issued to date. Current Status: Publication required. Scheduled for the September Building Code Board of Appeals meeting.
703 E Ganson St (7-0701) Candy Moffitt Garage/Porch	05/04/2010 Garage/porch deteriorated and decayed. Roof has holes in it and is collapsing.	05/04/2010 Condemned house. 05/05/2010 Notice and Order mailed to owner(s). Owner given 3 months to demolish. 09/01/2010 Reinspection conducted, no work or permits issued. Permit Information: No permits issued to date. Current Status: Scheduled for the September 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
804 Greenwood Ave (4-0475) William/Marie Amodio House	04/22/2010 House severely damaged by fire	04/22/2010 Condemned house. 04/23/2010 Notice and Order mailed to owner(s). Owner given 45 days to demolish. 06/07/2010 Reinspection scheduled. 06/17/2010 Staff recommended UPHOLDING Notice and Order. 06/17/2010 Board UPHELD Notice and Order, bids for demolition to be requested. Permit Information: No inspections issued to date. Current Status: Property has been demolished per Building Board order. Released from condemnation.
407 Homewild Ave (7-0319) Brandy Ekins Garages	08/12/2010 Garages are deteriorated and decayed. Roof's have holes in them and are collapsing. New this month	08/12/2010 Condemned garages. 08/17/2010 Notice and Order mailed to owner(s). Owner given 28 days to complete. 09/17/2010 Reinspection scheduled. Permit Information: No permits issued to date. Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 10/28/2010 if the owner does not comply with the Notice and Order.
334 N Horton St (8-0163) Kassie Elliott Garage	02/01/2010 Garage deteriorated and collapsing.	02/01/2010 Condemned garage. 02/10/2010 Notice and Order mailed to owner(s). Owner given 1 month to complete repairs. 03/10/2010 Reinspection conducted; owner is working on making repairs. Permit Information: Roofing permit issued 03/22/2010; no inspections. Current Status: Per Chief Building Official monitor permit for compliance.

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
1212 S Jackson St (4-1135) James/Grace Sparks House	06/16/2010 Foundation wall collapsed.	06/16/2010 Condemned house. 07/02/2010 Notice and Order mailed to owner(s). Owner given 60 days to complete repairs. 09/01/2010 Reinspection conducted. Building permit will be issued week of 09/13/2010 and then work to be completed within 1 month. Timeline extended accordingly to allow for stated dates. Permit Information: No permits issued to date. Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 11/18/2010 if the owner does not comply with the Notice and Order.
421 Jefferson St (1-0694) Davonne Pierce House	04/05/2010 Fire damage throughout house.	04/05/2010 Condemned house. 04/07/2010 Notice and Order mailed to owner(s). Owner given 90 days to complete repairs. 07/12/2010 Reinspection conducted, no progress. Owner is awaiting Insurance settlement. 07/29/2010 Staff recommended tabling until the August meeting to see if owner is able to settle with insurance company. 07/29/2010 Board tabled until the August Board meeting. 08/26/2010 Staff recommended tabling until the October meeting to allow owner time to attend hearing regarding insurance settlement. 08/26/2010 Board tabled until the October Board meeting. Permit Information: No permits issued to date. Current Status: Scheduled for the October 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
1223 Maple Ave (4-0939) Elisabeth McKinch House/Garage	08/18/2010 Property open and accessible three times in the past two years. New this month	08/18/2010 Condemned house/garage. 08/25/2010 Notice and Order mailed to owner(s). Owner given 60 days to complete repairs. 10/25/2010 Reinspection scheduled. Permit Information: No permits issued to date. Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 11/18/2010 if the owner does not comply with the Notice and Order.
611 W Morrell St (3-2064) Christopher Mullins House/Garage	08/30/2010 Fire, smoke and water damage. New this month	08/30/2010 Condemned house/garage. 09/01/2010 Notice and Order mailed to owner(s). Owner given 5 days to get permit. 09/06/2010 Reinspection scheduled. Permit Information: No permits issued to date. Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 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
618 W North St (2-1279) Sharon Nelson Foundation/Electrical	07/02/2010 Foundation wall collapsed. Electrical service box struck by collision.	07/02/2010 Condemned foundation/electrical. 07/07/2010 Notice and Order mailed to owner(s). Owner given 45 days to complete repairs. 08/19/2010 Reinspection conducted. Extended timeline for repairs until 10/01/2010 for owner to settle with insurance company and start repairs. Permit Information: Electrical permit issued 07/07/2010; finalized 07/07/2010. 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.
603 Oakhill Ave (2-1037) Mark Deneka House	07/02/2010 Fire damage throughout house.	07/02/2010 Condemned house. 07/07/2010 Notice and Order mailed to owner(s). Owner given 120 days to complete repairs. 11/08/2010 Reinspection scheduled. Permit Information: No permits issued to date. Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 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
112 W Prospect St (5-1543) John Powell Garage	06/23/2010 Tree fell on rear detached garage.	06/23/2010 Condemned garage. 07/02/2010 Notice and Order mailed to owner(s). Owner given 90 days to complete repairs. 08/11/2010 Publication required. 10/08/2010 Reinspection scheduled. Permit Information: No permits issued to date. Current Status: Publication required. Scheduled for the 11/18/2010 Building Code Board of Appeals meeting.
220 E Robinson St (5-1466) Ronald Austin Sr House/Garage	07/06/2010 Garage deteriorated and decayed. Garage roof has collapsed. House roof is deteriorated and decayed; rotted.	07/06/2010 Condemned house/garage. 07/15/2010 Notice and Order mailed to owner(s). Owner given 90 days to complete repairs. 08/11/2010 Publication required. 10/18/2010 Reinspection scheduled. Permit Information: No permits issued to date. Current Status: Publication required. Scheduled for the 11/18/2010 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
523 Seymour Ave (8-0731) Angela Union House	03/05/2010 Fire damage throughout house.	03/05/2010 Condemned house. 03/11/2010 Notice and Order mailed to owner(s). Owner given 120 days to complete repairs. 07/12/2010 Reinspection conducted, no work performed just settled with the insurance company. 07/29/2010 Staff recommended tabling until the August meeting in order for inspector to try and contact owner. 07/29/2010 Board tabled until the August Board meeting. 08/26/2010 Staff recommended tabling until the September meeting to contact insurance company regarding ACT 495 funds. 08/26/2010 Board tabled until the September Board meeting. Permit Information: No permits issued to date. Current Status: Scheduled for the September Building Code Board of Appeals meeting.
412 Third St (3-0196) Hugh Hiller House	02/01/2010 Fire damage to house.	02/01/2010 Condemned house. 02/10/2010 Notice and Order mailed to owner(s). Owner given 4 months to complete repairs. 06/10/2010 Reinspection conducted, no progress. 07/29/2010 Staff recommended UPHOLDING Notice and Order. 07/29/2010 Board UPHELD Notice and Order, bids for demolition to be requested. Permit Information: Electrical permit issued 07/12/2010; finalized 07/20/2010. Current Status: Building Board UPHELD Notice and Order, bids for demolition requested 08/31/2010.

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
781 Tomlinson St (6-1322) John Babchook Garage	05/04/2010 Roof system rotted and caving in.	05/04/2010 Condemned garage. 05/05/2010 Notice and Order mailed to owner(s). Owner given 4 months to complete repairs. 08/11/2010 Publication required. 10/01/2010 Reinspection scheduled. Permit Information: No permits issued to date. Current Status: Publication required. Scheduled for the October Building Code Board of Appeals meeting.
803 E Washington Ave (6-1548) Rudy/Dorothy Meyers House/Garage	07/28/2010 Foundation deteriorated and decayed. Garage pushed off foundation.	07/28/2010 Condemned house/garage. 07/29/2010 Notice and Order mailed to owner(s). Owner given 60 days to complete repairs or demolish. 10/01/2010 Reinspection scheduled. Permit Information: No permits issued to date. Current Status: Owner was to have permit(s) pulled within 30 days. As of 09/01/2010 no permits issued. Scheduled for the September Building Code Board of Appeals meeting.
1228 Williams St (4-0998) Christopher Lloyd-Bowser 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. 06/09/2010 Notice and Order mailed to owner(s). Owner given 45 days to complete demolition. 08/27/2010 Reinspection scheduled. Permit Information: Demolition permit issued 07/29/2010. Current Status: Property demolished by owner, released from condemnation.

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) Kenneth Zaggy Commercial	11/24/09 Fire damage throughout structure.	11/24/09 Condemned commercial building. 12/02/09 Notice and Order hand delivered to owner(s). Owner given 7 days to install a fence, provide a timeline for repairs/demolition and pull permit. 180 days from the date of permit to complete. 12/18/09 Staff recommended tabling until the January meeting. Owner looking at selling property to someone who will clean up and rehabilitate. 12/18/09 Board tabled until the January Board meeting. 01/28/2010 Staff recommended continuing until the June meeting. Owner has provided performance agreement and should be done by end of May. 01/28/2010 Board continued until the May Board meeting. 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. 05/27/2010 Staff recommended tabling until the July meeting. Owner making progress. 05/27/2010 Board continued until the July Board meeting. 07/29/2010 Staff recommended tabling until the September meeting. Owner is working on repairs. 07/29/2010 Board continued until the September Board meeting. 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. 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
902 Maple Ave (4-0857) Anthony Gittens House	10/05/09 Fire and smoke damage.	10/05/09 Condemned house. 10/28/09 Notice and Order mailed to owner(s). Owner given 4 months to complete repairs. 03/01/2010 Reinspection revealed temporary tarp and boarded up to north fire damaged roof. Recheck in 1 month and if no progress schedule for building board. 04/29/2010 Staff recommended UPHOLDING Notice and Order. 04/29/2010 Board UPHELD Notice and Order, bids for demolition awarded 08/03/2010. Permit Information: Building permit issued 02/04/2010; no inspections. Current Status: 08/24/2010 Owner filed in Circuit Court. Demolition order put on hold.
1421 E Michigan Ave (6-0566) Hakim/Chaudhri Bashir LLC House	08/06/09 Open and accessible. Porch rotted with open holes through floor system.	08/06/09 Condemned house. 08/14/09 Notice and Order mailed to owner(s). Owner was given 45 days to complete repairs. 11/19/09 Reinspection conducted, no change in status of property. County update – 2006, 2007 and 2008 taxes are delinquent. 12/18/09 Staff recommended UPHOLDING Notice and Order. 12/18/09 Board UPHELD Notice and Order, bids for demolition to be requested. Permit Information: No permits issued to date. Current Status: Bids for demolition awarded 03/10/2010.

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
416 Oak St (7-0175) Jamie Cox (new owner 9/2009) Gary Cox Single Family Home	05/22/09 Foundation deteriorated and decayed and structure open and accessible.	05/22/09 Condemned house. 05/28/09 Notice and Order mailed to owner(s). Owner was given 90 days to complete repairs. 08/31/09 Reinspection conducted, owner making progress. 10/01/09 Administrative reinspection, still dangerous and unsafe. 10/16/09 Staff recommended tabling until the November meeting. Owner has started repairs but needs more time. 10/16/09 Board tabled until the November meeting. 11/20/09 Staff recommended tabling until the December meeting. Owner continues to make progress, nearing completion. 11/20/09 Board tabled until the December meeting. 12/18/09 Staff recommended UPHOLDING Notice and Order. 12/18/09 Board UPHELD Notice and Order, bids for demolition to be requested. Permit Information: Building permit issued 04/07/2010; no inspections. Current Status: Property has been repaired by owner, released from condemnation.

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) Daryl Hoskins House	10/01/09 Fire damage throughout structure.	10/01/09 Condemned house. 11/5/09 Notice and Order mailed to owner(s). Owner was given 90 days to complete repairs. 02/08/2010 Reinspection scheduled. 01/28/2010 Staff recommended continuing until the February meeting to allow owner time to work with his insurance company on a settlement. 01/28/2010 Board continued until the February 25, 2010, Board meeting. 02/25/2010 Staff recommended tabling until March. Owner is awaiting insurance settlement to start repairs. 02/25/2010 Board tabled until the March Board meeting. 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. 03/25/2010 Board tabled until the July Board meeting. 07/29/2010 Staff recommended tabling until the August meeting in order to look into insurance funds. 07/29/2010 Board tabled until the August Board meeting. 08/26/2010 Staff recommended releasing into open building permit status. 08/26/2010 Board released. Permit Information: Building permit issued 08/17/2010; no inspections. Current Status: Released into open building permit status.

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
326 W Wesley St (4-0300) Wells Fargo Bank (new owner) Garage	06/23/09 Tree has fallen onto southwest corner of garage breaking hip rafters. West side garage open with holes through roof and weather damaged rafters.	06/23/09 Condemned garage. 07/01/09 Notice and Order mailed to owner(s). Owner was given 90 days to complete repairs. 10/14/09 Reinspection conducted, no progress. 11/20/09 Staff recommended continuing until December to allow bank time to compare the cost of demolition vs. cost of repairing. 11/20/09 Board continued until the December meeting. 12/18/09 Staff recommended UPHOLDING Notice and Order. 12/18/09 Board UPHELD Notice and Order, bids for demolition to be requested. 12/31/09 Received letter from owner requesting reconsideration. Placed on January agenda. 01/28/2010 Staff recommended continuing until the February meeting. Bank attempted repairs but repairs are unacceptable. 01/28/2010 Board continued until the February BCBA meeting. 02/25/2010 Staff made no recommendation. 02/25/2010 Board denied request for reconsideration. 06/09/2010 Bids for demolition awarded. Permit Information: Demolition permit issued 07/14/2010; no inspections. Building permit issued to owner 08/18/2010; no inspections. Current Status: 08/06/2010 Demolition on hold, owner plans to repair.

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) Christopher Lloyd-Bowser Garage	02/20/09 Roof system is rotted and caving in; open holes throughout roof system. Entry doors missing.	02/20/09 Condemned garage. 02/27/09 Notice and Order mailed to owner(s). Owner was given 45 days to demolish. 04/17/09 Reinspection revealed owner has pulled permit and work has started. 12/18/09 Staff recommended UPHOLDING Notice and Order. 12/18/09 Board UPHELD Notice and Order, bids for demolition to be requested. Permit Information: Building permit issued 05/08/09; expired 11/04/09. Demolition permit issued 07/29/2010; no inspections. Current Status: Property demolished by owner, released from condemnation.

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

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

CITY OF JACKSON

HAZARDOUS PROPERTIES

(Secured and Released)

Property Address (Stencil #)	Date of Compliant	Date Referred to DPW or Contractor	Date Secured
308 N Columbus St (7-0301) Corrine Goodlow House	08/04/2010	08/12/2010	08/13/2010
816 Eaton St (2-1703) Fletcher Hall House	08/12/2010	08/17/2010	08/18/2010
407 Homewild Ave (7-0319) Brandy Ekins House	08/12/2010	08/12/2010	08/13/2010
116 W Mason St (4-0122) Alexander Bodo Jr House	08/13/2010	08/17/2010	08/30/2010
303 W Morrell St (4-1184.1) Todd Smith House	08/12/2010	08/17/2010	08/18/2010
767 Oakridge Dr (3-2750) Michael Arnett House	07/27/2010	07/29/2010	07/30/2010
209 N Pleasant St (7-1179) Kevin/Paula Brand House	07/29/2010	08/02/2010	08/03/2010
103-15 W Prospect St (5-1529) Southwest Plaza LLC Commercial	08/11/2010	08/17/2010	08/18/2010

CITY OF JACKSON

UNFIT FOR HUMAN HABITATION

(Notice to Vacate)

Property Address (Stencil #)	Reason Vacated	Date of Complaint	Date Vacated	Reported by	Vacated by	Date Released
=====						



City Clerk

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

September 7, 2010

TO: Honorable Mayor and City Councilmembers
FROM: Lynn Fessel, City Clerk 
RE: Establishment of a Public Hearing on the Request filed by Technique, Inc.,
located at 2341 Enterprise Drive, for an Application for an Industrial
Facilities Exemption Certificate

Technique, Inc., has submitted the attached application for an Industrial Facilities Exemption Certificate for personal property for their facility located at 2341 Enterprise Drive.

Requested action is for the City Council to establish a public hearing on September 28, 2010, on the application. Notification letters will be sent to the applicant and the legislative body of taxing units, which levy ad valorem taxes within the City informing them of the public hearing.

Thank you.

Attachment

C: Interim City Manager
City Assessor
City Attorney
Economic Development Project Manager

Application for Industrial Facilities Tax Exemption Certificate

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

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

To be completed by Clerk of Local Government Unit	
Signature of Clerk <i>John Jessel, City Clerk</i>	Date received by Local Unit <i>August 3, 2010</i>
STC Use Only	
Application Number	Date Received by STC

APPLICANT INFORMATION
All boxes must be completed.

▶ 1a. Company Name (Applicant must be the occupant/operator of the facility) Technique, Inc.	▶ 1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 332110	
▶ 1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 2341 Enterprise Drive, Jackson, MI, 49203	▶ 1d. City/Township/Village (indicate which) Jackson	▶ 1e. County Jackson
▶ 2. Type of Approval Requested <input checked="" type="checkbox"/> New (Sec. 2(4)) <input type="checkbox"/> Transfer (1 copy only) <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(1)) <input type="checkbox"/> Research and Development (Sec. 2(9))	▶ 3a. School District where facility is located Jackson	▶ 3b. School Code 38170
		4. Amount of years requested for exemption (1-12 Years) 12

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

Facility at 2341 Enterprise Drive will be used to house a BLM Laser Tube to serve Technique's client base in North Carolina. As opposed to moving operations to NC, this new operation will allow Technique to service NC clients from Jackson. A tax abatement in the form of an IFT will help keep Technique competitive due to the geographic barriers.

6a. Cost of land and building improvements (excluding cost of land)	▶ _____
* Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	Real Property Costs
6b. Cost of machinery, equipment, furniture and fixtures	▶ \$535,764.00
* Attach itemized listing with month, day and year of beginning of installation, plus total	Personal Property Costs
6c. Total Project Costs	▶ \$535,764.00
* Round Costs to Nearest Dollar	Total of Real & Personal Costs

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

	Begin Date (M/D/Y)	End Date (M/D/Y)	
Real Property Improvements ▶	_____	_____	▶ <input type="checkbox"/> Owned <input type="checkbox"/> Leased
Personal Property Improvements ▶	4/5/10	4/5/11	▶ <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased

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

▶ 9. No. of existing jobs at this facility that will be retained as a result of this project. 3	▶ 10. No. of new jobs at this facility expected to create within 2 years of completion. 4
---	---

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

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

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

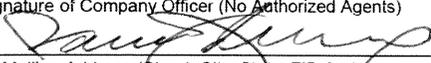
Industrial Development District Plant Rehabilitation District

▶ 12b. Date district was established by local government unit (contact local unit) 7/20/10	▶ 12c. Is this application for a speculative building (Sec. 3(8))? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
--	---

APPLICANT CERTIFICATION - complete all boxes.

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

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

13a. Preparer Name S. Brian Jurasek, CPA	13b. Telephone Number (517) 788-8660	13c. Fax Number (517) 788-9872	13d. E-mail Address brian@willispc.com
14a. Name of Contact Person Tom Jurasek	14b. Telephone Number (517) 788-8660	14c. Fax Number (517) 788-9872	14d. E-mail Address tomj@willispc.com
▶ 15a. Name of Company Officer (No Authorized Agents) Ronald W. Johncox			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number (517) 789-8495	15d. Date 7-29-10
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 2427 Research Drive PO Box 4010, Jackson, MI 49203		15f. Telephone Number (517) 789-8988	15g. E-mail Address rj@tirps.com

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

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

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

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

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

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

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

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

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

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

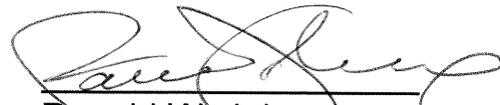
Technique, Inc
2341 Enterprise Drive
Jackson, MI 49203
Itemized List

Machine & Equipment List

<u>Equipment</u>	<u>Purchase/Installation Date</u>	<u>Costs</u>
BLM Laser Tube	April 5, 2010	\$487,000
Delivery, rigging, training & installation		\$15,186
Lift truck	September 1, 2010	\$10,000
Computers	June 1, 2010	\$5,578
Furniture & fixtures	June 1, 2010	\$18,000
Total Costs:		<u>\$535,764</u>

PERSONAL PROPERTY AFFIDAVIT

I, Ronnie Johncox, President of Technique, Inc., certify that the property included in the attached exemption certificate was not installed or operational before January 23, 2010


Ronald W. Johncox

7-29-10
Date



161 W. Michigan Avenue - Jackson, MI 49201-1303
Telephone: (517) 788-4028 — Facsimile: (517) 768-5820

MEMO TO: Honorable Mayor & City Councilmembers

FROM: Andrew R. Frounfelker, Chairman
Rules & Personnel Committee

DATE: September 8, 2010

SUBJECT: Rules & Personnel Committee Report and Recommendation

Attached are the September 1, 2010, Rules & Personnel Committee minutes. The Committee agreed upon the proposed City Manager contract and recommend City Council approval of the final contract.

ARF:skh

Attachment

RULES & PERSONNEL COMMITTEE
MINUTES
September 21, 2010
14th Floor, City Hall
6:17 p.m.

Members Present: Councilmembers Carl Breeding, Daniel P. Greer, and Andrew R. Frounfelker, Chairman

Staff Present: Warren D. Renando, Interim City Manager

1. CALL TO ORDER: The Rules and Personnel Committee meeting was called to order at 6:17 p.m., by Andrew R. Frounfelker, Chairman.
2. MOTION: A motion was made by Carl Breeding and supported by Dan Greer to close the City Manager Search and to inform all City Manager Candidates that the search has been closed. The motion carried unanimously.
3. MOTION: A motion was made by Carl Breeding and supported by Dan Greer to begin the process for hiring a new search firm for the City Manager search. The motion carried unanimously.
4. INTERIM CITY MANAGER AGREEMENT: The committee discussed the approval of a new contract for Interim City Manager Warren D. Renando as presented and attached.
5. MOTION: A motion was made by Dan Greer and supported by Andy Frounfelker to approve the new contract with Interim City Manager Warren D. Renando as presented and attached. The motion carried 2-1.
6. ADJOURNMENT: The meeting adjourned at 6:28 p.m.

Respectfully submitted,

Andrew R. Frounfelker
Chairman

CITY OF JACKSON
AGREEMENT FOR CITY MANAGER SERVICES

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

WITNESS:

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

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

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

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

1. Term: Mr. Renando shall serve as City Manager for the City for a term beginning on May 12, 2010 and ending twelve (12) calendar months later (May 11, 2011), and shall have such powers and duties as City Manager as are prescribed by the Charter of the City and its ordinances.
2. Salary: In consideration for his services as City Manager, the City will pay Mr. Renando the sum of \$54,000.00 for the first six (6) month period of this Agreement, which shall be paid to Mr. Renando bi-weekly in equal installments in the same manner as City employees are paid. Thereafter, Mr. Renando will be paid \$9,000.00 per month (on a biweekly basis) for each month that he continues to serve as City Manager.
3. Other Compensation and Benefits: During the term of this Agreement, the following shall apply:
 - A. Mr. Renando will not be part of the City's Employees Retirement System (ERS). It is acknowledged that Mr. Renando is currently receiving pension benefits from the City ERS. This Agreement shall not change Mr. Renando's status in that regard.
 - B. Mr. Renando will accrue sick leave as provided in the City's Personnel Policy.
 - C. Mr. Renando may take twenty (20) days of vacation during the first six (6) month period of this Agreement. Thereafter, he shall accrue another twenty (20) days of vacation at the commencement of his seventh month of service.

- D. Except as otherwise identified in this Agreement, Mr. Renando will not receive fringe benefits of any kind or nature whatsoever during the term of this Agreement; provided, however, the City will pay its contributions to FICA, unemployment insurance, and Workers' Compensation coverage and fourteen percent (14%) of his salary shall be placed in a retirement account of his choosing.
4. Termination:
- A. Anything in this Agreement to the contrary notwithstanding, Mr. Renando's employment will be "at will," and may be terminated by either party, with or without cause, upon thirty (30) days written notice to the other party; provided, however, that in the event Mr. Renando is terminated for cause, which shall include, but not limited to, conviction of any felony or any illegal act involving personal gain to him, then the City shall have no obligation to provide a thirty day notice.
- B. Either party may choose not to continue this employment Agreement at the end of the initial six months. The City agrees to give Mr. Renando thirty (30) calendar days notice of termination or non-continuation. Mr. Renando also agrees to give the City thirty (30) calendar days notice of termination or non-continuation of this employment Agreement.
- C. If Mr. Renando is permanently disabled, or is otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity or health for a period of two (2) successive weeks beyond any accrued sick leave, the City may terminate this Agreement without providing the requisite thirty (30) day notice.
- D. Upon either termination or non-continuation of this Agreement, the City shall not be obligated to pay any remaining salary due Mr. Renando under this Agreement except for unused sick or vacation days as per the City's employment manual. Provided, however, if the City terminates this agreement without cause during the initial six (6) month period of this Agreement, then the City shall pay Mr. Renando the remaining balance of the salary due him for said six (6) month period. Further provided, however, if, at any time after the 91st day of this Agreement, the City terminates Mr. Renando as a result of having hired a permanent full-time City Manager, then the City shall have no further obligations under this Agreement, and shall not be liable for any additional salary to Mr. Renando.
5. Performance: Mr. Renando agrees to serve as City Manager for the City and to carry out to the best of his ability all the duties imposed upon that office by the Charter and Ordinances of the City and those other duties as the City Council, from time to time, may require of that office.
6. Residency: Mr. Renando shall comply with the residency requirements of the City's personnel policy.

7. Notices: Notices pursuant to this Agreement shall be given by first-class mailing with the United States Postal Service, postage prepaid, addressed as follows:
 - A. Mayor of the City of Jackson, 161 West Michigan Avenue, Jackson, Michigan 49201. Alternatively, notices may be personally served.
 - B. Warren D. Renando, 733 Oakridge Drive, Jackson, Michigan 49203.
 - C. Notices shall be deemed given as of the date of such personal service or as of the date of first class mailing of such written notice with the United States Postal Service.

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

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

CITY OF JACKSON

CITY MANAGER

 Karen F. Dunigan, Mayor

 Warren D. Renando

 Lynn Fessel, City Clerk

Approved as to form:

 Julius A. Giglio, City Attorney



Community Development

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

September 7, 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.

~ or ~

Salvation Army - \$10,000

The Salvation Army requested \$75,000 for the current fiscal year, but received an award in the amount of \$60,000. Increasing the award to the Salvation Army will provide funding to an additional 24 households.

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 Budget</u>	<u>Revised Budget</u>	<u>Change</u>
Entitlement Year 30 (2004/2005)			
<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
Entitlement Year 33 (2007/2008)			
<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
Entitlement Year 34 (2008/2009)			
<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
Entitlement Year 35 (2009/2010)			
<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



Police Department

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

August 30, 2010

TO: Warren D. Renando
Interim City Manager

FROM: Matthew R. Heins
Chief of Police

SUBJECT: Edward Byrne Justice Assistance Grant (JAG) Program

An Edward Byrne Memorial grant in the amount of \$44,646 has been awarded to the Jackson Police Department and the Jackson County Sheriff Office, by the Department of Justice, Office of Justice Programs. This grant will be used to purchase equipment for both the Jackson County Sheriff Office and the Jackson Police Department. A Memorandum of Understanding has been signed by both parties and it was agreed upon that the City will continue to be the grant fiscal agent.

The police department is now requesting the City Council adopt the attached resolution amending the 2010/2011 fiscal year budget.

Please place this as an item on the City Council agenda for September 14, 2010. I or a representative will be present to answer any questions.

MRH/AP/ap/C:ByrneJAGmemo.doc
cc: S. Maga

RESOLUTION

WHEREAS, the City has entered into the federal government's Edward Byrne Memorial 2009/2013 Justice Assistance Grant (JAG) Program, through the Department of Justice, Office of Justice Programs, Bureau of Justice Assistance.

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

NOW, THEREFORE, BE IT RESOLVED, that the 2010/2011 budget be amended as follows:

Byrne JAG Grant Fund

	<u>Increase</u>
REVENUES:	
268-305-211-501.000 Federal Grant	<u>44,646</u>
EXPENDITURES:	
268-305-211-982.000 Machinery & Equipment	32,197
268-305-211-977.001 Equipment County	<u>12,449</u>
	<u>44,646</u>

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

I, Lynn Fessel, Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Jackson City Council on September 14, 2010.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of the City of Jackson, on this 15th day of September 2010.

_____ City Clerk

MEMORANDUM

City Clerk's Office

September 8, 2010

TO: Honorable Mayor and City Councilmembers

FROM: Lynn Fessel, City Clerk 

SUBJECT: Resolution Regarding the Request to Transfer Ownership of an Escrowed 2010 Class C Licensed Business with Entertainment Permit & Dance Permit, Located at 100 S. Cooper, from The Apple Inc. to Tini Bikinis-Jackson LLC

Attached for your consideration is a resolution requesting the subject transfer. There are no objections from the Police and Fire Departments.

There are objections from the Chief Building Official, until violations cited at the August 12, 2010, inspection are corrected. The County Health Department requires a plan review, license application and associated fees.

Because of the above noted objections, requested action is to adopt the resolution with the request considered for APPROVAL - SUBJECT TO FINAL INSPECTION and the application RECOMMENDED, SUBJECT TO FINAL INSPECTION, for issuance.

Thank you.

/lf

RESOLUTION

At a Regular meeting of the Jackson City Council (Regular or Special) (Township Board, City or Village Council)

called to order by on Sept. 14, 2010 at P.M.

The following resolution was offered:

Moved by and supported by

That the request to TRANSFER OWNERSHIP OF ESCROWED 2010 CLASS C LICENSED BUSINESS WITH ENTERTAINMENT PERMIT & DANCE PERMIT, LOCATED AT 100 S. COOPER, JACKSON, MI 49201, JACKSON COUNTY, FROM THE APPLE INC. TO TINI BIKINIS-JACKSON LLC

be considered for Approval - SUBJECT TO FINAL INSPECTION (Approval or Disapproval)

APPROVAL (SUBJECT TO FINAL INSPECTION) DISAPPROVAL
Yeas: Nays: Absent: Yeas: Nays: Absent:

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

RECOMMENDED SUBJECT TO FINAL INSPECTION for issuance (Recommended or Not Recommended)

State of Michigan

County of Jackson

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

adopted by the Jackson City Council at a Regular meeting (Township Board, City or Village Council) (Regular or Special)

meeting held on 9/14/10 (Date)

SEAL

(Signed) Lynn Fessel, City Clerk 161 W. Michigan Ave., Jackson 49201 (Mailing address of Township, City or Village)



September 8, 2010

TO: Warren D. Renando
City Manager

FROM: Michael E. Beyerstedt
Fire Chief

SUBJECT: Request For Revision of Burning Ordinance

The Fire Department, in conjunction with the City Attorney, is requesting City Council to amend the City of Jackson Burning Ordinance. After reviewing the current burning ordinance with the City Attorney, it became clear that there is currently no provision in the ordinance allowing for the use of chimineas or “approved burning devices.” The issue is that during the administration of the previous two fire chiefs, citizens were advised that these devices were allowed, and many taxpayers have purchased such devices based on this advice. The revised burning ordinance language (*see attachment*) will allow such devices to be used in a safe manner, while still prohibiting burning barrels, garbage burning, campfires, and leaf burning.

Please place this request on the City Council Agenda for September 14, 2010. I will be present to answer any questions on this matter.

Attachment (Revised Ordinance)

ORDINANCE 2010 - _____

An Ordinance amending Chapter 10, Section 10-53, Section F-403.0 Code of Ordinances, City of Jackson, Michigan to provide for the open burning of wood-based products in outdoor-burning devices.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose

The City Council wishes to allow the outdoor burning of wood as wood-based fires when such burning is performed consistent with manufacturer's instructions for outdoor burnings devices such as chimineas and fire pits.

Section 2. That Chapter 10, Section 10-53, Section F-403.0, of the Code of Ordinances, City of Jackson, Michigan be amended to read as follows:

Sec. F-403.0. **Open burning.** Section F-403.0 is amended to read as follows:

Sec. F-403.1. **Outdoor burning:** Except otherwise allowed in this section, the outdoor burning of refuse, leaves, papers, or any other combustible waste material is prohibited.

Sec. F-403.2 **Allowable burning:** The following outdoor burning is allowed:

1. Outdoor cooking is allowed for cooking of food on any barbecue, grill, or other appliance primarily designed for outdoor cooking and when used in a manner consistent with the manufacturer's instructions. However, any odor created by the outdoor cooking must not create a foul or offensive odor or cause smoke emissions that are reasonably offensive to nearby persons. The Code Official may require the owner or responsible person to extinguish any outdoor cooking that creates a fire hazard or become reasonably objectionable.
2. Outdoor fires are allowed for the burning of wood in devices designed by manufactures as backyard fire pits when the burning is
 - a. contained within a device located more than fifteen (15) feet from any neighboring property line,
 - b. occurring at a one-family or two-family dwelling and not prohibited by the property owner,
 - c. attended by a responsible adult, and
 - d. performed in a safe manner consistent with the manufacturer's instructions.

When burning wood in such devices, the wood used for the burning must be seasoned natural wood. The burning wood must not have been painted,

varnished, or coated with similar materials; must not have been pressure treated with preservatives; and must not contain resins or glues typically present in plywood or other composite wood products.

However, any odor created by an outdoor fire must not create a foul or offensive odor or cause smoke emissions that are reasonably offensive to nearby persons. The Code Official may require the owner or responsible person to extinguish any outdoor fire that creates a fire hazard or become reasonably objectionable.

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



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 Councilmember

FROM: Warren D. Renando, Interim City Manager

DATE: September 8, 2010

SUBJECT: Authority and Responsibility of Establishing the City Council Meeting Agendas

At the August 17, 2010, City Council meeting, Councilmember Breeding requested that the above referenced item be placed on the September 14, 2010, City Council meeting agenda.

While the Charter does not specifically address the issue of who has authority and responsibility of establishing the City Council meeting agendas, in the City of Jackson the responsibility has historically been the City Manager's. The reason for that is because the City Manager handles the administrative duties of the City, including overseeing the duties of the department heads. As part of this duty the City Manager works closely with department heads reviewing and advising them on the agenda items that are to be submitted to the Council for their consideration. The City Manager has the working knowledge of the day to day business of each department and is better able to then supervise department heads. Therefore, making sure the items that are brought before the City Council for consideration are accurate, and after Council action, is better able to implement the decisions of Council.

WDR:skh



Water Department

515 Water Street - Jackson, MI 49203
Telephone: (517) 788-4090 — Facsimile: (517) 788-4691

August 25, 2010

TO: Warren Renando, Interim City Manager

FROM: Paul Hudson, Interim Water Director

RE: Request to Purchase-Medium Voltage Starter

The Water Treatment Plant requests approval for the purchase of a medium voltage starter. It was brought to our attention the starters now in place at the Water Treatment Plant are a safety concern. The current starters, which feed motors rated at 4,800 volts, are only rated at 4,160 volts. Based on a recommendation from an electrical engineer, this is a major safety issue.

After the approval from the previous City Manager, the Purchasing Department solicited bids for a starter replacement. The Purchasing Agent received five (5) bids on Wednesday, July 28, 2010 at the Purchasing Department for the purchase of a medium voltage starter. The following bids were received:

Cochran Electric Company	\$72,841.00
Summit Contractors, Inc.	\$79,520.00
Rotor Electric Company of MI	\$83,000.00
Superior Electric of Lansing	\$88,800.00
Aladdin Electric, Inc.	\$90,200.00

Funds for this purchase have been budgeted and are available in the Fiscal Year 2010/11 Water Department budget. In accordance with contract requirements, I hereby request City Council approval for the purchase and installation of the above items from Cochran Electric Company of Jackson, Michigan for the low bid price of \$72,841.00.



BID TABULATION
MEDIUM VOLTAGE STARTER REPLACEMENT
AT THE JACKSON WATER TREATMENT PLANT
WEDNESDAY, JULY 28, 2010, 9:00 AM

	Cochran Electric Co. 2103 S. Jackson St. Jackson, MI 49203	Summit Contractors, Inc. 15729 Peacock Rd. Haslett, MI 48840	Rotor Electric Company of Michigan, LLC 9522 Grinnell Detroit, MI 48213
Total Bid Amount	72,841.00	79,520.00	83,000.00

	Superior Electric of Lansing, Inc. 212 W. Sheridan Rd. Lansing, MI 4896	Aladdin Electric Inc. 4809 James A. McDivitt Jackson, MI 49201
Total Bid Amount	88,800.00	90,200.00



Water Department

515 Water Street - Jackson, MI 49203
Telephone: (517) 788-4090 — Facsimile: (517) 788-4691

August 26, 2010

TO: Warren Renando, Interim City Manager

FROM: Paul Hudson, Interim Water Director

A handwritten signature in cursive script that reads "Paul W. Hudson".

RE: Request to Purchase-HMA Patching services

The Water Distribution Department requests approval to enter into a services contract with Rieth Riley Construction for HMA Patching on an as-needed basis during the construction season. These services are for pavement repairs and restoration beyond the capabilities of the existing work force. The services would consist of placing and compacting HMA wedging and patching.

The Purchasing Department solicited bids for these services. The Purchasing Agent received two (2) bids on Wednesday, August 25, 2010 at the Purchasing Department. The following bids were received:

Rieth Riley Construction	\$80,211.00
Quality Asphalt Paving, Inc.	\$96,106.00

Funds for this purchase have been budgeted and are available in the Fiscal Year 2010/11 Water Department budget. In accordance with contract requirements, I hereby request City Council approval for the patching services from Rieth Riley Construction of Mason, Michigan for the low bid price of \$80,211.00



**BID TABULATION FOR
PAVEMENT REPAIRS
AUGUST 25, 2010, 10:00 AM**

				Rieth Riley Construction 2325 Kipp Rd. Mason, MI 48854		Quality Asphalt Paving, Inc. 5990 M-99 North Homer, MI 49245	
			Unit	Unit Price	Total Price	Unit Price	Total Price
1	10	HMA Wedging	Ton	\$275.00	\$2,750.00	\$150.00	\$1,500.00
2	850	HMA Hand Patching, 2 inch	Sft	\$3.70	\$3,145.00	\$1.88	\$1,598.00
3	400	HMA Hand Patching, 4 inch	Sft	\$7.79	\$3,116.00	\$3.75	\$1,500.00
4	1600	HMA Hand Patching, 6 inch	Sft	\$6.00	\$9,600.00	\$5.63	\$9,008.00
5	11000	HMA Hand Patching, 8 inch	Sft	\$5.60	\$61,600.00	\$7.50	\$82,500.00
					\$80,211.00		\$96,106.00



Water Department

515 Water Street - Jackson, MI 49203
Telephone: (517) 788-4090 — Facsimile: (517) 788-4691

August 27, 2010

TO: Warren Renando, Interim City Manager
FROM: Paul Hudson, Interim Director, Water Department
RE: Replacement vehicle for Water Distribution

The Water Department requests approval to purchase a new vehicle for Water Distribution due to repair costs exceeding the value of the vehicle. It has become necessary to replace the older model. We are also requesting approval for the purchase of a standard service body to be installed on the new truck.

A 2011 Ford F-250 will replace a 2001 utility truck (#133) for a cost of \$18,044.00 and will be purchased through MIDEal Purchase Program of the State of Michigan. Bids were received for the service body truck. They are as follows:

Fitzgibbons Fleet Fabricators	\$ 8,025.00
Automotive Service Company	\$12,169.50
Knapheide	\$12,453.00

In accordance with the Purchasing Agent, I hereby request City Council's approval for the purchase of one (1) 2011 Ford F-250 for \$18,044.00 and one (1) standard service body from Fitzgibbons Fleet Fabricators for the low bid price of \$8,025.00. The total cost of the Ford F-250 and the service body from Fitzgibbons is \$26,069.00. Funds to cover this expense are in the Water Department's 2010/2011 budget.



Water Department

515 Water Street - Jackson, MI 49203
Telephone: (517) 788-4090 — Facsimile: (517) 788-4691

August 26, 2010

TO: Warren Renando, Interim City Manager

FROM: Paul Hudson, Interim Director, Water Department

RE: Replacement vehicle for Water Distribution

The Water Department requests approval to purchase a new vehicle for Water Distribution due to repair costs exceeding the value of the vehicle. It has become necessary to replace the older model.

A 2011 Ford F-250 will replace a 2001 utility truck (#133) for a cost of \$18,044.00 and will be purchased through MIdeal Purchase Program of the State of Michigan.

Request your authorization to purchase one (1) 2011 Ford F-250 for \$18,044.00. Funds to cover this expense are in the Water Department's 2010/2011 budget.

	Approved	Not Approved
	Signature	Date



Water Department

515 Water Street - Jackson, MI 49203
Telephone: (517) 788-4090 — Facsimile: (517) 788-4691

August 26, 2010

TO: Warren Renando, Interim City Manager

FROM: Paul Hudson, Interim Water Department Director

RE: Request to Purchase Service Body

The Water Distribution Division requests approval for the purchase of a standard service body to be installed on the new 2011 Ford F-250 utility truck that will replace an older model truck that has become more costly than its worth. Bids were received from three different companies. They are as follows:

Fitzgibbons Fleet Fabricators	\$ 8,025.00
Automotive Service Company	\$12,169.50
Knapheide	\$12,453.00

We are requesting to purchase the necessary service body from Fitzgibbons Fleet Fabricators of Jackson, Michigan for a cost of \$8,025.00. Funds for this purchase are available in the Fiscal Year 2010/2011 Water Department budget.

Please Note: Approved _____

Not Approved _____

Manager's Signature: _____



Police Department

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

August 27, 2010

TO: Warren D. Renando
Interim City Manager

FROM: Matthew R. Heins
Chief of Police

SUBJECT: Authorization to Purchase Patrol Vehicles

The police department is seeking authorization from the City Council to utilize the Macomb County and Oakland County Purchasing Contracts to purchase three patrol cars. The contracts are with Signature Ford for the Crown Victoria Interceptor and Shaheen Chevrolet for the Impalas. The three new vehicles will be replacing older, high mileage, high maintenance patrol vehicles.

The Macomb County contract price for a Crown Victoria is \$20,621. The Oakland County per vehicle contract price is \$17,992 bringing the cost for two Impalas to \$35,984. Total for all three vehicles \$56,605. The funds to purchase these vehicles are in the police department's 2010/2011 fiscal year budget adopted by City Council earlier this year.

Upon your approval place this request on the September 14, 2010 City Council agenda. I, or a representative, will be present to answer any questions.

MRH/AP/ap/c:Vehicle Purchase Memo.doc



September 8, 2010

TO: Warren D. Renando
City Manager

FROM: Michael E. Beyerstedt
Fire Chief

SUBJECT: Insulation Project at Fire Station #1

The Fire Department is seeking authorization from the City Council to insulate the roof at Fire Station #1. Currently there is no insulation above the drop ceiling and the roof decking.

The Fire Department applied for and received an American Recovery and Reinvestment Act-Energy Efficiency and Conservation Multi-Purpose Block Grant to fund this project. The City of Jackson formal bid process showed Seal Tech Insulation inc., of Belleville, Michigan, to be the lowest bidder at \$30,869.60.

Please place this request on the City Council agenda for September 14, 2010. I will be present to answer any questions.



BID TABULATION
SPRAY ON POLYURETHANE INSULATION AT FIRE STATION 1 - ARRA

TUESDAY, AUGUST 31, 2010, 2:00 PM

	Seal Tech Insulation 12501 Lake Pointe Pass Belleville, MI 48111	Weatherwise Foam 3627 Pickett Rd. Parma, MI 49269	Ritsema Associates 3000 Dormax SW Grandville, MI 49418	MAG Insulation Inc. 4527 S. Garfield Rd. Auburn, MI 48611
Total Bid Amount	30,869.60	32,900.00	54,000.00	61,598.00

*Excluded the enclosed area over
the restrooms.



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

August 31, 2010

TO: Warren D. Renando, Interim City Manager
FROM: Jon H. Dowling, P.E., City Engineer
RE: Request to Approve Revocable License – Jackson Symphony Orchestra
Kiosk in Front of Building at 215 W. Michigan Avenue

The Department of Engineering has received a Revocable License request from the Jackson Symphony Orchestra (JSO), for construction of a kiosk in the City's right-of-way in front of their building at 215 W. Michigan Avenue (photo attached).

The normal process for approval of Revocable Licenses for items in the right-of-way, other than signs, requires a 30-day waiting period. The JSO has requested that approval be expedited. The Department of Engineering has reviewed the design and has received the appropriate insurance and licensing fee from the JSO. The City Attorney has reviewed and approved the Revocable License for the construction.

With your concurrence, the Department of Engineering requests that the attached Revocable License be presented to the City Council for the immediate approval, and that the Mayor and City Clerk be allowed to execute the Revocable License on behalf of the City. If you have any questions, please contact me.

Cc: Julius Giglio, City Attorney
Lynn Fessel, City Clerk
Randall T. McMunn, P.E., Assistant City Engineer

JHD:sms

Attachments

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REVOCABLE LICENSE

THE CITY OF JACKSON, a Michigan municipal corporation, with offices located at 161 West Michigan Avenue, Jackson, Michigan 49201, hereinafter called "Licensor", in consideration of the terms, conditions and covenants hereinafter set forth, does hereby grant to JACKSON SYMPHONY ORCHESTRA ASSOCIATION, INC., a Michigan non-profit corporation, with offices at 215 West Michigan Avenue, hereinafter called "Licensee", this REVOCABLE LICENSE, RIGHT and PRIVILEGE to construct and maintain upon the City's sidewalk - Street right-of-way adjacent to Licensee's property described on Attachment 1, commonly known as 215 West Michigan Avenue, Jackson, Michigan, a kiosk (hereinafter "structure"). The design, configuration and location of said structure is more precisely described upon EXHIBIT A, attached hereto and incorporated by reference, to be occupied and used by Licensee on the Licensor's Street right-of-way described above, on the terms, conditions, and covenants hereinafter mentioned.

As consideration for this License, Licensee agrees to the following terms, conditions and covenants:

1. Licensee shall pay Licensor the sum of Twenty Five Dollars (\$25.00).
2. Licensee agrees that in the design, construction, installation and maintenance of the structure, and throughout the term of this License, it will comply with the restrictions set forth herein and with all statutes, rules, ordinances and regulations pertaining to said structure.
3. The design, configuration, location and specifications for installation of the structure shall be approved by the City of Jackson City Engineer in advance of installation of the structure, and, upon installation of the structure, it shall not be altered without the express written consent of the City Engineer.
4. Licensee agrees to keep the structure in good repair and condition at all times.

5. Licensee shall assume all liability for and protect, indemnify, and save Licensor, its officers, employees, agents and contractors, harmless from and against all actions, claims, demands, judgments, losses, expenses of suits or actions, and attorney fees for injury to or death of any person or persons and loss or damage to the property of any person or persons whomsoever, including the parties hereto, arising in connection with or as a direct or indirect result of Licensee's use of its structure or its exercise of this License, except Licensee shall not be required to indemnify Licensor for injury to persons or damage to property caused by the sole negligence of Licensor.

6. This License is granted subject to any lease, easement, license, or other interest in land heretofore granted or reserved, or which may be granted in the future by Licensor with respect to said Licensor's street right-of-way.

7. Licensee shall secure and maintain in force during the term of this License a policy of Comprehensive Commercial Liability Insurance, acceptable to Licensor, with a minimum general liability limit of \$500,000.00 per occurrence. The policy shall be in the name of Licensee, and shall name the Licensor as additional insured, and shall describe the insured's premises, including the structure as herein above described. The insurer will not cancel this insurance, or change, restrict, or reduce the insurance provided, or change the name of the insureds, without first giving at least ten (10) days written notice to the City of Jackson, City Attorney, 161 West Michigan Avenue, Jackson, Michigan 49201, as evidenced by receipt of certified mail. Licensee shall provide evidence of the existence of such insurance to Licensor's City Attorney prior to Licensor's execution of this License.

8. Upon the sale, conveyance, lease or transfer of Licensee's property referenced above, this License shall become null and void and Licensee shall, at its sole cost and expense, fully remove the structure and all materials, improvements, structures, or appurtenances pertaining thereto.

9. This License may be revoked at any time, with or without cause, by Licensor, upon thirty (30) days written notice to the Licensee.

10. Licensee, upon revocation of this License, shall, at its sole cost and expense, fully remove the structure and all materials, improvements, structures, or appurtenances pertaining thereto within thirty (30) days of the date of mailing of a Notice of Revocation.

11. If Licensee fails to comply with a Notice of Revocation, Licensor shall take any and all action necessary to remove the structure, which shall be deemed to constitute a nuisance. Licensee shall be invoiced for all removal costs incurred by Licensor. If Licensee fails to satisfy the invoice within the time prescribed on the invoice, the Jackson City Council may cause such removal costs to be levied and assessed as a special assessment upon Licensee's property as provided by City Charter and the Jackson City Code of Ordinances, and/or Licensor may bring suit against Licensee to recover such costs.

12. All notices given pursuant to this License shall be considered mailed when placed in the United States mail, certified mail, return receipt requested, properly addressed to the parties at the addresses herein set forth, with postage thereon fully paid.

13. This Revocable License is a personal license, and shall not be assigned by Licensee.

The parties hereby have executed or caused this instrument to be executed by their duly authorized representatives, as of the _____ day of _____, 2010.

LICENSOR:
CITY OF JACKSON, a
Michigan municipal corporation

By _____
Karen F. Dunigan, Mayor

By _____
Lynn Fessel, City Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF JACKSON)

Subscribed and sworn to before me, this ____ day of _____, 2010, by Karen F. Dunigan and Lynn Fessel, the Mayor and City Clerk of the City of Jackson, a Michigan municipal corporation, on behalf of the corporation.

Notary Public
Jackson County, Michigan
My Comm. Exp.: _____

Acknowledged and Agreed

LICENSEE:
JACKSON SYMPHONY ORCHESTRA
ASSOCIATION, INC.

By  _____
Stephen Osmond, Music Director

STATE OF MICHIGAN)
) ss.
COUNTY OF JACKSON)

Subscribed and sworn to before me this 27 day of August, 2010, by STEPHEN OSMOND, the Music Director of Jackson Symphony Orchestra Association, Inc., on behalf of the non-profit corporation.

Erin C. Carr

Erin C. Carr, Notary Public
Jackson County, Michigan
My Comm. Exp.: 10/10/11

Form drafted by:
Julius A. Giglio (P32022)
City Attorney
161 West Michigan Avenue
Jackson, Michigan 49201
(517) 788-4050

When recorded return to:
City Attorney's Office
161 West Michigan Avenue
Jackson, Michigan 49201

Blanks completed by:
Lawrence L. Bullen (P11376)
145 S. Jackson St.
P.O. Box 787
Jackson, MI 49204-0787