



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

AGENDA – CITY COUNCIL MEETING

May 12, 2009

7:00 p.m.

1. **Call to Order.**
2. **Pledge of Allegiance** – Invocation by Robert B. Howe, 2nd Ward City Councilmember.
3. **Roll Call.**
4. **Adoption of Agenda.**
5. **Presentations/Proclamations.**
 - A. The Mayor will read a proclamation proclaiming the City's partnership with the U.S. Census Bureau to help ensure a full and accurate count in 2010.
6. **Citizen Comments. (3-Minute Limit)**
7. **Consent Calendar.**
 - A. Approval of the minutes of the regular City Council meeting of April 21, 2009, and special City Council meeting of April 22, 2009.
 - B. Approval of the payment of the Region 2 Planning Commission Invoice, in the amount of \$10,558.52, for planning services for the month of April 2009, in accordance with the recommendation of the City Manager.
 - C. Approval of miscellaneous City licenses for the year expiring April 30, 2010, in accordance with the recommendation of the City Clerk.
 - D. Approval of the request from the Fitness Council of Jackson to hold a Smart Commute Day lunch and awards presentation at Bucky Harris Park on Friday, May 15, 2009, beginning at 11:00 a.m. (Recommended approval received from the Police, Fire, Traffic Engineering, Parks/Forestry Departments, and the Downtown Development Authority. Proper insurance received.)
 - E. Approval of the request from the Jackson County Veterans Council to (1) conduct their annual Memorial Day Parade, with police assistance, and memorial service in Mount Evergreen Cemetery on Monday, May 25, 2009, and (2) to close requested streets at 9:00 a.m., and (3) request a contribution of \$250.00. (Recommended approval received from the Police, Fire, Traffic Engineering, Public Services, and Parks/Forestry Departments, and the Downtown Development Authority. Hold Harmless Agreement executed in lieu of insurance coverage.)
 - F. Approval of the request from the Downtown Development Authority to hold Cruise In on Friday, May 22nd, June 26th, and September 18, 2009, and to close streets from 5:30 p.m. until 9:00 p.m., and on Saturday, July 25th and August 22nd, from at 12:30 p.m. until 4:00 p.m., closing the following streets:
 - Michigan Avenue from Blackstone Street to Francis Street
 - Jackson Street from Cortland Street to Pearl Street
 - Mechanic Street from Washington Avenue to Pearl Street(Recommended approval received from the Police, Fire, Traffic Engineering,

Parks/Forestry and Public Services Departments, and the Downtown Development Authority. Insurance coverage is in place.)

- G. Approval of Traffic Control Order (TCO) Nos. 1998, 1999, 2000, and 2001, regarding traffic control and traffic turning movements for possible limitations for the reconstruction of Wildwood and Daniel from Brown Street to West Avenue, in accordance with the recommendation of the City Engineer.
- H. Approval of Traffic Control Order (TCO) Nos. 2002 and 2003, regarding parking regulations for the reconstruction of Jackson Street from Louis Glick Highway to Ganson Street, in accordance with the recommendation of the City Engineer.
- I. Approval of Traffic Control Order (TCO) No. 2004, regarding installation of “Deaf Child Area” signs for the 800 block of West Morrell Street between West Avenue and Grinnell Street.
- J. Approval of Change Order No. 1 to the contract with Concord Excavating and Grading, Inc., increasing the contract price in the amount of \$5,500.00, adding the “Lift Station Pumping Bypass” item to the contract for the Dwight Street Water Main Replacement project, and authorization for the City Manager, City Engineer, and Director of Public Services to execute the appropriate document(s), and for staff to make minor modifications as needed, in accordance with the recommendation of the City Engineer.
- K. Receipt of the City Engineer’s report for street construction on Morrell Street from Brown to West Avenue, and establishment of May 26, 2009, at the City Council meeting as the time and place to hold a public hearing of necessity.
- L. Receipt of the City Engineer’s report for street construction on Ganson Street from Cooper to East Avenue, and establishment of May 26, 2009, at the City Council meeting as the time and place to hold a public hearing of necessity.
- M. Receipt of the City Engineer’s report for street construction on Jackson Street from Glick Highway to Ganson Street, and establishment of May 26, 2009, at the City Council meeting as the time and place to hold a public hearing of necessity.
- N. Receipt of City Treasurer’s Quarterly Report for the months of January, February, and March, 2009.
- O. Receipt of the Community Development Department CDBG Financial Report through March 31, 2009.

8. **Committee Reports.**

9. **Appointments.**

- A. Approval of the appointment of Christopher W. Lewis as the Director of the Personnel and Labor Relations Department, in accordance with the recommendation of the City Manager.

10. **Public Hearings.**

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

- A. Public hearing on Special Assessment Roll No. 4175 for delinquent miscellaneous General Fund accounts receivable.
 - 1. Resolution confirming Special Assessment Roll No. 4175.
- B. Public hearing on Special Assessment Roll No. 4176 for delinquent miscellaneous Building Department Fund accounts receivable.
 - 1. Resolution confirming Special Assessment Roll No. 4176.
- C. Public hearing on Special Assessment Roll No. 4177 for delinquent miscellaneous Community Development Block Grant Fund accounts receivable.
 - 1. Resolution confirming Special Assessment Roll No. 4177.
- *D. Public hearing on Special Assessment Roll No. 4178 for delinquent miscellaneous Wastewater Fund accounts receivable.
- E. Public hearing on Special Assessment Roll No. 4179 for delinquent miscellaneous Water Fund accounts receivable.
 - 1. Resolution confirming Special Assessment Roll No. 4179.
- F. Public hearing on Special Assessment Roll No. 4180 for delinquent miscellaneous Public

Works Fund accounts receivable.

1. Resolution confirming Special Assessment Roll No. 4180.

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

G. Public hearing on the City's fiscal year 2009-2010 proposed budget.

H. Public hearing to consider the Substantial Amendment to the Consolidated Plan 2008 Action Plan to include Homelessness Prevention and Rapid Re-Housing Program (HPRP) funds.

1. Approval of the Substantial Amendment to the Consolidated Plan 2008 Action Plan, authorizing staff to make minor modifications to add citizen comments if any;
2. Adoption of the Resolution of Certifications, and
3. Authorization for the Mayor to sign Form SF-424, the Certifications, and any other documentation required for submittal of the Substantial Amendment to HUD.

11. **Resolutions.**

***A.** Consideration of a resolution authorizing the Mayor to execute the Neighborhood Stabilization Program agreement with Michigan State Housing Development Authority in the amount of \$953,700.00, and authorization for the City Attorney to make minor modification(s) to the agreement if necessary for finalization.

12. **Ordinances.**

A. Consideration of an Ordinance to amend Chapter 28, Section 28.32, City Code, adopting an amended final plan for the Armory Arts Village PUDD (postponed at the April 21, 2009 meeting).

***B.** Final adoption of Ordinance No. 2009.7 amending Chapter 28, Section 28.32, City Code, rezoning property located at 615 and 617 Oak Street, and 616 and 618 Francis Street from High Density Apartment and Office (R-4) to Light Industrial (I-1).

13. **Other Business.**

14. **New Business.**

A. Consideration of the following requests from the Community Development Department regarding final allocation of Community Development Block Grant (CDBG) and HOME Investment Partnership program (HOME) Funds for Fiscal Year 2009-2010:

1. Consideration of the final allocations for Community Development Block Grant (CDBG) and HOME funding for fiscal year 2009-2010;
2. Approval of the 2009-2010 One-Year Action Plan, and authorization for staff to make minor modifications to accurately reflect the City Council's final allocations;
3. Adoption of the Resolution of Certifications, and
4. Authorization for the Mayor to sign Form SF-424, the Certifications, and any other documentation required for submittal of the One-Year Action Plan to HUD.

15. **City Councilmembers' Comments.**

16. **City Manager's Comments.**

17. **Executive Session to discuss a legal opinion.**

18. **Return to Open Session.**

19. **Adjournment.**

*Item added, deleted or changed.

PROCLAMATION

WHEREAS, an accurate census count is vital to our community and residents' well-being by helping planners determine where to locate schools, day-care centers, roads and public transportation, hospitals, and other facilities, and is used to make decisions concerning business growth and housing needs; and

WHEREAS, more than \$300 billion per year in federal and state funding is allocated to states and communities based on census data; and

WHEREAS, census data ensure fair Congressional representation by determining how many seats each state will have in the U.S. House of Representatives as well as the redistricting of state legislatures, county and city councils, and voting districts; and

WHEREAS, the 2010 Census creates jobs that stimulate economic growth and increase employment opportunities in our community; and

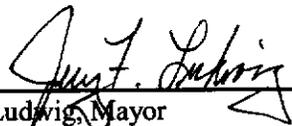
WHEREAS, the information collected by the census is protected by law and remains confidential for 72 years; and

NOW, THEREFORE, I, JERRY F. LUDWIG, Mayor of the City of Jackson, Michigan, do hereby wish to proclaim that the City of Jackson, Michigan, is committed to partnering with the U.S. Census Bureau to help ensure a full and accurate count in 2010.

As a 2010 Census partner, we will:

1. Support the goals and ideals for the 2010 Census and will disseminate 2010 Census information to encourage those in our community to participate.
2. Encourage people in Jackson to place an emphasis on the 2010 Census and participate in events and initiatives that will raise overall awareness of the 2010 Census and ensure a full and accurate census.
3. Support census takers as they help our community complete an accurate count.
4. Create or seek opportunities to collaborate with other like-minded groups in our community, such as Complete Count Committees, to utilize high-profile, trusted voices to advocate on behalf of the 2010 Census.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Jackson, Michigan, to be affixed this 12th day of May, 2009.



Jerry F. Ludwig, Mayor

JACKSON CITY COUNCIL MEETING

MINUTES

APRIL 21, 2009

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 Jerry F. Ludwig.

PLEDGE OF ALLEGIANCE – INVOCATION.

The Council joined in the pledge of allegiance. Councilmember Polaczyk gave the invocation.

ROLL CALL.

Present: Mayor Jerry F. Ludwig 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: City Manager William R. Ross, City Attorney Julius A. Giglio and City Clerk Lynn Fessel.

AGENDA.

Mayor Ludwig noted changes to agenda Items A.1 and 2 and B.1 under Public Hearings and A. under New Business. Motion was made by Councilmember Polaczyk and seconded by Councilmember Greer to adopt the agenda, as amended. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

PRESENTATIONS/PROCLAMATIONS.

A. THE MAYOR WILL READ A PROCLAMATION PROCLAIMING THE DAY OF MAY 9, 2009, AS NATIONAL TRAIN DAY.

Mayor Ludwig read the proclamation and presented it to John Guidinger. Mr. Guidinger announced that Amtrak has set May 9 as National Train Day and there will be celebrations in many of the larger stations in the United States. It's all to support modern rail passenger service. Hopefully, someday there will be high-speed rail through Jackson between Chicago and Detroit.

CITIZEN COMMENTS.

Mike Serafin, New Moon Entertainment, discussed the “Day in May” music festival in Bucky Harris Park and stated that proceeds will benefit the Food Bank of Southern Michigan.

Robyn Soltis, 749 Union Street, Tom Mijal, and Jennifer Tucker, 131 N. Wisner Street, all spoke in support of the Urban Gardening Program.

CONSENT CALENDAR.

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

Consent Calendar

- A. Approval of the minutes of the regular City Council meeting of April 7, 2009.
- B. Approval of the request from New Moon Entertainment to hold “A Day in May” music festival in Bucky Harris Park on Friday, May 1, 2009, beginning at 12:00 p.m. (Recommended approval received from the Police, Fire, Traffic Engineering, Parks/Forestry Departments, and the Downtown Development Authority. Contingent upon receipt of special event insurance coverage.)
- C. Approval of the request from Jackson County Parks to close Brown Street at Randolph Street and Denton Road at 12:00 p.m., Saturday, May 23, 4:00 p.m., Friday, July 3 and 12:00 p.m., Saturday, September 5, 2009 (rain dates, May 24, July 5 and September 6, respectively), to conduct the 2009 Fireworks Display at Cascade Falls Park. (Recommended approval received from the Police, Fire and Traffic Engineering Departments. Proper insurance coverage received.)
- D. Approval of the request from the Ella Sharp Museum Association for authorization for a temporary outdoor service and temporary additional bar permit on Saturday, June 13, 2009, at 3225 Fourth Street, to conduct their annual Art & Wine Festival. (Recommended approval received from the Police, Fire, Public Services, and Parks/Forestry Departments. Proper insurance coverage received.)
- E. Approval of the request from the Grand River Environmental Action Team (G.R.E.A.T.) to hold their G.R.E.A.T. River Clean-up on Saturday, September 12, 2009, from 8:00 a.m. until 5:00 p.m. (event 10:00 a.m. – 2:00 p.m.). (Recommended approval received from the Downtown Development Authority, Police, Fire, Parks/Forestry, Engineering, and Public Services Departments. Proper insurance coverage received.)
- F. Receipt of actuarial valuations as of June 30, 2008, communication from the Boards of Trustees of the City of Jackson Employees Retirement System, Act 345 Retirement System and City of Jackson Policemen’s and Firemen’s Pension System, and certifying funding necessary for fiscal year 2009-2010.
- G. Receipt of the Dangerous Building Report through March 31, 2009.

COMMITTEE REPORTS.

None.

APPOINTMENTS.

None.

PUBLIC HEARINGS.

- A. PUBLIC HEARING ON THE REQUEST TO REZONE OAK STREET PROPERTIES AT 615 AND 617 OAK STREET (THE OAK TREE LOUNGE), AND PARKING FOR THE ESTABLISHMENT ON FRANCIS STREET PROPERTIES, 616 AND 618 FRANCIS STREET, FROM HIGH DENSITY APARTMENT AND OFFICE (R-4) TO LIGHT INDUSTRIAL (I-1). (CITY PLANNING COMMISSION RECOMMENDS THAT ALL FOUR PACELS BE REZONED. STAFF RECOMMENDS THAT REZONING BE LIMITED TO THE OAK STREET PROPERTIES.)**

Mayor Ludwig opened the public hearing. Julie Tylutki, applicant for the rezoning, explained her desire to expand her business. The Mayor closed the public hearing.

Mayor Ludwig announced when the agenda was adopted that the Section numbers in 1 and 2 below should read 28.32 and not 28.183.

- 1. CONSIDERATION OF AN ORDINANCE AMENDING CHAPTER 28, SECTION 28.32, CITY CODE, REZONING PROPERTY LOCATED AT 615 AND 617 OAK STREET FROM HIGH DENSITY APARTMENT AND OFFICE (R-4) TO LIGHT INDUSTRIAL (I-1).**
- 2. CONSIDERATION OF AN ORDINANCE AMENDING CHAPTER 28, SECTION 28.32, CITY CODE, REZONING PROPERTY LOCATED AT 615 AND 617 OAK STREET, AND 616 AND 618 FRANCIS STREET FROM HIGH DENSITY APARTMENT AND OFFICE (R-4) TO LIGHT INDUSTRIAL (I-1).**

Motion was made by Councilmember Frounfelker and seconded by Councilmember Gaiser to approve the ordinance amending Chapter 28, Section 28.32, City Code, rezoning property located at 615 and 617 Oak Street, and 616 and 618 Francis Street from High Density Apartment and Office (R-4) to Light Industrial (I-1) and place it on the next regular Council meeting agenda for adoption. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

- B. PUBLIC HEARING CONSIDERING A REQUEST FOR AN AMENDMENT TO THE FINAL SITE PLAN TO PHASE 1 OF THE ARMORY ARTS VILLAGE PLANNED UNIT DEVELOPMENT DISTRICT (PUDD). (CITY PLANNING COMMISSION RECOMMENDS APPROVAL WITH CONDITIONS.)**

Mayor Ludwig opened the public hearing. Judy Krasnow, Armory Arts Village, discussed the lack of proper heating and stated that Phase 1 should be up and running and that the marketing that brought artists to the Armory Arts should be fulfilled before, or simultaneously with, Phase II. Scott Fleming, Enterprise Group President and CEO, stated that the EG will pay for radiant heat through the proceeds of Phase II. Denise Peterson, Armory Arts Village, explained that infrastructure needs to be improved and asked that everything possible be done to keep this project going. Ruth Ojeda, Armory Arts Village, expressed her anger and told the Council she came back to Jackson from California for this art project and there is no project. Andrew Lopez believes that there has been fraud with this project and that a federal auditor should be brought in. Pat Laflamme, Armory Arts Village, believes the project started off well, but people have become disenchanted. He asked the Council to be patient and take time to make sure that the core mission is still the main focus. Mayor Ludwig closed the public hearing.

1. CONSIDERATION OF THE RECOMMENDATION FROM THE CITY PLANNING COMMISSION TO APPROVE THE AMENDMENT TO THE FINAL SITE PLAN TO PHASE 1 OF THE ARMORY ARTS VILLAGE PUDD.

Mayor Ludwig announced when the agenda was adopted that the above language (B.1.) was incorrect and should read as follows:

CONSIDERATION OF AN ORDINANCE TO AMEND SECTION 28.32, OF CHAPTER 28, OF THE CODE OF THE CITY OF JACKSON BY ADOPTING AN AMENDED FINAL PLAN FOR THE ARMORY ARTS VILLAGE PUDD.

Motion was made by Councilmember Greer and seconded by Councilmember Polaczyk to approve the ordinance with the following conditions: (1) Identify the route of the 14-foot wide arts riverwalk through the PUDD, (2) Identify the as-built changes to Phase I of the PUDD on the proposed site plan and landscape plans including the location of the dumpster and major utilities, the design of light standards and landscaping, and (3) Identify the approved changes to the Art 634 portion of the PUDD (which was also granted final plan approval) and (4) The utilities associated with the PUDD proposed within the Mechanic Street right-of-way must be installed prior to or during the reconstruction of the roadway to the satisfaction of the City Engineer.

Motion was made by Councilmember Gaiser and seconded by Councilmember Howe to postpone consideration of this matter until the next regular City Council meeting. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Gaiser and Frounfelker—5. Nays: Councilmembers Greer and Polaczyk—2. Absent: 0.

RESOLUTIONS.

A. CONSIDERATION OF A CORRECTIVE RESOLUTION DELETING ASSESSMENTS ON STENCIL NO. 8-2291 FROM ASSESSMENT ROLL NO. 4166, 612 E. GANSON STREET, FOR DELINQUENT MISCELLANEOUS PUBLIC WORKS FUND ACCOUNTS RECEIVABLE, AND AUTHORIZATION FOR STAFF TO ENTER INTO THE APPROPRIATE PAYMENT AGREEMENTS ACCORDING TO ESTABLISHED POLICIES.

Motion was made by Councilmember Greer and seconded by Councilmember Howe to adopt the resolution and authorize staff to enter into the appropriate payment agreements, according to established policies. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

ORDINANCES.

None.

OTHER BUSINESS.

None.

NEW BUSINESS.

- A. CONSIDERATION OF THE REQUEST TO APPROVE THE PURCHASE OF COMPUTER SOFTWARE FROM B S & A SOFTWARE IN THE AMOUNT OF \$111,770.00, SPREADING THE PAYMENT OVER A THREE-YEAR PERIOD (INTEREST FREE), AND A SOFTWARE *THREE YEAR* MAINTENANCE FEE OF \$21,900.00, PROVIDING THE CITY WITH SOFTWARE IMPROVEMENTS AND UPDATES THAT ARE MADE AVAILABLE AFTER THE ORIGINAL PURCHASE DATE, FOR A TOTAL COST OF \$133,670.00, IN ACCORDANCE WITH THE RECOMMENDATION OF THE STAFF ACCOUNTANT/INFORMATION SYSTEMS COORDINATOR.**

Mayor Ludwig announced when the agenda was adopted that the maintenance fee is *three year* (and not annual).

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

- B. CONSIDERATION OF THE FOLLOWING REQUESTS FROM THE COMMUNITY DEVELOPMENT DEPARTMENT REGARDING FINAL ALLOCATION OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME INVESTMENT PARTNERSHIP FUNDS FOR FISCAL YEAR 2009-2010:**
- 1. RECEIPT AND RESPONSE TO ANY ORAL OR WRITTEN COMMUNICATION RECEIVED FROM THE PUBLIC REGARDING THE 2009 CONSOLIDATED ACTION PLAN;**
 - 2. APPROVAL OF THE MODIFIED CDBG/HOME TIMETABLE, AND**
 - 3. TABLE ALL FINAL ALLOCATIONS TO THE MAY 12, 2009, CITY COUNCIL MEETING.**

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

- C. CONSIDERATION OF THE FOLLOWING REQUESTS FROM THE COMMUNITY DEVELOPMENT DEPARTMENT REGARDING HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP) FUNDS:**
- 1. RECEIPT OF THE DRAFT SUBSTANTIAL AMENDMENT TO THE CONSOLIDATED PLAN 2008 ACTION PLAN, WITH THE UNDERSTANDING IT MAY RECEIVE SIGNIFICANT MODIFICATIONS AS PROGRAMS ARE DEVELOPED;**
 - 2. ESTABLISHMENT OF APRIL 30, 2009, TO MAY 12, 2009, FOR PUBLIC COMMENT ON THE SUBSTANTIAL AMENDMENT, AND**
 - 3. ESTABLISHMENT OF MAY 12, 2009, AT THE CITY COUNCIL MEETING AS THE TIME AND PLACE TO HOLD A PUBLIC HEARING TO CONSIDER THE SUBSTANTIAL AMENDMENT.**

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

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

- D. CONSIDERATION OF THE REQUEST TO APPROVE THE LOW BID AWARD TO JULES SWARTZ AND SONS EXCAVATING, AT THEIR BID PRICE OF \$59,229.21, FOR ROTARY PARK SITE IMPROVEMENTS, AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE DOCUMENT(S), IN ACCORDANCE WITH THE RECOMMENDATION OF THE SUPERINTENDENT OF CEMETERIES, FORESTRY AND PARKS AND THE PURCHASING AGENT.**

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

- E. CONSIDERATION OF THE REQUEST TO ESTABLISH AN URBAN GARDENING PROGRAM IN THE CITY, UTILIZING VACANT LOTS TO BE USED BY CITY RESIDENTS, AND AUTHORIZATION FOR THE COMMUNITY DEVELOPMENT DEPARTMENT TO WORK WITH THE CITY ATTORNEY'S OFFICE TO DRAFT THE NECESSARY DOCUMENTS.**

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

CITY COUNCILMEMBERS' COMMENTS.

Councilmember Greer reported on his attendance at the MML Region 2 meeting in Allegan, stating there were many good sessions, including updates on transportation funding, LEED certified buildings, and going green. He was selected to be the Secretary for MML Region 2 and this means that three years from now the City of Jackson will be hosting the regional meeting.

Councilmember Gaiser applauded the gardeners for their fast action and hard work and noted he is looking forward to the harvest. He is also looking forward to the strategic planning session and asked when the budget will be given to the City Council. The City Manager stated he would have the budget to the Council early next week.

Councilmember Frounfelker thanked the Partnership Park residents for coming to the Council meeting and stated he is looking forward to the urban gardening program coming to fruition.

Councilmember Polaczyk remarked that the Council did a disservice to the people of Armory Arts today by not moving forward with the PUDD. We have to move forward with this 2nd phase, if we want to continue to grow the Armory Arts project and get things accomplished.

CITY MANAGER'S COMMENTS.

City Manager Ross explained that there is bad information out there on the stimulus money and much of it won't come to us. He stated it is a long and frustrating time for us. The money is out there,

but we don't have it yet. He wanted to set the record straight by stating that stimulus money was not paying for air conditioning in City Hall.

EXECUTIVE SESSION TO DISCUSS LABOR MATTERS.

Motion was made by Councilmember Howe and seconded by Councilmember Polaczyk to go into closed executive session. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Howe, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: Councilmember Breeding—1. Absent: 0.

RETURN TO OPEN SESSION.

Motion was made by Councilmember Howe and seconded by Councilmember Greer to return to open session. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Greer, Gaiser and Frounfelker—5. Nays: Councilmember Polaczyk—1. Abstain: Councilmember Howe—1. Absent: 0.

ADJOURNMENT.

No further business being presented, Mayor Ludwig adjourned the meeting at 8:30 p.m.

Lynn Fessel
City Clerk



City Clerk

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

Lynn Fessel, City Clerk

**JACKSON CITY COUNCIL
STRATEGIC PLANNING SESSION MINUTES
APRIL 22, 2009**

The Jackson City Council met in the East Conference Room on the 11th Floor at One Jackson Square. With staff, they participated in a strategic planning workshop facilitated by Eleanor Siewert from the Michigan Municipal League. Mayor Ludwig convened the meeting at 4:40 p.m.

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

Mrs. Siewert worked through a planning session handout that included habits of highly effective municipal councils, exercises related to change factors and the listing of projects the group believes can be accomplished within a two-year period. She concluded with suggested rules for debate and dealing with conflict. Mrs. Siewert will prepare and submit a written report of the meeting's outcomes. Mayor Ludwig concluded the meeting at 7:20 p.m.

Lynn Fessel
City Clerk

NOTES FROM CITY OF JACKSON PLANNING SESSION

One Jackson Square April 22, 2009

AREAS OF CHANGE AFFECTING CITY OF JACKSON PLANNING DECISIONS

Technology
Economy
Social norms/society
Work ethic
Global warming
Regionalism/Collaborations

IMPACT CHANGE AREAS ON JACKSON

Coordinating City/County Parks
425 Utility Agreements
3 Intergovernmental Agreements
Mutual Aid Pacts
Inter governmental purchasing
911 Dispatch

COLLABORATIONS THAT CAN BE CONSIDERED

Joint Police & Fire headquarters
Building Inspection
Metro Fire Dept
Assessing
Police & Fire Service

IF THERE WERE NO LIMITATIONS WISH LIST

Increase home ownership
Downtown retail increase
Regionalism/county-wide government
Street repair
Gillespie-retail/residential
Redevelopment of train station
 Intermodal hub
Metro Transit Authority
Completion of Armory Arts
Downtown Thoroughfare
County Fair Grounds
 New Use Possibilities
 Casino
 Equestrian Center
Disposition of Hayes & Consumers buildings
Complete upgrades of Kiwanis Park
Clean up Cooper Street entry point to City

ITEMS WE CAN DO IN THE NEXT TWOYEARS

Promote already achieved successful cooperative projects
Demo Acme Building, Collaborate w/Enterprise
Complete Armory Arts and Artswalk Trail
Coordinate City/County Parks Program
Change Budget allocations
Create a vehicle for Visionary Planning that will include a 5 year. Financial Plan
Initiate a rental registry program
Act on the report of the Charter Review Committee
Edscha- prospective owner
Demo Riverwalk
Landbank & Brownfield Agreement
Stabilize train station & complete intermodal plan

PREPARED BY ELEANOR SIEWERT

Region 2 Planning Commission



INVOICE NO. 2999

DATE: April 29, 2009

TO: Mr. William Ross, City Manager
 City of Jackson (364 J)
 161 W. Michigan Avenue
 Jackson, MI 49201

cc: Phil Hones, CPA

DESCRIPTION		
Planning Services for April 2009 Historic District Zoning Administration Zoning Ordinance Rec/Information Zoning Appeals/Variances Refer to the attached statement.		\$ 714.41 1,770.74 6,137.70 1,935.67
Balance Due Region 2 Planning Commission.		\$ 10,558.52

MEMORANDUM

City Clerk's Office



May 4, 2009

TO: Honorable Mayor and City Councilmembers

SUBJECT: City License Approvals for Year Expiring April 30, 2010

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

Dry Cleaners
Exterminators/Fumigators
Gasoline Pumps

Laundromats
Poolrooms
Taxicab Companies

The listing below represents the companies that returned new or renewal applications for the above types of businesses. I am requesting City Council approve these licenses at the May 12 meeting. All appropriate department approvals, insurance certificates and fees have been received.

Dry Cleaners

Brail Dry Cleaners
405 W. Prospect St.

Libra Industries
1435 N. Blackstone

Mini-Maxi Coin Laundry
906 N. Wisner St.

One Hour Martinizing
808 W. Monroe
320 W. Prospect

Schafer Dry Cleaners
115 W. Washington

Winzeler Dry Cleaners
1515 W. Morrell St.

Exterminators

Aardvark Pest Control
2932 Page Ave.

DuRite Exterminators
117 E. Wilkins

JaXson Pest Control
1220 E. South

Orkin Extermination
Lansing MI

Swain's Pest Control
3130 McCain

Gasoline Pumps

Alsaedi Oil
1403 Francis

Consumers Energy
One Energy Plaza

Convenience King Group
1502 Cooper
815 Lansing

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

Heat Controller
1900 Wellworth

Jackson Transportation Authority
2350 E. High

Kelly Fuels
740 E. South

Meezo Express
1504 E. Michigan

Laundromats

Bre-Z Coin Laundry
1701 Woodbridge St.

Laundry Land of Jackson
258 Cooper

Mini-Maxi Coin Laundry
906 N. Wisner St.

Sud-Z Coin Laundry
2108 E. Michigan

Poolrooms

Game On Sports Bar
1715 E. Michigan

Miller Truck & Storage
1800 Mitchell

PS Food Mart
1301 S. West
918 N. Wisner

Shell Food Mart
801 Wildwood

Speedway Super America
970 N. West

West & High Mobil
1240 S. West

Zimmerman Oil
2200 Enterprise

Taxicab Companies

City Cab
706 Francis

Colonial Cab
500 N. Francis

Starlite Cab
1703 E. Michigan



City Clerk

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

April 30, 2009

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk *Angela Arnold*
RE: Fitness Council – Smart Commute Day

The Fitness Council of Jackson is planning their annual Smart Commute Day on Friday, May 15, 2009. They are requesting use of Bucky Harris Park, beginning at 11 a.m. to present awards and provide lunch to registered participants who use public transportation, walk or bike to work on that day.

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

Please place this request on the Council's May 12th consent calendar for their consideration.

Thank you.

Attachment



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: 3/30/09 Time: 4:30 By: A. Arnold

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

Sponsoring Organization's Legal Name: Fitness Council of Jackson

Organization Address: 225 N. Jackson St.

Organization Agent: D. Scott TenBrink Title: Executive Director

Phone: Work 517, 990.9798 Home 517.914.6605 During event 517.914.6605

Agent's Address: 225 N Jackson St. Apt 3b

Agent's E-Mail Address: scott@fitnesscouncil.org

Event Name: Smart Commute Day

Please give a brief description of the proposed special event: Lunch & Awards for registered participants walking & biking to work.

Event Day(s) & Date(s): May 15, 2009 Event Time(s): 11 am - 1 pm

Set-Up Date & Time: May 15 10 am Tear-Down Date & Time: May 15 2 pm

Event Location: Bucky Harris Park

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

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

STREET CLOSURES: Start Date/ Time: _____ through Date/ Time: _____

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

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

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

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



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

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

ATTENDANCE: What is the expected (estimated) attendance for this event? 200

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

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

OTHER REQUESTS: (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)
power on stage for P.A. equipment

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

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

3/16/09
 Date

D. LaBarr
 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: Fitness Council: Smart Commute Day – Friday, May 15, 2009

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

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

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

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

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

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

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

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

Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

Insurance/Indemnification Received: 3/30/2009

Insurance Approved: 4/1/2009

City Council Approved: _____ Denied: _____

Approval/Denial Mailed: _____



City Clerk

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

April 30, 2009

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk *Angela*
RE: Jackson County Veterans Council - Memorial Day Parade & Memorial Service

The Jackson County Veterans Council is requesting approval to (1) conduct their annual Memorial Day parade, Monday, May 25, 2009 beginning at 10:00 a.m., with police assistance and memorial service in Mount Evergreen Cemetery; and (2) to close requested streets at 9:00 a.m., and (3) request a contribution of \$250.00.

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

Please place this request on the Council's May 12th consent calendar for their consideration.

Thank you.

Attachment



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

Date Received By Clerk's Office: 4/13/09 Time: 8AM By: A. Arnold

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

Sponsoring Organization's Legal Name: JACKSON COUNTY VETERAN'S COUNCIL

Organization Address: 3200 LANSING AVE, JACKSON, MI 49202

Organization Agent: DAVID WELIHAN Title: COMMANDER

Phone: Work 788-4425 Home 764-3696 During event 960-3772

Agent's Address: 3919 ZYGMUNT DR

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

Event Name: MEMORIAL DAY PARADE

Please give a brief description of the proposed special event: PARADE FROM DOWNTOWN TO THE SOUTH SIDE OF MT EVERGREEN CEMETERY AND MEMORIAL CEREMONY AT THE CEMETERY

Event Day(s) & Date(s): MAY 25, 2009 Event Time(s): 10:00AM

Set-Up Date & Time: MAY 25, 2009, 9:30AM Tear-Down Date & Time: MAY 25, 2009, NOON

Event Location: CEREMONY AT VETERAN'S MEMORIAL IN MT. EVERGREEN

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? 20+

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

STREET CLOSURES: Start Date/ Time: MAY 25, 2009 10:00AM through Date/ Time: MAY 25, 2009 11:00AM

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 _____



JACKSON COUNTY VETERANS COUNCIL

April 8, 2009

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

Monday, May 25, 2009, the veteran organizations of Jackson County will participate in the annual Memorial Day Parade and Memorial Service in memory of our departed veterans.

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

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

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

Sincerely,

David M. Welihan, Commander
Jackson County Veterans Council
3919 Zygmunt Dr
Jackson, MI 49201
517-764-3696



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? UNK

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 AVAILABLE FOR CLOSURE OF CROSS STREETS
ONE POLICE CAR TO LEAD PARADE - WE WILL NEED A BAND STAND

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.

04/03/2009
 Date

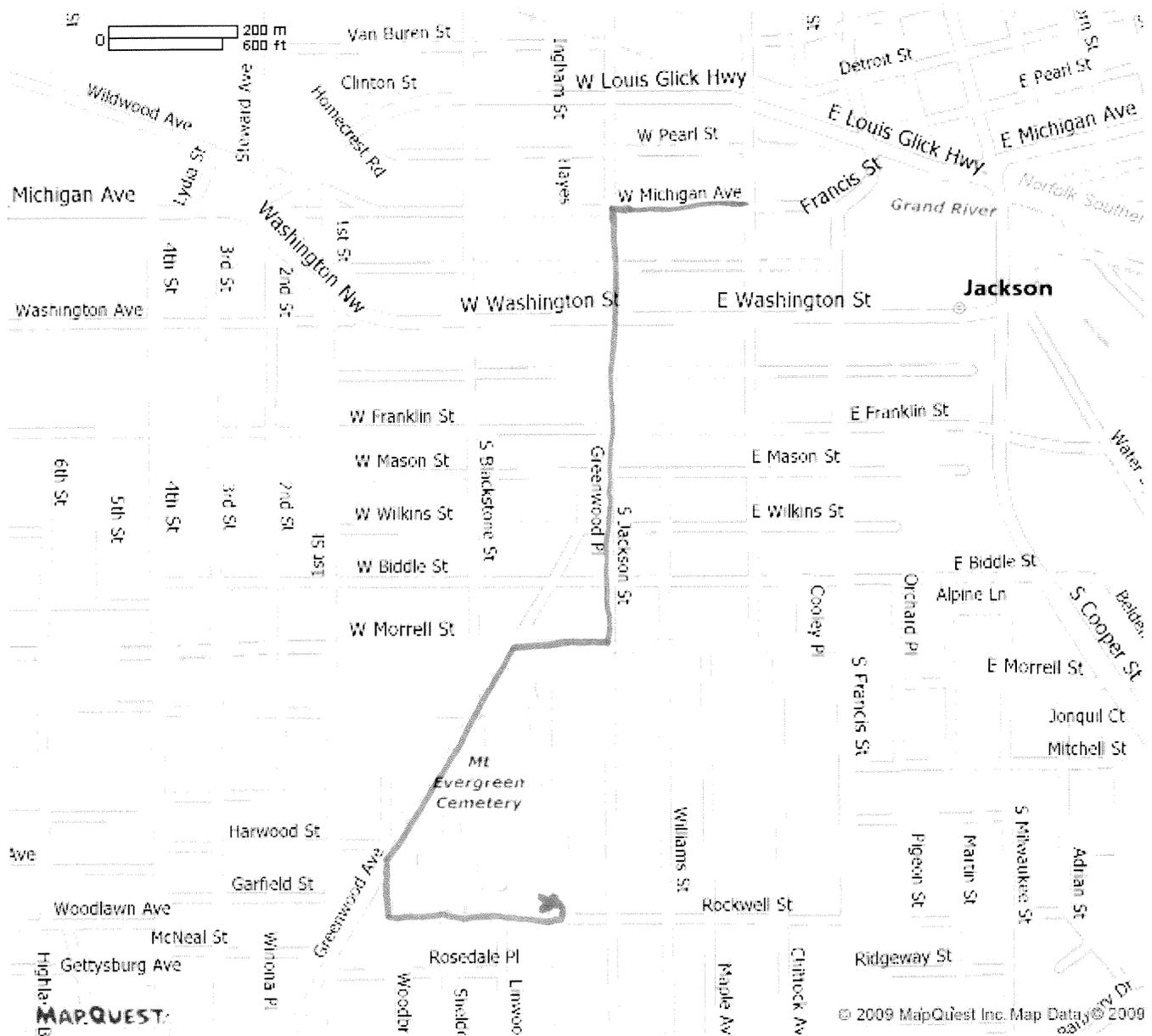
Angela Arnold
 Signature of Sponsoring Organization's Agent

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



Sorry! When printing directly from the browser your directions or map may not print correctly. For best results, try clicking the Printer-Friendly button.

★ Jackson, MI 49201-1315



All rights reserved. Use subject to License/Copyright Map Legend
Directions and maps are informational only. We make no warranties on the accuracy of their content, road conditions or route usability or expeditiousness. You assume all risk of use. MapQuest and its suppliers shall not be liable to you for any loss or delay resulting from your use of MapQuest. Your use of MapQuest means you agree to our [Terms of Use](#)

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 Co. Memorial Day Parade – Monday, May 25, 2009

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

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

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

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

Traffic Eng.: R. Dietz Recommend Approval: **YES** NO Est. Economic Impact: \$ 521.09

Public Serv. Dept.: S. Porter Recommend Approval: **YES** NO Est. Economic Impact: \$ 150.00

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

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

Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

~~Insurance~~/Indemnification Received: 4/30/2009 Insurance Approved: _____

City Council Approved: _____ Denied: _____ Approval/Denial Mailed: _____



City Clerk

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

April 30, 2009

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk *Angela*
RE: Downtown Development Authority - Downtown Jackson Cruise
In (formerly Cruise Nights)

The Downtown Development Authority is requesting closure of the following streets on the following days: Friday, May 22, June 26 and September 18, beginning at 5:30 p.m. and Saturday, July 25 and August 22, beginning at 12:30 p.m. to hold Downtown Jackson Cruise In.

Michigan Ave.: Blackstone to Francis Street
Jackson St: Cortland to Pearl Street
Mechanic St.: Washington to Pearl Street

Recommended approvals have been received from the Police, Fire, Public Works, Traffic Engineering, Parks/Forestry Departments and the Downtown Development Authority.

Please place this request on the Council's May 12th consent calendar for their consideration.

Thank you.

Attachment



CITY OF JACKSON
SPECIAL EVENT APPLICATION

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

Date Received By Clerk's Office: 4/2/09 Time: 3:15 By: A. Arnold

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

Sponsoring Organization's Legal Name: Downtown Development Authority

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

Organization Agent: Jonathan Greene Title: Executive Director

Phone: Work 768-6410 Home _____ During event _____

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

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

Event Name: Cruise In Downtown Jackson Cruise In (Formerly Cruise Nights)

Please give a brief description of the proposed special event: Cruise In's are family-oriented featuring cars on display

Throughout Downtown's streets, as well as food vendors and potentially DJ music on stage at Bucky Harris Park. Car owners registration is \$5.

Admission is free.

Event Day(s) & Date(s): 5/22, 6/26, 7/25, 8/22, 9/18 Event Time(s): Friday 6-9pm AND Saturday 1-4pm

Set-Up Date & Time: 5/22, 6/26, 9/18 @ 3pm AND 7/25, 8/22 @ 11am Tear-Down Date & Time: 5/22, 6/26, 9/18 @ 9pm AND 7/25, 8/22 @ 8pm 4pm

Event Location: Downtown: Map Attached

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? 10

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: 5:15pm each event day through Date/ Time: 9:30pm each event day

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? 4,000-5,000 people

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

REST ROOMS: Are you planning to provide portable rest rooms at the event? YES NO If yes, how many? 4
 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.)
Request closure of Michigan Ave. from Blackstone to Francis St. and Jackson St. from Cortland to Louis Glick Hwy. Mechanic
St. from Washington Ave. to Pearl St. Engineering: 10 - No Parking Tripods for food vendors parking spots

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:
Covered under City's Insurance Policy

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.

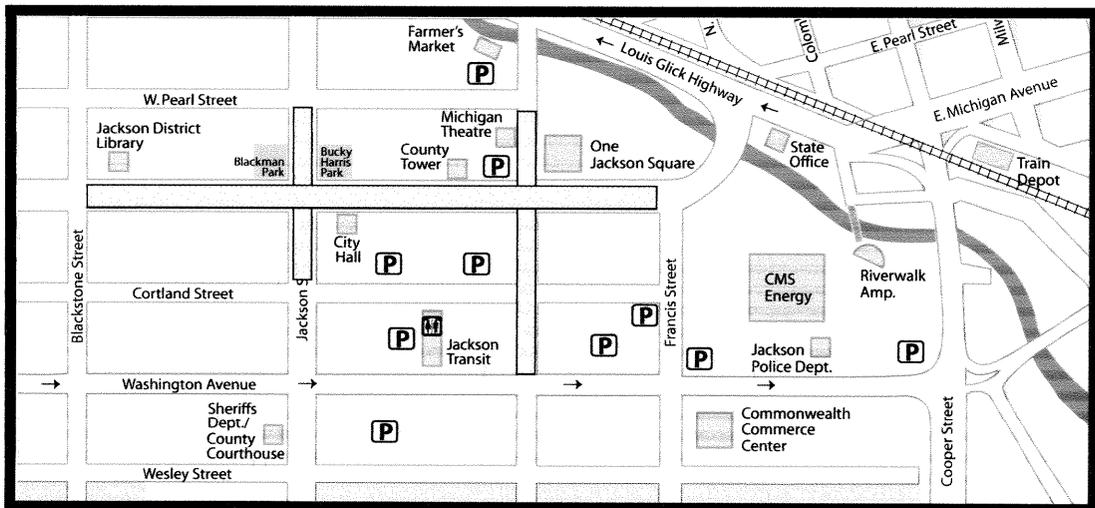
4/2/09
 Date

[Signature]
 Signature of Sponsoring Organization's Agent

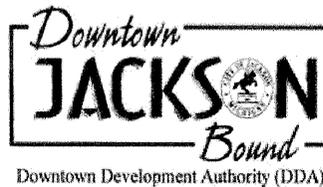
CRUISE IN 2009

The Downtown Development Authority is coordinating 5 Cruise Nights throughout the Downtown streets once again this summer. They are scheduled for Friday, May 22, June 26, Saturday July 25, August 22, and Friday September 18. Friday Cruise In's take place from 6:00 pm to 9:00 pm Saturday Cruise In's take place from 1:00pm to 4pm. Requested action is for the City Council to approve the following street closures on Fridays at the before mentioned dates between the hours of 5:30 pm and 9:00 pm and on Saturdays at the before mentioned dates between the hours of 12:30 and 4:00pm

Michigan Ave. from Blackstone to Francis St.
Jackson St. from Cortland to Louis Glick Hwy.
Mechanic St. from Washington Ave. to Pearl St.



Cruise Night Entertainment will feature music from the 50's, 60's & 70's throughout downtown and Bucky Harris Park.



Downtown Development Authority (DDA)
161 West Michigan Avenue
Jackson, MI 49201
Phone (517) 768-6408 Fax (517) 768-6367

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 Jackson Cruise In (Friday 5/22, Friday 6/26, Saturday 7/25, Saturday 8/22 & Friday 9/18/2009)

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

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

Police Dept: C. Simpson Recommend Approval: YES NO Est. Economic Impact: \$ 2,000.00

Fire Dept.: L. Bosell Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Traffic Eng.: R. Dietz Recommend Approval: YES NO Est. Economic Impact: \$ 393.13

Public Serv. Dept.: S. Porter Recommend Approval: YES NO Est. Economic Impact: \$ 750.00

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

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

Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

Insurance/Indemnification Received: On City's Insurance Policy Insurance Approved: _____

City Council Approved: _____ Denied: _____ Approval/Denial Mailed: _____



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

DATE: May 6, 2009
TO: William R. Ross, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
RE: Traffic Control Orders 1998 thru 2001

The Department of Engineering began the reconstruction of Wildwood and Daniel from Brown to West Avenue this week. As part of the redesign, we are submitting the following Traffic Control Orders:

TCO 1998: Daniel Road and Wildwood Avenue: As a result of the redesign of the intersection of Daniel, Durand and Wildwood the traffic signal controlling traffic approaching the intersection shall be removed. Eastbound traffic on Wildwood Avenue shall be required to stop prior to entering the intersection at Daniel Road. This action will rescind TCO No. 1355 and 1643.

TCO 1999: Durand Street and Wildwood Avenue: As a result of the redesign of the intersection of Daniel, Durand and Wildwood the traffic signal controlling traffic approaching the intersection shall be removed. Northbound traffic on Durand Street shall be required to stop prior to entering the intersection at Wildwood Avenue.

TCO 2000: Daniel Road and Wildwood Avenue: As a result of the redesign of the intersection of Daniel and Wildwood, southbound traffic on Wildwood Avenue at the intersection of Daniel Road shall only be allowed to turn right onto Daniel Street.

TCO 2001: Durand Street and Wildwood Avenue: As a result of the redesign of the intersection of Durand and Wildwood, northbound traffic on Durand Street at the intersection of Wildwood Avenue shall only be allowed to turn right onto Wildwood Avenue.

With your concurrence, I request the above Traffic Control Orders be placed on the Council Agenda for its meeting on May 12, 2009. If you have any questions or concerns, please do not hesitate to contact me directly.

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order No. 1998

LOCATION: Daniel Road and Wildwood Avenue

DATE: March 16, 2009

ASSIGNED TO: Engineering

TCO DESCRIPTION

With the redesign of the intersection of Daniel, Durand and Wildwood review traffic control.

BY JON H. DOWLING, P.E.

RECOMMENDATION

As a result of the redesign of the intersection of Daniel, Durand and Wildwood the traffic signal controlling traffic approaching the intersection shall be removed. Eastbound traffic on Wildwood Avenue shall be required to stop prior to entering the intersection at Daniel Road.

This action shall also rescind TCO No. 1355 and 1643.

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. 1999

LOCATION: Durand Street and Wildwood Avenue

DATE: March 16, 2009

ASSIGNED TO: Engineering

TCO DESCRIPTION

With the redesign of the intersection of Daniel, Durand and Wildwood review traffic control.

BY JON H. DOWLING, P.E.

RECOMMENDATION

As a result of the redesign of the intersection of Daniel, Durand and Wildwood the traffic signal controlling traffic approaching the intersection shall be removed. Northbound traffic on Durand Street shall be required to stop prior to entering the intersection at 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

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order No. 2000

LOCATION: Daniel Road and Wildwood Avenue

DATE: March 31, 2009

ASSIGNED TO: Engineering

TCO DESCRIPTION

With redesign of the intersection of Daniel and Wildwood review traffic turning movements for possible limitations.

BY JON H. DOWLING, P.E.

RECOMMENDATION

Southeastbound traffic on Wildwood Avenue at the intersection of Daniel Road shall only be allowed to turn right onto Daniel 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. 2001

LOCATION: Durand Street and Wildwood Avenue

DATE: March 31, 2009

ASSIGNED TO: Engineering

TCO DESCRIPTION

With redesign of the intersection of Durand and Wildwood review traffic turning movements for possible limitations.

BY JON H. DOWLING, P.E.

RECOMMENDATION

Northbound traffic on Durand Street at the intersection of Wildwood Avenue shall only be allowed to turn right onto 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



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

DATE: May 6, 2009
TO: William R. Ross, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
RE: Traffic Control Orders 2002 and 2003

The Department of Engineering will begin reconstruction of Jackson Street, as part of the Stimulus Fund Package later this summer. As part of the redesign, we are submitting the following Traffic Control Orders:

TCO 2002: Jackson Street from Glick to Ganson: With the reconstruction of narrowing the roadway surface of N. Jackson Street the parking regulations have been reviewed. It is the Department of Engineering's recommendation that parking shall be prohibited on both sides of N. Jackson Street from Calhoun Street to Trail Street.

TCO 2003: Jackson Street from Glick to Ganson: With the reconstruction of narrowing the roadway surface of N. Jackson Street the parking regulations have been reviewed. It is the Department of Engineering's recommendation that parking shall be prohibited on both sides of N. Jackson Street between Louis Glick Highway and VanBuren Street. This action shall rescind TCO #1481.

With your concurrence, I request the above Traffic Control Orders be placed on the Council Agenda for its meeting on May 12, 2009. If you have any questions or concerns, please do not hesitate to contact me directly.

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order No. 2002

LOCATION: Jackson Street

DATE: April 8, 2009

ASSIGNED TO: Engineering

TCO DESCRIPTION

With reconstruction narrowing the roadway surface of N. Jackson Street review parking regulations.

BY JON H. DOWLING, P.E.

RECOMMENDATION

Parking shall be prohibited on both sides of N. Jackson Street from Calhoun Street to Trail 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. 2003

LOCATION: Jackson Street

DATE: April 9, 2009

ASSIGNED TO: Engineering

TCO DESCRIPTION

As a housekeeping matter create Traffic Control Order for posted No Parking zone on N. Jackson between Louis Glick Hwy and VanBuren Street.

BY JON H. DOWLING, P.E.

RECOMMENDATION

Parking shall be prohibited on both sides of N. Jackson Street between Louis Glick Highway and VanBuren Street. This action shall also rescind TCO #1481.

APPROVED

REJECTED

DATE:

BY CITY COUNCIL

WORK ASSIGNMENT: To Sign Shop

DATE:

TO:

BY JON H. DOWLING, P.E.

MATERIAL USED

Posts

Stop

Time Limit

No Parking

Loading Zone

One Way

Yield

Paint

Other

ASSIGNMENT COMPLETED

DATE:

BY: Sign Shop

WORK INSPECTED

REMARKS:

DATE:

BY: Jon H. Dowling, P.E., City Engineer'

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



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

DATE: May 6, 2009
TO: William R. Ross, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
RE: Traffic Control Order 2004

The Department of Engineering has received a request from a resident at 805 W. Morrell for “Deaf Child Area” signs to be placed in the 800 block of W. Morrell Street. The Department of Engineering recommends the installation of “Deaf Child Area” signs placed in the 800 block of W. Morrell between West Avenue and Grinnell Street. The Department of Engineering will verify the need of this sign on an annual basis.

With your concurrence, I request the above Traffic Control Order 2004 be placed on the Council Agenda for its meeting on May 12, 2009. If you have any questions or concerns, please do not hesitate to contact me directly.

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order No. 2004

LOCATION: W. Morrell between West Avenue and Grinnell Street.

DATE: May 5, 2009

ASSIGNED TO: Engineering

TCO DESCRIPTION

Per a citizen request, consider installation of Deaf Child Area signs for the 800 block of W. Morrell Street.

BY JON H. DOWLING, P.E.

RECOMMENDATION

Install Deaf Child Area signs in the 800 block of W. Morrell between West Avenue and Grinnell Street. Department of Engineering staff to verify need on an annual basis.

APPROVED

REJECTED

DATE:

BY CITY COUNCIL

WORK ASSIGNMENT: To Sign Shop

DATE:

TO:

BY JON H. DOWLING, P.E.

MATERIAL USED

Posts

Stop

Time Limit

No Parking

Loading Zone

One Way

Yield

Paint

Other

ASSIGNMENT COMPLETED

DATE:

BY: Sign Shop

WORK INSPECTED

REMARKS:

DATE:

BY: Jon H. Dowling, P.E., City Engineer'

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



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

DATE: May 6, 2009
TO: William R. Ross, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
RE: Change Order 1, Dwight Street Water Main Replacement

Attached is the Change Order 1, to the contract with Concord excavating and Grading, Inc. for the Dwight Street Water Main Replacement project.

This change order adds an item to install a pumping bypass at the Dwight Street Lift Station. The pumping bypass will be used in the event of a mechanical failure to keep the lift station operational without an attendant until corrective actions are complete.

This change order adds the item "Lift Station Pumping Bypass". This item was not included in the original contract and results in an increase of \$5,500.00. This amount will be paid for with Sewer Funds.

With your concurrence, I request Final Change Order 1 be submitted to City Council for their approval and the City Manager, City Engineer, and the Director of Public Works be authorized to sign. If you have any questions, please do not hesitate to contact me.

**CHANGE ORDER NO. 1
To Contract for
Dwight Street Water Main Replacement
City of Jackson, Michigan**

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

ORIGINAL CONTRACT AMOUNT	\$292,840.66
Change Order No. 1	\$ 5,500.00
NEW CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 1	\$298,340.66

REASON FOR CHANGE:

1. To add the "Lift Station Pumping Bypass" item to the contract.

CONTRACT COMPLETION

The contract completion date is extended by one (1) work day.

Prepared by Troy R. White, P.E.
Civil Engineer II, Department of Engineering

ACCEPTED BY:

Concord Excavating and Grading, Inc.

Date

ACCEPTED BY:

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

Date

Glenn M. Chinavare, Director of Public Services

Date

William R. Ross, City Manager

Date



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

DATE: April 27, 2009
TO: William R. Ross, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
RE: Engineer's Report for Morrell Street Construction from Brown to West

The Department of Engineering requests that City Council establish a public hearing of necessity to be held on May 26, 2009, for street construction on Morrell Street from Brown to West Avenue. This report is prepared for the City Council per the Assessment Policy regarding necessity of street construction.

Department of Engineering records show that Morrell from Brown to West Avenue was last chipsealed in 1997 and was last resurfaced in 1984. The roadway surface is showing signs of deterioration while the asphalt base appears to still be good. The Department of Engineering proposes to mill 3 ½ inches off the roadway and resurface with a new top course.

The attached photographs show the current road conditions. Estimated project costs and funding are as follows:

Street Construction (MDOT/FHWA Funds)	\$ 418,000
Street Construction (Assessments)	<u>\$ 48,675</u>
Total Project Cost	\$466,675

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

JD:tjs

c: Randall T. McMunn, P.E., Assistant City Engineer
C. Jan Markowski, City Assessor
Lynn Fessel, City Clerk



Photo 1: Morrell Street looking easterly toward Grinnell Street



Photo 2: Morrell Street looking easterly toward Webster



Photo 3: Morrell Street looking west from Bowen Street



Photo 4: Morrell looking westerly toward Higby



Photo 5: Morrell Street looking easterly toward Higby



Photo 6: Morrell Street looking easterly from Brown Street

MATCH LINE—SEE SHEET 2

S HIGBY

MINNIEAR, SCOTT A
1500 W. MORRELL ST.
JACKSON, MI 49203
3-0939.1

\$3,665.64
R-1
132'

PRATER ENTERPRISES LLC
6119 RIVERVIEW DR
JACKSON, MI 49203
3-0939.1AA
(1512-1514 W. MORRELL ST)

\$3,665.64
C-2
132'

MORRELL

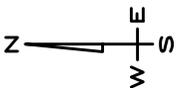
132'
R-4
\$1,023.00
LADD, GREGG
725 OAKDALE AVE
JACKSON, MI 49203
3-1193.A (900 S. HIGBY ST)

66'
C-2
\$1,832.82
FURGASON, CHARLES TRUST
5327 BROWNS LAKE ROAD
JACKSON, MI 49203
3-1196.A3 (1511 W. MORRELL ST)

73.5'
C-2
\$2,041.09
FURGASON, CHARLES & LINDA TRUST
1515 W. MORRELL ST.
JACKSON, MI 49203
3-1196.A1

S BROWN

PROJECT LIMITS



SCALE: 1" = 50'
DATE: 04/22/2009
DRAWN BY: MGB
CITY OF JACKSON
DEPARTMENT OF
ENGINEERING

ASSESSMENT MAP MORRELL STREET
FROM BROWN TO WEST
PAGE 1 OF 7

MATCH LINE—SEE SHEET 3

66'
R-1
\$763.62

EDER, LINDA M
905 S. DURAND ST.
JACKSON, MI 49203
3-1179

S DURAND

MORRELL

66'
R-1
\$763.62

BENNETT, KATHLEEN A
1401 W. MORRELL ST.
JACKSON, MI 49203
3-1180

66'
R-1
\$763.62

VANCAMP, DAVID M & ANDREA S
1405 W. MORRELL ST.
JACKSON, MI 49203
3-1181

66'
R-1
\$763.62

BAKER, MICHAEL D, SR & KAREN E
1409 W. MORRELL ST.
JACKSON, MI 49203
3-1196

66'
R-1
\$763.62

LARSON, EDWARD W & LIZETH M
1415 W. MORRELL ST.
JACKSON, MI 49203
3-1197

MATCH LINE—SEE SHEET 1

SCHEID, ROSE ANN LIVING TRUST
ROSE ANN SCHEID, TRUSTEE
812 S. DURAND ST.
JACKSON, MI 49203
3-0961

\$1,023.00
R-1
132'

ZASKI, FRANK A ET AL
30310 CHEVIOT HILLS DR
FRANKLIN, MI 48025
3-0963 (815 S. HIGBY ST)

\$1,023.00
R-1
132'



SCALE: 1" = 50'

DATE: 04/22/2009

DRAWN BY: MGB

CITY OF JACKSON
DEPARTMENT OF
ENGINEERING

ASSESSMENT MAP MORRELL STREET
BROWN TO WEST
PAGE 2 OF 7

MATCH LINE—SEE SHEET 4

KLEE, GERRY ET AL
815 S. THOMPSON ST.
JACKSON, MI 49203
3-1006

\$1,023.00
R-1
132'

66'
R-1
\$763.62

CRAIG, ROBERT L & GLORIA D
1211 W. MORRELL ST.
JACKSON, MI 49203
3-1160

66'
R-1
\$763.62

KING, KYLE D & LAURA R ORR
901 S. THOMPSON ST.
JACKSON, MI 49203
3-1161

S THOMPSON

MORRELL

BRAIL, MAX
814 S. THOMPSON ST.
JACKSON, MI 49203
3-0983

\$1,023.00
R-1
132'

66'
R-1
\$763.62

HILL, FORREST & FLORENCE, LIFE EST
900 S. THOMPSON ST.
JACKSON, MI 49203
3-1162

66'
R-1
\$763.62

ZEIGLER, STEVEN C & HEIDI M
1307 W. MORRELL ST.
JACKSON, MI 49203
3-1163

NOWAK, BRUCE L
815 S. DURAND ST.
JACKSON, MI 49203
3-0985

\$1,023.00
R-1
132'

66'
R-1
\$763.62

BROWNING, RHONDA
1311 W. MORRELL ST.
JACKSON, MI 49203
3-1178

MATCH LINE—SEE SHEET 2



SCALE: 1" = 50'

DATE: 04/22/2009

DRAWN BY: MGB

CITY OF JACKSON
DEPARTMENT OF
ENGINEERING

ASSESSMENT MAP MORRELL STREET
BROWN TO WEST
PAGE 3 OF 7

MATCH LINE—SEE SHEET 5

QUEEN OF THE MIRACULOUS
MEDAL CHURCH
606 S. WISNER ST.
JACKSON, MI 49203
3-1008 (811 S. WISNER ST)

\$3,054.48
R-1
264'

MORRELL

54'
R-1
\$624.78

ABERLE, MICHAEL P
1103 W. MORRELL ST.
JACKSON, MI 49203
3-1262

78'
R-1
\$902.46

BRISBOE, JERRY & CONSTANCE TRUST
1107 W. MORRELL ST.
JACKSON, MI 49203
3-1264

47'
R-1
\$543.79

FLAGSTAR BANK
5151 CORPORATE DRIVE
TROY, MI 48098
3-1268 (1109 W. MORRELL ST)

48.9'
R-1
\$565.77

GOULD, KENNETH & KELLY
PO BOX 1485
JACKSON, MI 49204
3-1272 (903 S. WISNER ST)

S WISNER

MILLER, CARRIE A
1202 W. MORRELL ST.
JACKSON, MI 49203
3-1004

\$1,023.00
R-1
132'

59'
R-1
\$682.63

MESICK, BRUCE A
DEBBIE A MESICK
904 S. WISNER ST.
JACKSON, MI 49203
3-1142

66'
R-1
\$763.62

ST JOHN, MERRY D TRUST
1205 W. WASHINGTON AVE
JACKSON, MI 49203
3-1143 (1207 W. MORRELL ST)

MATCH LINE—SEE SHEET 3



SCALE: 1" = 50'
DATE: 04/22/2009
DRAWN BY: MGB
CITY OF JACKSON
DEPARTMENT OF
ENGINEERING

ASSESSMENT MAP MORRELL STREET
BROWN TO WEST
PAGE 4 OF 7

MATCH LINE—SEE SHEET 6

THIEL, WANDA A TRUST
1000 W. MORRELL ST.
JACKSON, MI 49203
3-1047

\$1,023.00
R-1
132'

LACEFIELD, LAURA REV LIVING TRUST
5691 CHAROLAIS
WYOMING, MI 49418
3-1049 (1008 W. MORRELL ST)

\$763.62
R-1
66'

FLEMING, SHANNA B
1012 W. MORRELL ST.
JACKSON, MI 49203
3-1050

\$763.62
R-1
66'

MORRELL

44'
R-1
\$509.08

WORTH, PATRICIA
1001 W. MORRELL ST.
JACKSON, MI 49203
3-1246

44'
R-1
\$509.08

HUGGAN, MARGIE S ET AL
1003 W. MORRELL ST.
JACKSON, MI 49203
3-1249

88'
R-1
\$1,018.16

HERBERT, SHANE & APRIL
1005 W. MORRELL ST.
JACKSON, MI 49203
3-1250

88'
R-1
\$1,018.16

PINARD, MARY J
1009 W. MORRELL ST.
JACKSON, MI 49203
3-1254

S BOWEN

44'
R-1
\$509.08

EDINGTON, JOEY D
1101 W. MORRELL ST.
JACKSON, MI 49203
3-1258

MATCH LINE—SEE SHEET 4



SCALE: 1" = 50'
DATE: 04/22/2009
DRAWN BY: MGB
CITY OF JACKSON
DEPARTMENT OF
ENGINEERING

ASSESSMENT MAP MORRELL STREET
BROWN TO WEST
PAGE 5 OF 7

MATCH LINE—SEE SHEET 7

S GRINNELL

PARKINSON, DIANE M
812 S. GRINNELL ST.
JACKSON, MI 49203
3-1097

\$1,023.00
R-1
132'

MCKENZIE, ARCHIE & DOROTHY
811 S. WEBSTER ST.
JACKSON, MI 49203
3-1098 (S. WEBSTER ST)

\$1,023.00
R-1
132'

MORRELL

88'
R-1
\$682.00

HARRINGTON, DAVID B & JULIE A
902 S. GRINNELL ST.
JACKSON, MI 49203
3-1233

88'
R-1
\$1,018.16

THOMPSON, CHARLES M & CAROL J
907 W. MORRELL ST.
JACKSON, MI 49203
3-1241

88'
R-1
\$1,018.16

BULLINGER, THOMAS A & MARGARET E
911 W. MORRELL ST.
JACKSON, MI 49203
3-1242

S WEBSTER

MATCH LINE—SEE SHEET 5



SCALE: 1" = 50'
DATE: 04/22/2009
DRAWN BY: MGB
CITY OF JACKSON
DEPARTMENT OF
ENGINEERING

ASSESSMENT MAP MORRELL STREET
BROWN TO WEST
PAGE 6 OF 7

S WEST AVE

PROJECT LIMITS

MORRELL

KAMKE, DAVID ET AL
810 S. WEST AVE.
JACKSON, MI 49203
3-1068

\$1,023.00
R-1
132'

RODGERS, MICHAEL W
813 S. GRINNELL ST.
JACKSON, MI 49203
3-1069

\$1,023.00
R-1
132'

116'
R-1
\$899.00

JAEGER, ROGER L
JANET C JAEGER
900 S. WEST AVE.
JACKSON, MI 49203
3-1220

47'
R-1
\$543.79

STONER, WILLIAM & DEBORAH TRUST
4637 WOODVILLE RD
JACKSON, MI 49201
3-1225 (805 W. MORRELL ST)

44'
R-1
\$509.08

THIEL, PATRICK A
809 W. MORRELL ST.
JACKSON, MI 49203
3-1229

57'
R-1
\$659.49

WALLACE, MICHAEL E
MICHELLE S TRUMAN
811 W. MORRELL ST.
JACKSON, MI 49203
3-1230

MATCH LINE—SEE SHEET 6



SCALE:	1" = 50'
DATE:	04/22/2009
DRAWN BY:	MGB
CITY OF JACKSON DEPARTMENT OF ENGINEERING	

ASSESSMENT MAP MORRELL STREET
BROWN TO WEST
PAGE 7 OF 7



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

DATE: April 27, 2009
TO: William R. Ross, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
RE: Engineer's Report for Ganson Street Construction from Cooper to East

The Department of Engineering requests that City Council establish a public hearing of necessity to be held on May 26, 2009, for street construction on Ganson Street from Cooper to East Avenue. This report is prepared for the City Council per the Assessment Policy regarding necessity of street construction.

Department of Engineering records show that Ganson from Cooper to East Avenue was last chipsealed in 1997 and was last reconstructed in 1980. The roadway surface is showing signs of deterioration while the asphalt base appears to still be good. The Department of Engineering proposes to mill 3 ½ inches off the roadway and resurface with a new top course.

The attached photographs show the current road conditions. Estimated project costs and funding are as follows:

Street Construction (MDOT/FHWA Funds)	\$339,000
Street Construction (Assessments)	<u>\$ 41,565</u>
Total Project Cost	\$380,565

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

JD:tjs

c: Randall T. McMunn, P.E., Assistant City Engineer
C. Jan Markowski, City Assessor
Lynn Fessel, City Clerk



Photo 1: Ganson Street from Wells Street looking west



Photo 2: Ganson Street from Maltby Street looking east



Photo 3: Ganson Street looking westerly toward Whitney Street



Photo 4: Ganson Street looking east towards State Street



Photo 5: Ganson Street looking northeasterly toward East Avenue



Photo 6: Ganson Street looking north at Waterloo Street and Ganson Street

MATCH LINE—SEE SHEET 2

PARK

CORBIN, REBECCA JO
506 E. GANSON ST.
JACKSON, MI 49201
8-2279.1

\$452.76
R-2
66'

BEDORE, CHRISTINE L
208 HOMEWILD AVE
JACKSON, MI 49201
8-2278 (502 E. GANSON ST)

\$226.38
R-2
33'

SCHMALL, MICHAEL E.
500 E. GANSON ST.
JACKSON, MI 49201
8-2277

\$226.38
R-2
33'

SECRETARY OF HUD
c/o CHAPMAN LAW FIRM COMPANY LPA
925 KEYNOTE CIRCLE #200
BROOKLYN HEIGHTS, OH 44131
7-0583 (413 E. GANSON ST)

49.7'
R-4
\$340.94

WELLS

EAST GANSON ST

ZOLMAN PROPERTIES LLC
726 OAKRIDGE DR.
JACKSON, MI 49203
7-0584 (411 E. GANSON ST)

87.20'
R-4
\$598.19

MIDWEST UNITED FED CREDIT UNION
408 E. GANSON ST.
JACKSON, MI 49201
8-2276

\$3,100.72
C-2
132'

SMITH, JUDY
407 E. GANSON ST.
JACKSON, MI 49201
7-0590.1

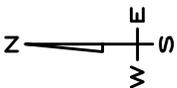
62.65'
R-4
\$429.77

GORZEN, LORIE S
2707 VROOMAN RD
JACKSON, MI 49203
7-0590 (771 N. COOPER ST)

86.6'
R-4
\$408.85

COOPER ST

PROJECT LIMITS



SCALE: 1" = 50'

DATE: 04/22/2009

DRAWN BY: MGB

CITY OF JACKSON
DEPARTMENT OF
ENGINEERING

ASSESSMENT MAP GANSON STREET
FROM COOPER TO EAST
PAGE 1 OF 7

MATCH LINE—SEE SHEET 3

PHILLIPS, ROGER L & STASIA L
 608 E. GANSON ST.
 JACKSON, MI 49201
 8-2329

\$396.16
 R-2
 57.75'

WELLS FARGO BANK NA TRUSTEE
 4708 MERCANTILE DR N
 FORT MILL, TX 76137
 8-2328 (600 E. GANSON ST)

\$396.16
 R-2
 57.75'

MALTBY

BASNAW, KARL B & CAROLYN S
 PO BOX 72
 HORTON, MI 49246
 8-2317 (518 E. GANSON ST)

\$396.16
 R-2
 57.75'

PRATER, THOMAS C & ELAINE
 512 E. GANSON ST.
 JACKSON, MI 49201
 8-2316

\$396.16
 R-2
 57.75'

BECKER, JEFFERY & MARGARRET
 510 E. GANSON ST.
 JACKSON, MI 49201
 8-2315

\$452.76
 R-2
 66'

EAST GANSON ST

ATKINS, ROBERT & SYLVIA
 401 HILLSDALE
 JACKSON, MI 49202
 7-0572 (607 E. GANSON ST)

49.50'
 R-4
 \$225.00

TWENTY-FIRST CENTURY PROPERTIES
 1815 OAKLAND DR
 MT PLEASANT, MI 48858
 7-0570.A (603 E. GANSON ST)

42.65'
 R-4
 \$292.57

MALTBY PROPERTY LLC
 ATTN: CHARLES E. BECK
 PO BOX 802
 JACKSON, MI 49204
 7-0569 (513 E. GANSON ST)

68.45'
 R-4
 \$469.56

JONES, TONI B, TRUST
 511 E. GANSON ST.
 JACKSON, MI 49201
 7-0568

68.45'
 R-4
 \$469.56

REENEE'S PROPERTIES LLC
 206 GLENDALE AVE
 JACKSON, MI 49203
 7-0564 (505 E. GANSON ST)

68.45'
 R-4
 \$469.56

GRABOWSKI, THOMAS J & CYNTHIA
 23486 OAKRIDGE
 DEARBORN HEIGHTS, MI 48127
 7-0563 (501 E. GANSON ST)

68.45'
 R-4
 \$250.00

MATCH LINE—SEE SHEET 1



SCALE: 1" = 50'
 DATE: 04/22/2009
 DRAWN BY: MGB
 CITY OF JACKSON
 DEPARTMENT OF
 ENGINEERING

ASSESSMENT MAP GANSON STREET
 COOPER TO EAST
 PAGE 2 OF 7

MATCH LINE—SEE SHEET 4

SUTTON, CHRISTOPHER
710 E. GANSON ST.
JACKSON, MI 49201
8-1403

\$276.11
R-2
40.25'

DEPARTMENT OF VETERANS AFFAIRS
c/o VA LOAN SVC & CLAIMS # MDP263
1240 E. 9TH ST.
CLEVELAND, OH 44199
8-1405 (708 E. GANSON ST)

\$274.40
R-2
40'

JACKMAN, VERN V & ELIZABETH
704 E. GANSON ST.
JACKSON, MI 49201
8-2306

\$452.76
R-2
66'

NORTHRUP, ROBERT & MELINDA SMITH
705 IRVING ST
JACKSON, MI 49202
8-2305 (702 E. GANSON ST)

\$225.00
R-2
33'

BURBANK, WOODWARD E
238 STEVE'S SCENIC DR
HORTON, MI 49246
8-2304 (700 E. GANSON ST)

\$226.38
R-2
33'

IRVING

WILLIAMS, LINDA LE
614 E. GANSON ST
JACKSON, MI 49201
8-2292

\$452.76
R-2
66'

ADKINS, STEPHEN E & JANET M
1306 OAKWOOD LAKES BLVD
DEFUNIAK SPRINGS, FL 32433
8-2291 (612 E. GANSON ST)

\$452.76
R-2
66'

HARRIS

JACKSON COUNTY LAND BANK AUTHORITY
ATTN: KAREN COFFMAN
120 W. MICHIGAN AVE
JACKSON, MI 49201
7-0702 (626 HARRIS ST)

82'
R-4
\$0.00

MOFFITT, CANDY L
703 E. GANSON ST
JACKSON, MI 49201
7-0701

45.05'
R-4
\$309.04

GRAY, KAREN K.
703 E. GANSON ST
JACKSON, MI 49201
7-0577 (701 E. GANSON ST)

66'
R-4
\$350.00

ALLIED PAINTING INC
PO BOX 147
JACKSON, MI 49204
7-0576 (617 E. GANSON)

66'
R-4
\$452.76

ATKINS, ROBERT & SYLVIA
401 HILLSDALE
JACKSON, MI 49202
7-0574 (613 E. GANSON ST)

66.62'
R-4
\$457.01

EAST GANSON ST

MATCH LINE—SEE SHEET 2



SCALE: 1" = 50'

DATE: 04/22/2009

DRAWN BY: MGB

CITY OF JACKSON
DEPARTMENT OF
ENGINEERING

ASSESSMENT MAP GANSON STREET
COOPER TO EAST
PAGE 3 OF 7

MATCH LINE—SEE SHEET 5

GILMORE, JAMES R & ROSITA M
3404 BELGIAN CIRCLE
JACKSON, MI 49203
8-1420 (814 E. GANSON ST)

\$453.30
R-2
66.08'

HENION, MARY JO
810 E. GANSON ST.
JACKSON, MI 49201
8-1419

\$226.38
R-2
33'

ROCKWELL, SCOTT A
808 E. GANSON ST.
JACKSON, MI 49201
8-1418

\$226.38
R-2
33'

GARWOOD, CASSANDRA ET AL
5616 DOGWOOD
JACKSON, MI 49201
8-1417 (806 E. GANSON ST)

\$226.38
R-2
33'

HARCH, LEONARD C
1107 JUSTIN AVE
JACKSON, MI 49203
8-1416 (804 E. GANSON ST)

\$226.38
R-2
33'

H & R RENTAL MANAGEMENT
1107 JUSTIN AVE
JACKSON, MI 49203
8-1415 (802 E. GANSON ST)

\$226.38
R-2
33'

KING, KEVIN R
800 E. GANSON ST.
JACKSON, MI 49201
8-1414

\$226.38
R-2
33'

EAST GANSON ST

90.75'
R-4
\$417.45

COOK, JAMES D & MARGARET E
534 N. STATE ST
JACKSON, MI 49201
7-0728

62.5'
R-4
\$428.75

HAMMOND, LEW J & MERRILEE J
819 E. GANSON ST
JACKSON, MI 49201
7-0729

59.35'
R-4
\$407.14

KOENIGSKNECHT, BENNO
813 E. GANSON ST
JACKSON, MI 49201
7-0717

59.35'
R-4
\$407.14

ROWLEY, DAVID A.
809 E. GANSON ST
JACKSON, MI 49201
7-0718

12'

PUBLIC ALLEY

WHITNEY

SUTTON, CHRISTOPHER
710 E. GANSON ST.
JACKSON, MI 49201
8-1404 (E. GANSON ST)

\$411.60
R-2
60'

127.05'
R-4
\$584.43

LINDSAY, WILLIAM H
6031 OAKPOINT RD
JACKSON, MI 49201
7-0690 (807 E. GANSON ST)

MATCH LINE—SEE SHEET 3



SCALE: 1" = 50'
DATE: 04/22/2009
DRAWN BY: MGB
CITY OF JACKSON
DEPARTMENT OF
ENGINEERING

ASSESSMENT MAP GANSON STREET
COOPER TO EAST
PAGE 4 OF 7

MATCH LINE—SEE SHEET 6

KUTCHA, GERALD & JANICE ET AL
916 E. GANSON ST.
JACKSON, MI 49201
8-1440.1

\$1,807.74
C-2
65.88'

KUTCHA REAL ESTATE HOLDINGS LLC
5255 BLAIRMOR ST
JACKSON, MI 49201
8-1440.2 (912 E. GANSON ST)

\$1,986.10
C-2
72.38'

FERRIS OPTICAL CO
900 E. GANSON ST.
JACKSON, MI 49201
8-1439

\$3,794.12
C-2
138.27'

EAST GANSON ST

BRINCS
530 N. WATERLOO AVE
JACKSON, MI 49201
7-0755

111.72'
C-2
\$513.91

GARVER, PHILLIP R & CAROL A
134 HAWTHORNE
BROOKLYN, MI 49230
7-0756 (911 E. GANSON ST)

66'
C-2
\$1,811.04

WEEKS, JANET M
3385 ZION RD
JACKSON, MI 49201
7-0735.01 (907 E. GANSON ST)

132'
C-2
\$3,622.08

STATE

MATCH LINE—SEE SHEET 4



SCALE: 1" = 50'

DATE: 04/22/2009

DRAWN BY: MGB

CITY OF JACKSON
DEPARTMENT OF
ENGINEERING

ASSESSMENT MAP GANSON STREET
COOPER TO EAST
PAGE 5 OF 7

MATCH LINE—SEE SHEET 7

THORNSBURY, JAY & BARBARA N
803 BROWNING AVE
JACKSON, MI 49202
8-1463 (1012 E. GANSON ST)

\$452.76
C-2
66'

THORNSBURY, JAY & BARBARA N
803 BROWNING AVE
JACKSON, MI 49202
8-1462 (1008 E. GANSON ST)

\$1,358.28
C-2
49.5'

THORNSBURY, JAY & BARBARA N
803 BROWNING AVE
JACKSON, MI 49202
8-1461 (1004 E. GANSON ST)

\$1,414.53
C-2
51.55'

RONIT MULTANI INC
1000 E. GANSON ST.
JACKSON, MI 49201
8-1460.A

\$2,079.95
C-2
75.8'

EAST GANSON ST

51.14'
C-2
\$350.82

KLAVON, THOMAS L & JULIE
6965 JORDAN RD
JACKSON, MI 49201
7-0776 (1011 E. GANSON ST.)

44'
C-2
\$301.84

KLAVON, THOMAS L & JULIE
6965 JORDAN RD
JACKSON, MI 49201
7-0777 (1009 E. GANSON ST.)

43.56'
C-2
\$298.82

BETTENDORF, GERALD B
1007 E. GANSON ST
JACKSON, MI 49201
7-0778

41.25'
C-2
\$282.97

POWELL, KIMBERLEY A
c/o ABLE GLASS SHOP INC
3914 W. MICHIGAN AVE
JACKSON, MI 49202
7-0763 (1005 E. GANSON ST)

74.25'
C-2
\$341.55

GEDMAN, CHRISTOPHER F ET AL
529 N. WATERLOO AVE
JACKSON, MI 49201
7-0758

WATERLOO

MATCH LINE—SEE SHEET 5



SCALE: 1" = 50'

DATE: 04/22/2009

DRAWN BY: MGB

CITY OF JACKSON
DEPARTMENT OF
ENGINEERING

ASSESSMENT MAP GANSON STREET
COOPER TO EAST
PAGE 6 OF 7

EAST AVE

PROJECT LIMITS

STETLER, GERALD W
6150 MAPLEDALE RD
JACKSON, MI 49201
8-1465 (1020 E. GANSON ST)

L'HUILLIER, DONALD E
1016 E. GANSON ST.
JACKSON, MI 49201
8-1464

\$0.00
C-2
66'

\$452.76
C-2
66'

40'
C-2
\$1,097.60

52.4'
C-2
\$925.00

40.6'
C-2
\$278.51

JACKSON MEDICAL BLDG LLC
5417 SUNSET DR
MIDLAND, MI 48640
7-0786 (1023 E. GANSON ST.)

JACKSON MEDICAL BLDG LLC
5417 SUNSET DR
MIDLAND, MI 48640
7-0773 (1017 E. GANSON ST.)

FEDERAL NATIONAL MORTGAGE ASSN
15 WACKER DR
CHICAGO, IL 60606
7-0774 (1015 E. GANSON ST.)

MATCH LINE—SEE SHEET 6



SCALE: 1" = 50'

DATE: 04/22/2009

DRAWN BY: MGB

CITY OF JACKSON
DEPARTMENT OF
ENGINEERING

ASSESSMENT MAP GANSON STREET
COOPER TO EAST
PAGE 7 OF 7



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

DATE: April 27, 2009
TO: William R. Ross, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
RE: Engineer's Report for Jackson Street Construction from Glick Highway to Ganson Street

The Department of Engineering requests that City Council establish a public hearing of necessity to be held on May 26, 2009, for street construction on Jackson Street from Glick Highway to Ganson Street. This report is prepared for the City Council per the Assessment Policy regarding necessity of street construction.

Department of Engineering records show that Jackson Street from Glick Highway to Ganson Street was last cracksealed in 2002 and was last resurfaced in 1996. The roadway is badly cracked. The thin overlay placed 13 years ago did not last due to a deteriorating road base. The Department of Engineering proposes to reconstruct the roadway to remove the old concrete and brick base. The existing roadway is wider than needed for a 3 lane road with bike lanes, so we plan to narrow the roadway to the proper width and have only 2 lanes with bike lanes under the railroad bridge. The curb on the east side is in good condition and we plan to leave it in place from Calhoun Street to Ganson Street. In planning for the reconstruction, we checked into the condition of the water and sewer and plan to do work on both.

The attached photographs show the current road conditions. Estimated project costs and funding are as follows:

Street Construction (MDOT/FHWA Funds)	\$ 696,000
Street Construction (Assessments)	\$ 133,337
Sewer Funds	\$ 57,994
Water Funds	<u>\$ 218,500</u>
Total Project Cost	\$1,105,831

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

JD:tjs

c: Randall T. McMunn, P.E., Assistant City Engineer
C. Jan Markowski, City Assessor
Lynn Fessel, City Clerk



Photo 1: Jackson Street looking north toward Ganson Street



Photo 2: Jackson Street looking south toward Trail Street



Photo 3: Jackson Street looking north toward Trail Street



Photo 4: Jackson Street looking north from railroad bridge



Photo 5: Jackson Street looking south from railroad bridge

CALHOUN

CITY OF JACKSON
 161 W. MICHIGAN
 JACKSON, MI 49201
 1-0152 (400-414 N. JACKSON ST)

\$11,307.06
 1-1
 252.6'

N. JACKSON ST.

56'
 1-1
 \$2,506.71

DANIEL HESLIP
 8650 NOGGLES ROAD
 MANCHESTER, MI 48158
 1-0136 (411-415 N. JACKSON ST)

124.06'
 1-1
 \$5,553.26

COMMANDER GROUP LLC
 910 OAKRIDGE DRIVE
 JACKSON, MI 49203
 1-0135.1 (407 N. JACKSON ST)

82.75'
 1-1
 \$3,704.11

NORTH CONSTRUCTION
 PO BOX 116
 JACKSON, MI 49201
 1-0135 (401 N. JACKSON ST)

VAN BUREN

CRANKSHAFT MACHINE CO
 314 N. JACKSON ST
 JACKSON, MI 49201
 1-0107

\$8,863.02
 1-1
 198'

227.45'
 1-1
 \$10,181.28

COMERICA, INC
 ATTN: PROP TAX GRP
 2 CORP DR #300
 SOUTHFIELD, MI 48076
 1-0131 (301-303 N. JACKSON ST)

SCHUILING, LAWRENCE ET AL
 206 W. LOUIS GLICK HWY
 JACKSON, MI 49201
 1-0106

\$2,954.34
 1-1
 66'

GLICK HWY

PROJECT LIMITS



SCALE: 1" = 100'

DATE: 04/22/2009

DRAWN BY: MGB

CITY OF JACKSON
 DEPARTMENT OF
 ENGINEERING

ASSESSMENT MAP JACKSON STREET
 FROM GLICK TO GANSON
 PAGE 1 OF 3

MATCH LINE—SEE SHEET 3

CITY OF JACKSON
 161 W. MICHIGAN
 JACKSON, MI 49201
 1-0189.A (N. JACKSON ST)

\$0.00 C-4 27'

MOEHN PROPERTIES LLC
 2200 SEYMOUR RD.
 JACKSON, MI 49201
 1-0175 (505 N. JACKSON ST)

\$8,863.02 C-4 198'

W TRAIL

FRANKLIN D. FERRIS
 204 THIRD ST.
 JACKSON, MI 49203
 1-0163 (436 N. JACKSON ST)

\$2,685.76 C-4 60'

LUMEN AND BECKY LLC
 5128 N. BARDSTONE
 JACKSON, MI 49201
 1-0159.1 (426-430 N. JACKSON ST)

\$6,177.26 C-4 138'

DETAIL MAN LLC
 424 N. JACKSON ST.
 JACKSON, MI 49201
 1-0158

\$1,477.17 C-4 33'

CITY OF JACKSON
 161 W. MICHIGAN
 JACKSON, MI 49201
 1-0155 (416-418 N. JACKSON ST)

\$4,431.51 C-4 99'

N. JACKSON ST.

406.65'
 I-1
 \$15,191.27

CONSUMERS ENERGY CO
 ONE ENERGY PLAZA
 JACKSON, MI 49201
 1-0137 (135-143 W. TRAIL)

MATCH LINE—SEE SHEET 1



SCALE: 1" = 100'

DATE: 04/22/2009

DRAWN BY: MGB

CITY OF JACKSON
 DEPARTMENT OF
 ENGINEERING

ASSESSMENT MAP JACKSON STREET
 GLICK TO GANSON
 PAGE 2 OF 3

W GANSON

PROJECT LIMITS

PHYLLIS ENTERPRISES INC
548 N. JACKSON ST.
JACKSON, MI 49201
1-0200 (542-548 N. JACKSON ST)

\$4,431.51
C-4
99'

UNITED WAY OF JACKSON COUNTY
536 N. JACKSON ST.
JACKSON, MI 49201
1-0196

\$7,477.40
C-4
168.1'

UNITED WAY OF JACKSON COUNTY
537 JAY ST.
JACKSON, MI 49201
1-0253

\$4,431.51
C-4
99'

UNITED WAY OF JACKSON COUNTY
524 N. JACKSON ST.
JACKSON, MI 49201
1-0191

\$2,990.96
C-4
67.87'

CITY OF JACKSON
161 W. MICHIGAN
JACKSON, MI 49201
1-0189 (512 N. JACKSON ST)

\$0.00
C-4
150.50'

N. JACKSON ST.

806'
C-4
\$30,109.83

MOEHN PROPERTIES LLC
2200 SEYMOUR RD.
JACKSON, MI 49201
1-0145 (505 N. JACKSON ST)

MATCH LINE-SEE SHEET 2



SCALE: 1" = 100'

DATE: 04/22/2009

DRAWN BY: MGB

CITY OF JACKSON
DEPARTMENT OF
ENGINEERING

ASSESSMENT MAP JACKSON STREET
GLICK TO GANSON
PAGE 3 OF 3



Andrew J. Wrozek, Jr.
Treasurer and Income Tax Administrator

161 W. Michigan Avenue • Jackson, MI 49201
Treasury (517) 788-4043 • Income Tax Office (517) 788-4044 • Facsimile (517) 788-4651

Founded July 3, 1829

4/29/09

Honorable Mayor and City Council:

It is my duty to report the investments of the City of Jackson, to this esteemed body on a quarterly basis, according to the laws of this great State of Michigan. This report covers the months of January, February and March of 2009.

The financial picture has been flat since the last report. The Stock Market is starting to show signs of life after a horrendous start of the year. The earnings on interest have been dismal since the Fed rate cuts. Interest rates are almost non-existent. They run around one percent or less. Our funds remain liquid and short-term in basic Cd's and money fund accounts.

We are continuing splitting up larger Cd's and are going shorter term to be able to catch some higher rates and are using different banks to spread the risk. It is the time of year when we are seeing our idle cash dwindle down until the Income Tax season is over and Property Tax season starts.

Attached are the monthly breakdowns of the investments. All the investments are in accordance to Public Act 20 of the Public Acts of 1943, as amended.

Sincerely,

Andrew J. Wrozek, Jr.
Andrew J. Wrozek, Jr.
City Treasurer

Pooled Cash and Investments

	City of Jackson				
	Treasurer Office				
	Daily Investment Balances				
	Pooled Account		Jan-09		
			(Exclude Interest)		
		Beg	Investment	Investment	Rolled Over
		Balance	Buys	Maturities	Interest
					End
					Balance
	Investments	22,356,879.22			22,356,879.22
	1				22,356,879.22
	2				22,356,879.22
	3				22,356,879.22
	4		1,039,925.48	1,039,925.48	15,723.67
	5				22,372,602.89
	6				22,372,602.89
	7				22,372,602.89
	8				22,372,602.89
	9				22,372,602.89
	10				22,372,602.89
	11		550,000.00	550,000.00	2,938.36
	12				22,375,541.25
	13				22,375,541.25
	14		1,038,133.50	1,038,133.50	13,618.04
	15				22,389,159.29
	16				22,389,159.29
	17				22,389,159.29
	18				22,389,159.29
	19				22,389,159.29
	20		554,443.25	554,443.25	3,493.75
	21				22,392,653.04
	22				22,392,653.04
	23				22,392,653.04
	24				22,392,653.04
	25				22,392,653.04
	26 TCF				3,830.54
	27 MBIA				408.35
	28 Smith Barney				-1,343.67
	29 Citizens MM				1,350.17
	30 County National				5,724.52
	31 Comerica				0.29
					22,402,623.24
			3,182,502.23	3,182,502.23	45,744.02

Pooled Cash and Investments

	City of Jackson					
	Treasurer Office					
	Daily Investment Balances					
	Pooled Account		Feb-09			
				(Exclude Interest)		
		Beg	Investment	Investment	Rolled Over	End
		Balance	Buys	Maturities	Interest	Balance
	Investments	22,402,623.24				22,402,623.24
	1					22,402,623.24
	2					22,402,623.24
	3		1,846,223.67	1,846,223.67	25,493.06	22,428,116.30
	4					22,428,116.30
	5					22,428,116.30
	6					22,428,116.30
	7					22,428,116.30
	8		600,000.00	600,000.00	5,444.39	22,433,560.69
	9					22,433,560.69
	10					22,433,560.69
	11					22,433,560.69
	12		1,000,000.00	1,500,000.00	16,591.67	21,950,152.36
	13					21,950,152.36
	14					21,950,152.36
	15					21,950,152.36
	16					21,950,152.36
	17					21,950,152.36
	18			500,000.00		21,450,152.36
	19					21,450,152.36
	20					21,450,152.36
	21					21,450,152.36
	22					21,450,152.36
	23					21,450,152.36
	24					21,450,152.36
	25					21,450,152.36
	26 MBIA				217.59	21,450,369.95
	27 Smith Barney				3,588.17	21,453,958.12
	28 TCF				2,963.74	21,456,921.86
	29 Citizens MM				1,212.60	21,458,134.46
	30 County National				5,783.45	21,463,917.91
	31 Comerica				0.11	21,463,918.02
			3,446,223.67	4,446,223.67	61,294.78	

Pooled Cash and Investments

	City of Jackson				
	Treasurer Office				
	Daily Investment Balances				
	Pooled Account		Mar-09		
			(Exclude Interest)		
		Beg	Investment	Investment	Rolled Over
		Balance	Buys	Maturities	Interest
	Investments	21,463,918.02			
	1				21,463,918.02
	2				21,463,918.02
	3		1,840,529.78	1,840,529.78	28,450.06
	4				21,492,368.08
	5				21,492,368.08
	6				21,492,368.08
	7				21,492,368.08
	8				21,492,368.08
	9		613,874.71	613,874.71	3,296.47
	10				21,495,664.55
	11				21,495,664.55
	12				21,495,664.55
	13				21,495,664.55
	14		1,213,083.69	1,213,083.69	17,539.84
	15				21,513,204.39
	16				21,513,204.39
	17				21,513,204.39
	18				21,513,204.39
	19				21,513,204.39
	20			529,567.33	20,983,637.06
	21				20,983,637.06
	22				20,983,637.06
	23				20,983,637.06
	24				20,983,637.06
	25				20,983,637.06
	26				20,983,637.06
	27 Smith Barney				404.25
	28 TCF				3,003.83
	29 Citizens MM				657.77
	30 County National				5,270.59
	31 Comerica				0.04
			3,667,488.18	4,197,055.51	58,622.85



Community Development

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

May 4, 2009

TO: William R. Ross, City Manager
FROM: **Carol L. Konieczki, Community Development Director**
RE: CDBG Financial Summary through March 2009

Attached is a Financial Summary for the CDBG funds through March 2009.

Please place this item for consideration on the May 12, 2009 City Council agenda.

Cc: Michelle Pultz, Project Coordinator

CLK:hls

City of Jackson
Community Development Block Grant
Monthly Financial Summary
For the Nine Months Ended March 31, 2009

	<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 American Red Cross							
FY 2007/2008	3,000	2,033	-	967	3,000	-	100.0%
FY 2008/2009	2,000	-	-	1,024	1,024	976	51.2%
2 Big Brothers Big Sisters	2,000	-	-	2,000	2,000	-	100.0%
3 Center for Family Health	25,000	-	-	-	-	25,000	0.0%
4 Fair Housing Services (FY 2004/2005)	10,000	-	-	-	-	10,000	0.0%
5 Family Services & Children's Aid	5,000	-	-	2,244	2,244	2,756	44.9%
6 Florence Crittendon - Male Transition Program							
FY 2007/2008	4,788	3,961	-	827	4,788	-	100.0%
FY 2008/2009	2,500	-	-	-	-	2,500	0.0%
7 Florence Crittendon - Reporting Center for Youth							
FY 2007/2008	5,400	2,119	-	-	2,119	3,281	39.2%
FY 2008/2009	3,000	-	-	-	-	3,000	0.0%
8 Human Relations Comm (Cool Cities Youth Council)							
FY 2007/2008	5,000	1,739	-	-	1,739	3,261	34.8%
FY 2008/2009	1,000	-	-	-	-	1,000	0.0%
9 Jackson Affordable Housing Programs							
FY 2007/2008	29,200	24,419	-	4,781	29,200	-	100.0%
FY 2008/2009	30,273	-	329	4,435	4,435	25,838	14.7%
10 Jackson School of the Arts	1,500	-	-	1,500	1,500	-	100.0%
11 Legal Services of SE Michigan (FY 2007/2008)	1,500	128	-	533	661	839	44.1%
12 MLK Summer Program	35,000	-	-	35,000	35,000	-	100.0%
13 Neighborhood Resource Centers							
FY 2007/2008	15,000	13,326	-	1,674	15,000	-	100.0%
FY 2008/2009	12,000	-	830	9,078	9,078	2,922	75.7%
14 Northeast School Dental Clinic (FY 2005/2006)	25,000	24,896	-	-	24,896	104	99.6%
15 Partnership Park-After School Programs	5,000	-	-	-	-	5,000	0.0%
16 Resident Officer Program-Property Expenses (FY 2004/2005)	3,993	3,317	-	676	3,993	-	100.0%
17 Salvation Army - Heating Assistance							
FY 2007/2008	68,108	60,000	-	2,946	62,946	5,162	92.4%
FY 2008/2009	63,000	-	-	-	-	63,000	0.0%
18 United Way - 211 Services	10,000	-	-	5,000	5,000	5,000	50.0%

City of Jackson
Community Development Block Grant
Monthly Financial Summary
For the Nine Months Ended March 31, 2009

	<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>
19 Administration & Planning							
FY 2007/2008	344,100	200,627	-	143,473	344,100	-	100.0%
FY 2008/2009	248,600	-	26,201	54,010	54,010	194,590	21.7%
<u>Other Projects</u>							
20 City Code Enforcement Division							
FY 2007/2008	532,545	416,531	-	116,014	532,545	-	100.0%
FY 2008/2009	500,000	-	36,095	237,652	237,652	262,348	47.5%
21 City Housing Rehabilitation Projects:							
Owner Occupied Housing Rehabilitation							
FY 2005/2006	292,000	209,612	-	82,388	292,000	-	100.0%
FY 2006/2007	59,000	-	-	59,000	59,000	-	100.0%
FY 2007/2008	309,035	-	1,143	10,913	10,913	298,122	3.5%
FY 2008/2009	58,980	-	-	-	-	58,980	0.0%
City Emergency Hazard Repair Program							
FY 2007/2008	50,000	11,446	-	38,554	50,000	-	100.0%
FY 2008/2009	175,000	-	19,792	79,427	79,427	95,573	45.4%
New Neighbor Program (FY 2005/2006)	80,000	58,755	-	5,327	64,082	15,918	80.1%
World Changers							
FY 2007/2008	45,000	32,829	-	3,151	35,980	9,020	80.0%
FY 2008/2009	38,250	-	-	-	-	38,250	0.0%
Spring Cleanup	5,000	4,428	-	-	4,428	572	88.6%
City Rehab Administration (Denied Loans)							
FY 2007/2008	1,000	331	8	512	843	157	84.3%
FY 2008/2009	3,000	-	-	-	-	3,000	0.0%

City of Jackson
Community Development Block Grant
Monthly Financial Summary
For the Nine Months Ended March 31, 2009

	Budgeted	Expended Prior Year	Actual Month-to-Date	Actual Year-to-Date	Total Funds Expended- to-Date	Balance	Percent Spent
22 Downtown Development Authority - Façade Loans							
FY 2006/2007	60,000	38,000	-	22,000	60,000	-	100.0%
FY 2007/2008	15,000	-	-	12,820	12,820	2,180	85.5%
FY 2008/2009	18,000	-	-	-	-	18,000	0.0%
23 John George Home - building repairs	50,000	-	50,000	50,000	50,000	-	100.0%
24 Grace Haven - shelter repairs	18,000	-	-	-	-	18,000	0.0%
25 Michigan Theater - plumbing repairs	4,000	-	-	4,000	4,000	-	100.0%
26 Jackson Friendly Home - elevator	30,000	-	-	-	-	30,000	0.0%
27 Street Construction - Milwaukee (FY 2006/2007)	98,000	78,152	-	-	78,152	19,848	79.7%
28 Street Construction - High to Morrell (FY 2006/2007)	398,000	322,720	-	-	322,720	75,280	81.1%
29 Street Construction - Elm (FY 2006/2007)	99,400	60,953	-	-	60,953	38,447	61.3%
30 Rotary Park Improvements	35,000	-	-	-	-	35,000	0.0%
31 Public Works - curb ramps	40,000	-	-	-	-	40,000	0.0%
32 Tree Removal/Replacement	25,000	-	-	9,480	9,480	15,520	37.9%
33 Enterprise Group - Operations (FY 2006/2007)	7,500	-	-	-	-	7,500	0.0%
34 Job Creation Loans (FY 2006/2007)							
FY 2006/2007	30,000	-	-	-	-	30,000	0.0%
FY 2008/2009	34,000	-	-	-	-	34,000	0.0%
35 Enterprise Group-Incubator Bldg Imp (FY 2006/2007)	18,000	6,926	-	-	6,926	11,074	38.5%
36 Riverwalk Project (FY 2005/2006)	70,000	27,480	-	-	27,480	42,520	39.3%
37 Acquisition/Demolition - CAA (FY 2005/2006)	259,103	235,603	-	-	235,603	23,500	90.9%
38 Demolitions - Building Inspection (FY 2005/2006)							
FY 2005/2006	40,846	20,795	-	8,800	29,595	11,251	72.5%
FY 2007/2008	48,046	-	-	-	-	48,046	0.0%

NOTE: All funds are FY 2008/2009 allocations unless otherwise indicated



City Manager's Office

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

MEMO TO: Honorable Mayor and City Councilmembers
FROM: William R. Ross, City Manager
DATE: May 4, 2009
SUBJECT: Appointment of Director of Personnel and Labor Relations

The vacancy of the City's Personnel and Labor Relations Director was advertised locally and statewide in various media. The City received between 15 and 20 applications for the position. We reviewed the applications, and determined that four of the applicants met all of the qualifications, and should be interviewed for the position. We found that one of the applicants of the four had accepted a position with another entity prior to our contacting that individual, therefore, we were limited to three individuals for interviews.

The interview panel consisted of William Ross, City Manager; Jack Lewis, Interim Personnel and Labor Relations Director; Susan Murphy, Deputy City Attorney; Jim Parrott, Parks and Recreation Director, and Janice Fairley, Manager of Instruction and Quality Assurance for NCO Financial Systems. The panel conducted interviews on April 23, 2009. Only two of the three candidates who accepted interviews were available. One candidate chose to withdraw just before the interviews took place. The panel discussed the candidates at length following the interviews and the unanimous choice was Mr. Christopher Lewis, who is Director of Personnel for the City of Bay City, Michigan.

Mr. Lewis has a Bachelor's Degree in Criminal Justice from Grand Valley State University, and a Juris Doctor from Thomas M. Cooley Law School. Mr. Lewis was employed by the Michigan State Police for 28 years. He began with the Michigan State Police as a trooper, and at the time of his retirement he was the Director of Human Resources and Training for the Michigan State Police. Mr. Lewis has been employed as a Director of Human Resources for the City of Bay City since his retirement from the Michigan State Police. His primary residence is immediately southeast of Mason, Michigan. The residence is within the City's 20-mile residence limit. I have made a conditional offer to Mr. Lewis based upon his successful completion a physical examination, drug testing, and other pre-employment screening, and also conditioned upon the final approval of the appointment by the City Council as required by the City Charter. I have offered him an annual salary of Grade 17, Step 8, in the amount of \$81,316 per year. He will receive fringe benefits as provided in the City's Personnel Policy. There will be no relocation or moving expenses because Mr. Lewis already owns a home within the City's residency limits.

Mr. Lewis comes to us highly recommended, and I believe that he will continue with the tradition of the Director of Personnel and Labor Relations being a strong member of our management team. May I please have your approval of his appointment. Mr. Lewis will be present at the May 12, 2009, City Council meeting.

Thank you.

WRR:skh



City Manager's Office

161 W. Michigan Ave. • Jackson, MI 49201-1303
(517) 788-4035 • Facsimile (517) 768-5820

29 April 2009

Christopher Lewis
875 West Dansville Road
Mason, MI 48854

Re: Appointment to the Position of Director of Personnel & Labor Relations

Dear Mr. Lewis:

This letter will confirm your tentative appointment to the position of Director of Personnel & Labor Relations to be effective on or about May 15, 2009. Your appointment is subject to approval of the City Council, and I have placed your appointment on the Council's May 12, 2009 agenda.

This is an appointment to an unclassified, nonunion position. As an appointee, you serve at the pleasure of the City Manager. The annual salary rate will initially be \$81,316 per year, which is Step 8 of Class Grade 17 as contained in Appendix A of the City of Jackson Personnel Policy, Schedule I - Administrative and Supervisory Employees, said schedule having been adopted by ordinance effective July 1, 2008. Future salary adjustments will be made in accordance with the City of Jackson Personnel Policy, as adopted by resolution of the City Council and in accordance with applicable salary schedules, as adopted by ordinance by the City Council. Said Personnel Policy and salary schedule ordinances are subject to amendment from time to time as desirable and necessary by the City Council.

It is understood that you will continue to maintain your residence within 20 miles of the Jackson city limits during your entire remaining tenure of office. This residency requirement is defined as follows:

The establishment and occupancy of dwelling unit within twenty (20) miles of the geographic boundary of the City of Jackson; the maintenance of this dwelling as your primary residence at which you eat your meals, receive your mail, sleep, maintain your voter registration, driver's license address, tax address, and in all manners maintain as your normal residence.

You will receive all fringe benefits that are provided for your position in the Personnel Policy. It is further understood that the Personnel Policy and other documents referred to above shall not be construed as a contract or promise to you that the procedures, classifications, class grades or benefits contained therein will remain in effect or continue in existence in their present form. The Personnel Policy and other documents referred to above are merely an outline of procedures, classifications, class grades and benefits of the City of Jackson, and may be altered, decreased, changed or eliminated at any time by action of the City Council.

The duties of this position generally will be as outlined by the official job announcement for the Director of Personnel & Labor Relations, as advertised by the Department of Personnel and Labor Relations (copy enclosed). Other duties and responsibilities may be assigned to you from

Mr. Christopher Lewis
29 April 2009
Page 2

time to time by the City Manager and/or may be required from time to time by State law and/or City ordinance.

Congratulations on the appointment! I look forward to working with you. Please contact me if I can be any assistance.

Sincerely,



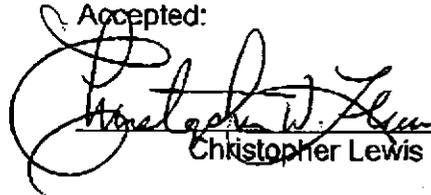
William R. Ross
City Manager

Enclosure

cc: Jack Lewis

Please indicate your acceptance of this appointment and the terms and conditions thereof as listed above by signing below and returning a copy of this letter to the office of the Director of Personnel and Labor Relations, Jackson City Hall, 161 West Michigan Avenue, Jackson, MI 49201. Alternatively, you may fax your acceptance to (517) 768-5824.

May 1, 2009
Date

Accepted:

Christopher Lewis



City Clerk

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

May 5, 2009

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk *Angela Arnold*
RE: Public Hearings and Resolutions Confirming Assessment Roll Nos. 4175 through 4180

Please place the attached resolutions confirming the following special assessment rolls on the May 12th City Council agenda for consideration after the public hearings are held.

Roll No. 4175 – Delinquent Miscellaneous General Fund Accounts Receivable (alarms, weed mowing and concrete/sidewalks)

Roll No. 4176 – Delinquent Miscellaneous Building Department Fund Accounts Receivable (dangerous structure and code enforcement inspection fees)

Roll No. 4177 – Delinquent Miscellaneous Community Development Block Grant Fund Accounts Receivable (code enforcement inspection fees)

Roll No. 4178– Delinquent Miscellaneous Wastewater Fund Accounts Receivable (industrial pre-treatment program monitoring and composite sample fees)

Roll No. 4179 – Delinquent Miscellaneous Water Fund Accounts Receivable (water meter replacements and overtime service calls)

Roll No. 4180 – Delinquent Miscellaneous Public Works Fund Accounts Receivable (property clean-up, board-up, snow removal and miscellaneous)

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

Thank you.

Attachments

RESOLUTION

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did make assessments for delinquent miscellaneous General Fund accounts receivable which assessments were by him placed on Assessment Roll No. 4175 in the amount of \$9,522.97 and were reported to the City Council at its regular meeting held on the 7th day of April, 2009; and

WHEREAS, notice has been duly given that the City Council and Assessor will sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, the 12th day of May, 2009, at 7:00 p.m. and hear any and all objections and suggestions by interested parties to said special assessments as contained in said Assessment Roll, and the matter of said review having come on to be heard and the City Council and Assessor sitting as a Board of Review having heard all objections and suggestions made thereto and having fully considered same;

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

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

* * * * *

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

I, Angela Arnold, Deputy City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 12th day of May, 2009.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 13th day of May, 2009.

Angela Arnold, Deputy City Clerk

RESOLUTION

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did make assessments for delinquent miscellaneous Building Department Fund accounts receivable which assessments were by him placed on Assessment Roll No. 4176 in the amount of \$530.78 and were reported to the City Council at its regular meeting held on the 7th day of April, 2009; and

WHEREAS, notice has been duly given that the City Council and Assessor will sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, the 12th day of May, 2009, at 7:00 p.m. and hear any and all objections and suggestions by interested parties to said special assessments as contained in said Assessment Roll, and the matter of said review having come on to be heard and the City Council and Assessor sitting as a Board of Review having heard all objections and suggestions made thereto and having fully considered same;

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

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

* * * * *

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

I, Angela Arnold, Deputy City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 12th day of May, 2009.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 13th day of May, 2009.

Angela Arnold, Deputy City Clerk

RESOLUTION

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did make assessments for delinquent miscellaneous Community Development Block Grant Fund accounts receivable which assessments were by him placed on Assessment Roll No. 4177 in the amount of \$6,207.10 and were reported to the City Council at its regular meeting held on the 7th day of April, 2009; and

WHEREAS, notice has been duly given that the City Council and Assessor will sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, the 12th day of May, 2009, at 7:00 p.m. and hear any and all objections and suggestions by interested parties to said special assessments as contained in said Assessment Roll, and the matter of said review having come on to be heard and the City Council and Assessor sitting as a Board of Review having heard all objections and suggestions made thereto and having fully considered same;

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

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

* * * * *

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

I, Angela Arnold, Deputy City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 12th day of May, 2009.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 13th day of May, 2009.

Angela Arnold, Deputy City Clerk

RESOLUTION

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did make assessments for delinquent miscellaneous Wastewater Fund accounts receivable which assessments were by him placed on Assessment Roll No. 4178 in the amount of \$1,392.16 and were reported to the City Council at its regular meeting held on the 7th day of April, 2009; and

WHEREAS, notice has been duly given that the City Council and Assessor will sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, the 12th day of May, 2009, at 7:00 p.m. and hear any and all objections and suggestions by interested parties to said special assessments as contained in said Assessment Roll, and the matter of said review having come on to be heard and the City Council and Assessor sitting as a Board of Review having heard all objections and suggestions made thereto and having fully considered same;

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

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

* * * * *

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

I, Angela Arnold, Deputy City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 12th day of May, 2009.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 13th day of May, 2009.

Angela Arnold, Deputy City Clerk

RESOLUTION

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did make assessments for delinquent miscellaneous Water Fund accounts receivable which assessments were by him placed on Assessment Roll No. 4179 in the amount of \$3,008.91 and were reported to the City Council at its regular meeting held on the 7th day of April, 2009; and

WHEREAS, notice has been duly given that the City Council and Assessor will sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, the 12th day of May, 2009, at 7:00 p.m. and hear any and all objections and suggestions by interested parties to said special assessments as contained in said Assessment Roll, and the matter of said review having come on to be heard and the City Council and Assessor sitting as a Board of Review having heard all objections and suggestions made thereto and having fully considered same;

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

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

* * * * *

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

I, Angela Arnold, Deputy City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 12th day of May, 2009.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 13th day of May, 2009.

Angela Arnold, Deputy City Clerk

RESOLUTION

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did make assessments for delinquent miscellaneous Public Works Fund accounts receivable which assessments were by him placed on Assessment Roll No. 4180 in the amount of \$37,683.66 and were reported to the City Council at its regular meeting held on the 7th day of April, 2009; and

WHEREAS, notice has been duly given that the City Council and Assessor will sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, the 12th day of May, 2009, at 7:00 p.m. and hear any and all objections and suggestions by interested parties to said special assessments as contained in said Assessment Roll, and the matter of said review having come on to be heard and the City Council and Assessor sitting as a Board of Review having heard all objections and suggestions made thereto and having fully considered same;

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

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

* * * * *

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

I, Angela Arnold, Deputy City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 12th day of May, 2009.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 13th day of May, 2009.

Angela Arnold, Deputy City Clerk



May 6, 2009

TO: William R. Ross, City Manager

FROM: Carol L. Konieczki, Community Development Director

RE: **Public Hearing to Receive Citizen Comments for the Substantial Amendment to the Consolidated Plan 2008 Action Plan to include Homelessness Prevention and Rapid Re-Housing Program (HPRP) Funds, Request to Approve the Substantial Amendment, Adopt the Resolution of Certifications, and Authorize the Mayor to Sign Required Documents for Submission to HUD**

The City of Jackson has been allocated \$568,942 in HPRP funds by HUD through the American Recovery and Reinvestment Act of 2009 (ARRA). To apply for the funds, ARRA directs the submission of a Substantial Amendment to the City's Consolidated Plan 2008 Action Plan and for the City to follow its Citizen Participation Plan, except the time period for citizens to comment is reduced from 30 days to 12 days. The submission of the Substantial Amendment must be postmarked by Monday, May 18, 2009.

On April 21, 2009, City Council received a draft of the Substantial Amendment and established the 12-day citizen comment period to begin April 30, 2009 and end with a Public Hearing at its May 12, 2009 regular meeting. As a reminder, the basic summary of HPRP eligible activities include:

Financial Assistance

- Rental Assistance
 - ❖ Short term (3 months)
 - ❖ Medium term (4 – 18 months)
- Security and Utility Deposits
- Utility Payments (up to 18 months)
- Moving Cost Assistance
- Motel/Hotel Vouchers (up to 30 days)

Data Collection and Evaluation

- Data Collection through the use of the Homeless Management Information System (HMIS)
- Evaluation if asked to participate in HUD-sponsored research and evaluation

Housing Relocation and Stabilization Services

- Case Management
- Outreach and Engagement
- Housing Search and Placement
- Legal Services (legal services related to mortgages are not eligible)
- Credit Repair

Administrative Costs

- Limited to no more than 5% of total HPRP grant to the City (\$28,447)

Another component of the HPRP regulations state the City must coordinate with the local Continuum of Care (CoC) to ensure HPRP activities are aligned with the CoC's strategies for preventing and ending homelessness. The CoC, which has been addressing homeless issues in Jackson County for 12 years, is made up of several local non-profit agencies whose concentrative efforts are to strategically plan for addressing long term homelessness and low-income housing in the community. The CoC created Jackson County's Ten Year Plan to End Homelessness and disburses funds received from HUD's Supportive Housing Programs and MSHDA's Emergency Shelter Grants. While not a non-profit in and of itself, Community Action Agency acts as the facilitator and fiduciary agency. A City staff member attends

monthly CoC meetings, as do many of the collective non-profit agencies who are already involved with Neighbors in Need.

Neighbors in Need is comprised of thirty local community organizations who recently came together to form "The Jackson County Crisis Response for our Neighbors in Need" to provide some of the very activities which are eligible under HPRP. Several e-mails announcing the HPRP funds and eligible uses have been broadcast to the CoC members. Staff provided information as it became available and participated in discussions regarding the best use of HPRP funds at the CoC meetings. The CoC developed an ad hoc committee to provide City Council information as to its policies for addressing homelessness in Jackson County and make recommendations as to how funding should be allocated. City staff attended meetings of the ad hoc committee solely to respond to questions regarding the HPRP grant.

Many of the Neighbors in Need non-profit organizations have previously received CDBG and/or HOME funds from the City of Jackson or State of Michigan and have significant experience with these and other local, state or Federal grants, and also participate in the CoC. As information about HPRP funds became public, Jackson's City Manager contacted the executive director of The United Way, which manages Neighbors in Need under Agreement dated March 1, 2009 between United Way of Jackson County and Human Services Coordinating Alliance (HSCA), to discuss facilitating the expenditure of these funds through Neighbors in Need. As many of the non-profit organizations participating with Neighbors in Need already have eligible programs in place that would require little to no modification and participate in the CoC, utilizing this collaboration is a perfect fit with HPRP funds. City staff attended the April 9, 2009 Neighbors in Need board meeting to help plan appropriate programs and answer questions about the HPRP grant, and will continue to work closely with the subgrantee to develop those programs.

The United Way, as lead agency for Neighbors in Need, offered to facilitate the HPRP funds without using any of the administrative fees from the grant. United Way also has a unique advantage over other individual non-profit agencies and even the local government. One program United Way provides is Central Michigan 2-1-1, an information and referral service. Central Michigan 2-1-1 continually updates its database of programs and services available not only in the Jackson community, but also in surrounding communities and statewide. Attached is the most recent Federal Stimulus Request Matrix being tracked by HSCA. City staff will assist the United Way and Central Michigan 2-1-1 in obtaining pertinent information to other Recovery Act programs available in the community and disseminate that information to HPRP case managers. Utilizing Neighbors in Need will ensure consistent communication and collaboration amongst Jackson's community service organizations that receive other ARRA funds in order to maximize all resources that may be available through ARRA.

Attached is the Substantial Amendment to the Consolidated Plan 2008 Action Plan for City Council's approval, the Application for Federal Assistance (HUD form SF424), the Resolution for Certification, and the Certifications. A complete copy of the Substantial Amendment will be available in the City Clerk's office for public review for an additional 30 days. Should citizen comments be received during the Public Hearing, staff will need authorization to make minor modifications to the Substantial Amendment to include those comments and City Council's response.

Requested action is for City Council to:

1. Hold the Public Hearing to receive citizen comments on the Substantial Amendment.
2. Approve the Substantial Amendment to the Consolidated Plan 2008 Action Plan, authorizing staff to make minor modifications to add citizen comments, if any;
3. Adopt the Resolution of Certifications; and,
4. Authorize the Mayor to sign Form SF-424, the Certifications, and any other documentation required for submittal of the Substantial Amendment to HUD.

Please place this item on the May 12, 2009 City Council meeting for consideration.

cc: Heather L. Soat, Financial Analyst
Michelle L. Pultz, CD Project Coordinator
S:\Michelle Pultz\CDBG\ARRA\HPRP\Memo - HPRP PH, Approve & Authorize Submission of SA.doc

HSCA

Federal Stimulus Request Matrix

Funding Agency	Purpose	Recipient	Amount Available
Health Resources & Services Administration (HRSA)	Increase Health Center Services, replace & retain staff	Center for Family Health	\$363,868
	health center Capital projects: facility renovations, additions, improvement, equipment	Center for Family Health	Anticipated: approx \$1,000,00
	Competitive grant funding for major capital projects (new buildings, etc.)	Center for Family Health may apply	Average award: \$6 million
Homeless Prevention and Rapid Re-Housing Program (HPRP)	Financial assistance and services to prevent persons from becoming homeless or help those experiencing homelessness to be quickly re-housed and stabilized	City of Jackson	\$568,942
Federal Stimulus	Building energy efficiency upgrade - Jxn & Hillsdale	LifeWays	\$2.5 million
Federal Stimulus	Health Info Technology Project	LifeWays	\$2 billion
American Reinvestment & Recovery Act (Public Housing Capital Fund Program)	Physical improvements	Jackson Housing Commission	\$889,894
ARRA (American Reinvestment and Recovery Act)	Summer Youth Initiative - Jackson youth age 16-24 (100% of poverty level) to receive summer employment between 8-15 weeks, 20+ hours/week. Minimum wage or prevailing wage	SCMW	125 youth
	What we are doing with the information about how we are using our stimulus money is by posting it publicly on our website. Anyone can visit www.scmw.org and click on the "ARRA" button on the right hand side of the page. We try to post information on a weekly basis that will give everyone an idea of what we have received and what we are doing with it.	SCMW	
STOP-MDVPTB	To increase employment opportunities for DV/SA survivors	AWARE, Inc.	\$29,820 requested
OVW(Office of Violence Against Women)	Transitional Housing Opportunities for DV/SA Survivors	AWARE, Inc.	\$500,000 requested

HSCA

Federal Stimulus Request Matrix

American Reinvestment & Recovery Act (Weatherization Program)	To weatherize homes making them energy efficient, lowering heating bills for families in Jackson, Lenawee and Hillsdale Counties. We will hire local contractors, inspectors, and buy equipment and supplies locally.	Community Action Agency	\$5.7 million
American Reinvestment & Recovery Act (Head Start Program)	Quality and Program Improvement	Community Action Agency	\$442,334
American Reinvestment & Recovery Act (Head Start Program)	There will be expansion dollars to add children	Community Action Agency	Funding not known at this time
American Reinvestment & Recovery Act (Community Services Block Grant)	To reduce poverty, revitalizing low-income communities and empowering low income families/individuals to become self sufficient. Priorities on employment and economic needs with a special emphasis on "sustainable" economic development.	Community Action Agency	\$775,000 (tentative)
Additional information	Michigan.gov		

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, the City of Jackson, Michigan has prepared a Substantial Amendment to the Consolidated Plan 2008 Action Plan in order to procure federal funds under Title XII of Division A of the American Recovery and Reinvestment Act of 2009 (ARRA); and,

WHEREAS, the City of Jackson, Michigan is required by law to provide certain assurances and certifications to the United States Department of Housing and Urban Development (HUD) as part of said procurement; and,

WHEREAS, the City of Jackson, Michigan has in place and is following a Citizen Participation Plan as required by HUD.

NOW, THEREFORE, BE IT RESOLVED, that the Substantial Amendment to the Consolidated Plan 2008 Action Plan is adopted and approved, the Mayor, as the official representative of the City, is authorized and directed to execute the submission of said Substantial Amendment for and on behalf of the City of Jackson, Michigan, and the Mayor and the Community Development Department are authorized to provide such additional information as may be required and to submit said Substantial Amendment to HUD;

BE IT FURTHER RESOLVED, that the City of Jackson, Michigan hereby assures and certifies that it will comply with the regulations, policies, guidelines, and requirements with respect to the acceptance and use of federal funds for this federally-assisted program, and the City of Jackson, Michigan gives assurances and certifies that, with respect to the Homelessness Prevention and Rapid Re-Housing Program (HPRP) funds:

- A. It possesses legal authority to make a grant submission and to execute a homelessness prevention and rapid re-housing program.
- B. Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the person identified as the official representative of the grantee, and directing and authorizing the person identified as the official representative of the grantee to act in connection with the submission of the Substantial Amendment, and to provide such additional information as may be required.
- C. It is following a detailed Citizen Participation Plan which:
 1. Provides for and encourages citizen participation with particular emphasis on participation by persons of low- and moderate-income who are residents of slum and blighted areas and of areas in which funds are proposed to be used, and provides for participation of residents in low- and moderate-income neighborhoods as defined by the local jurisdiction;
 2. Provides citizens with reasonable and timely access to local meetings, information, and records relating to the grantee's proposed use of funds, as required by the regulations of the Secretary, and relating to the actual use of funds under the Act;
 3. Provides for technical assistance to representative groups of persons of low- and moderate-income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee;

4. Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped;
5. Provides for a timely written answer to written complaints and grievances, within 15 working days where practicable; and,
6. Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.

Prior to submission of its Substantial Amendment to HUD, the grantee has:

1. Met the citizen participation requirements of 24 CFR 91.105, except as modified by the HPRP Notice, effective March 19, 2009.
 2. Prepared its Substantial Amendment in accordance with the HPRP Notice, effective March 19, 2009, and made the Substantial Amendment available to the public.
- D. The grant will be conducted and administered in compliance with:
1. Title VI of the Civil Rights Act of 1964 (Public Law 88-352, 42 USC 2000d *et seq.*); and,
 2. The Fair Housing Act (42 USC 3601-20).
- E. It will affirmatively further fair housing.
- F. It has developed its Substantial Amendment to be consistent with the strategic plan outlined in its Five-Year Consolidated Plan approved by HUD on July 22, 2005.
- G. To the best of its knowledge and belief:
1. No federal appropriated funds have been paid, or will be paid, by or on behalf of it to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement;
 2. If any funds other than federal appropriated funds have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee or a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and,
 3. It will require that the language of Paragraph G of this Resolution be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts

under grants, loans, and cooperative agreements) and that all subgrantees shall certify and disclose accordingly.

H. It will provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing an ongoing drug-free awareness program to inform employees about:
 - a) The dangers of drug abuse in the workplace;
 - b) The grantee's policy of maintaining a drug-free workplace;
 - c) Any available drug counseling, rehabilitation, and employee assistance programs; and,
 - d) The penalties that may be imposed upon employees for drug abuse violation occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by Paragraph H(1)
4. Notifying the employee in the statement required by Paragraph H(1) that, as a condition of employment under the grant, the employee will:
 - a) Abide by the terms of the statement; and,
 - b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
5. Notifying the agency in writing within ten calendar days after receiving notice under Paragraph H(4)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.
6. Taking one of the following actions, within 30 calendar days of receiving notice under Paragraph H(5), with respect to any employee who is so convicted:
 - a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or,
 - b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs H(1) through H(6).

I. It will comply with Section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Application for Federal Assistance SF-424		Version 02
*1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		*2. Type of Application * If Revision, select appropriate letter(s) <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision *Other (Specify) _____
3. Date Received:	4. Applicant Identifier:	
5a. Federal Entity Identifier:	*5b. Federal Award Identifier:	
State Use Only:		
6. Date Received by State:	7. State Application Identifier:	
8. APPLICANT INFORMATION:		
*a. Legal Name: City of Jackson		
*b. Employer/Taxpayer Identification Number (EIN/TIN): 38-6004701		*c. Organizational DUNS: 08-503-1656
d. Address:		
*Street 1:	<u>161 West Michigan Ave</u>	
Street 2:	_____	
*City:	<u>Jackson</u>	
County:	<u>Jackson</u>	
*State:	<u>MI</u>	
Province:	_____	
*Country:	<u>USA</u>	
*Zip / Postal Code	<u>49201</u>	
e. Organizational Unit:		
Department Name: Community Development		Division Name: Community Development
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: _____	*First Name: <u>Michelle</u>	
Middle Name: <u>L.</u>	_____	
*Last Name: <u>Pultz</u>	_____	
Suffix: _____	_____	
Title:	Community Development Project Coordinator	
Organizational Affiliation:		
*Telephone Number: 517-768-6436	Fax Number: 517-780-4781	
*Email: mpultz@cityofjackson.org		

Application for Federal Assistance SF-424

Version 02

***9. Type of Applicant 1: Select Applicant Type:**

C. City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:**

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.257 _____

CFDA Title:

Homelessness Prevention and Rapid Re-Housing Program _____

***12 Funding Opportunity Number:**

Title XII of Division A of the American Recovery and Reinvestment Act of 2009 _____

*Title:

Homelessness Prevention and Rapid Re-Housing Program _____

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

City of Jackson, Michigan

***15. Descriptive Title of Applicant's Project:**

Various eligible activities for Homelessness Prevention and Rapid Re-Housing Program funds available under the American Recovery and Reinvestment Act of 2009.

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

*a. Applicant: MI-007

*b. Program/Project: MI-007

17. Proposed Project:

*a. Start Date: 9/1/2009

*b. End Date: 8/31/2012

18. Estimated Funding (\$):

*a. Federal	_____	568,942
*b. Applicant	_____	
*c. State	_____	
*d. Local	_____	
*e. Other	_____	
*f. Program Income	_____	
*g. TOTAL	_____	568,942

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on _____
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

Yes No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:

Prefix: _____ *First Name: Jerry _____

Middle Name: F. _____

*Last Name: Ludwig _____

Suffix: _____

*Title: Mayor

*Telephone Number: 517-788-4028

Fax Number: 517-768-5280

* Email: jludwig@cityofjackson.org

*Signature of Authorized Representative:

*Date Signed: May , 2009

Application for Federal Assistance SF-424

Version 02

***Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

n/a

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:	Item	Entry:
1.	Type of Submission: (Required): Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> • Preapplication • Application • Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date. 	10.	Name Of Federal Agency: (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
		11.	Catalog Of Federal Domestic Assistance Number/Title: Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	Type of Application: (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> • New – An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. <ul style="list-style-type: none"> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify) 	12.	Funding Opportunity Number/Title: (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	Competition Identification Number/Title: Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
		14.	Areas Affected By Project: List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
3.	Date Received: Leave this field blank. This date will be assigned by the Federal agency.	15.	Descriptive Title of Applicant's Project: (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
4.	Applicant Identifier: Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.		
5a.	Federal Entity Identifier: Enter the number assigned to your organization by the Federal Agency, if any.	16.	Congressional Districts Of: (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5 th district, CA-012 for California 12 th district, NC-103 for North Carolina's 103 rd district. <ul style="list-style-type: none"> • If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. • If nationwide, i.e. all districts within all states are affected, enter US-all. • If the program/project is outside the US, enter 00-000.
5b.	Federal Award Identifier: For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.		
6.	Date Received by State: Leave this field blank. This date will be assigned by the State, if applicable.	17.	Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project.
7.	State Application Identifier: Leave this field blank. This identifier will be assigned by the State, if applicable.	18.	Estimated Funding: (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
8.	Applicant Information: Enter the following in accordance with agency instructions: <ul style="list-style-type: none"> a. Legal Name: (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website. b. Employer/Taxpayer Number (EIN/TIN): (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444. c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website. d. Address: Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US). e. Organizational Unit: Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the 	19.	Is Application Subject to Review by State Under Executive Order 12372 Process? Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the

	<p>assistance activity, if applicable.</p> <p>f. Name and contact information of person to be contacted on matters involving this application: Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.</p>	<p>State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State</p> <p>20. Is the Applicant Delinquent on any Federal Debt? (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.</p> <p>If yes, include an explanation on the continuation sheet.</p>		
9.	<p>Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.</p> <table border="0" data-bbox="198 436 862 978"> <tr> <td data-bbox="198 436 532 978"> <p>A. State Government</p> <p>B. County Government</p> <p>C. City or Township Government</p> <p>D. Special District Government</p> <p>E. Regional Organization</p> <p>F. U.S. Territory or Possession</p> <p>G. Independent School District</p> <p>H. Public/State Controlled Institution of Higher Education</p> <p>I. Indian/Native American Tribal Government (Federally Recognized)</p> <p>J. Indian/Native American Tribal Government (Other than Federally Recognized)</p> <p>K. Indian/Native American Tribally Designated Organization</p> <p>L. Public/Indian Housing Authority</p> </td> <td data-bbox="532 436 862 978"> <p>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>O. Private Institution of Higher Education</p> <p>P. Individual</p> <p>Q. For-Profit Organization (Other than Small Business)</p> <p>R. Small Business</p> <p>S. Hispanic-serving Institution</p> <p>T. Historically Black Colleges and Universities (HBCUs)</p> <p>U. Tribally Controlled Colleges and Universities (TCCUs)</p> <p>V. Alaska Native and Native Hawaiian Serving Institutions</p> <p>W. Non-domestic (non-US) Entity</p> <p>X. Other (specify)</p> </td> </tr> </table>	<p>A. State Government</p> <p>B. County Government</p> <p>C. City or Township Government</p> <p>D. Special District Government</p> <p>E. Regional Organization</p> <p>F. U.S. Territory or Possession</p> <p>G. Independent School District</p> <p>H. Public/State Controlled Institution of Higher Education</p> <p>I. Indian/Native American Tribal Government (Federally Recognized)</p> <p>J. Indian/Native American Tribal Government (Other than Federally Recognized)</p> <p>K. Indian/Native American Tribally Designated Organization</p> <p>L. Public/Indian Housing Authority</p>	<p>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>O. Private Institution of Higher Education</p> <p>P. Individual</p> <p>Q. For-Profit Organization (Other than Small Business)</p> <p>R. Small Business</p> <p>S. Hispanic-serving Institution</p> <p>T. Historically Black Colleges and Universities (HBCUs)</p> <p>U. Tribally Controlled Colleges and Universities (TCCUs)</p> <p>V. Alaska Native and Native Hawaiian Serving Institutions</p> <p>W. Non-domestic (non-US) Entity</p> <p>X. Other (specify)</p>	<p>21. Authorized Representative: (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant.</p> <p>A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)</p>
<p>A. State Government</p> <p>B. County Government</p> <p>C. City or Township Government</p> <p>D. Special District Government</p> <p>E. Regional Organization</p> <p>F. U.S. Territory or Possession</p> <p>G. Independent School District</p> <p>H. Public/State Controlled Institution of Higher Education</p> <p>I. Indian/Native American Tribal Government (Federally Recognized)</p> <p>J. Indian/Native American Tribal Government (Other than Federally Recognized)</p> <p>K. Indian/Native American Tribally Designated Organization</p> <p>L. Public/Indian Housing Authority</p>	<p>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>O. Private Institution of Higher Education</p> <p>P. Individual</p> <p>Q. For-Profit Organization (Other than Small Business)</p> <p>R. Small Business</p> <p>S. Hispanic-serving Institution</p> <p>T. Historically Black Colleges and Universities (HBCUs)</p> <p>U. Tribally Controlled Colleges and Universities (TCCUs)</p> <p>V. Alaska Native and Native Hawaiian Serving Institutions</p> <p>W. Non-domestic (non-US) Entity</p> <p>X. Other (specify)</p>			

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Grantees eligible to receive funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) are required to complete a substantial amendment to their Consolidated Plan 2008 Action Plan. This form sets forth the required format for this substantial amendment. A completed form is due to HUD within 60 days of the publication of the HUD HPRP notice.

To aid grantees in meeting this submission deadline, the HPRP Notice reduces the requirement for a 30-day public comment period to no less than 12 calendar days for this substantial amendment. With this exception, HPRP grantees are required to follow their Consolidated Plan's citizen participation process, including consultation with the Continuum of Care (CoC) in the appropriate jurisdiction(s). Grantees are also required to coordinate HPRP activities with the CoC's strategies for homeless prevention and ending homelessness. To maximize transparency, HUD strongly recommends that each grantee post its substantial amendment materials on the grantee's official website as the materials are developed.

A complete submission contains the following three documents:

- 1) A signed and dated SF-424,
- 2) A completed form HUD-40119 (this form), and
- 3) Signed and dated General Consolidated Plan and HPRP certifications.

For additional information regarding the HPRP program, visit the HUD Homelessness Resource Exchange (www.hudhre.info). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.

Public reporting burden for this collection of information is estimated to be 16 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. To the extent that any information collected is of a confidential nature, there will be compliance with Privacy Act requirements. However, the substantial amendment to the Consolidated Plan 2008 Action Plan does not request the submission of such information.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

A. General Information

Grantee Name	City of Jackson, Michigan
Name of Entity or Department Administering Funds	Community Development Department
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Michelle L. Pultz
Title	Community Development Project Coordinator
Address Line 1	161 West Michigan Avenue
Address Line 2	
City, State, Zip Code	Jackson, MI 49201
Telephone	(517) 768-6436
Fax	(517) 780-4781
Email Address	mpultz@cityofjackson.org
Authorized Official (if different from Contact Person)	Jerry F. Ludwig
Title	Mayor
Address Line 1	161 West Michigan Avenue
Address Line 2	
City, State, Zip Code	Jackson, MI 49201
Telephone	(517) 788-4028
Fax	(517) 768-5820
Email Address	jludwig@cityofjackson.org
Web Address where this Form is Posted	www.cityofjackson.org/departments/communitydevelopment

Amount Grantee is Eligible to Receive*	\$568,942
Amount Grantee is Requesting	\$568,942

*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

B. Citizen Participation and Public Comment

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response:

A draft copy of this Substantial Amendment was mailed to members of the Citizens Advisory Council (CAC) on Thursday, April 23, 2009 for their review and discussion during the CAC's April 30, 2009 public meeting. A summary of funding recommendations from the CAC meeting was provided to City Council at its May 12, 2009 meeting.

Notice was published in the *Jackson Citizen Patriot* and *The Jackson Blazer* on April 25, 2009 announcing the Substantial Amendment draft was available for review on the City's website (posted online on April 16, 2009) and at the Community Development office, Neighborhood Resource Center, main library branch, Habitat for Humanity office, and three public housing centers – Reed Manor, Chalet Terrace and Shahan-Blackstone Apartments. The publication also advised of the upcoming Public Hearing for citizen comment. The Jackson City Council conducted the Public Hearing at its meeting on Tuesday, May 12, 2009.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:

- Grantee did not receive public comments.
- Grantee received and accepted all public comments.
- Grantee received public comments and did not accept one or more of the comments.

3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

Response:

To be determined

C. Distribution and Administration of Funds

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

Competitive Process

Formula Allocation

Other (Specify: **Survey of qualified organizations, with direct solicitation**)

2. Briefly describe the process(es) indicated in question 1 above (limit 250 words).

Response:

Thirty local community organizations have recently come together to form “The Jackson County Crisis Response for our Neighbors in Need” (Neighbors in Need) to provide some of the very activities which are eligible under HPRP. Many of these non-profit organizations have previously received CDBG and/or HOME funds from the City of Jackson or State of Michigan and have significant experience with these and other local, state or Federal grants, and also participate in the Jackson County Continuum of Care. As information about HPRP funds became public, Jackson’s City Manager contacted the executive director of The United Way, which manages Neighbors in Need by Agreement dated March 1, 2009 between United Way of Jackson County and Human Services Coordinating Alliance, to discuss facilitating the expenditure of these funds through Neighbors in Need. As many of the non-profit organizations participating with Neighbors in Need already have eligible programs in place that would require little to no modification and participate in the Continuum of Care, utilizing this collaboration would be a perfect fit with HPRP funds.

City staff attended the April 9, 2009 Neighbors in Need board meeting to help plan appropriate programs and answer questions about the HPRP grant, and will continue to work closely with the subgrantee to develop those programs.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to subgrantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Response:

During the time period from when this Substantial Amendment is submitted to HUD (May 18, 2009) and the deadline to allocate funds to subgrantee (September 30, 2009), City staff will work closely with subgrantee to flesh out eligible programs and refine the estimated budget provided herein. A subgrantee agreement is currently being prepared and reviewed for content and form by the City’s legal department. Once the grant agreement has been

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

signed by HUD, a subgrantee agreement will be prepared and hand-delivered to United Way, as the lead agency that will facilitate the identified programs.

4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantees (limit 500 words).

Response:

City staff will work very closely with subgrantee during the first quarter funds are available, and beyond as needed, providing technical assistance in program development. Great care will be taken to ensure programs meet all requirements outlined in the HPRP Notice dated March 19, 2009. Once staff is assured programs are running properly, quarterly desk reviews will be conducted and immediate consultation with subgrantee will occur for any corrective action that may be necessary.

Expenditure of funds will be reviewed quarterly, which will include projection analysis to ensure at least 60% of funds will be expended by September 30, 2011 and 100% by September 30, 2012. Through attendance of monthly Neighbors in Need meetings, City staff will be able to monitor areas that are working well and in a timely fashion, and also bolster programs that may be lagging.

D. Collaboration

1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American Recovery and Reinvestment Act of 2009 (ARRA) from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

Response:

The United Way, as lead agency for Neighbors in Need, has a unique advantage over other individual non-profit agencies and even the local government. One program United Way provides is Central Michigan 2-1-1, an information and referral service. Central Michigan 2-1-1 continually updates its database of programs and services available not only in the Jackson community, but also in surrounding communities and statewide. City staff will assist the United Way and Central Michigan 2-1-1 in obtaining pertinent information to other Recovery Act programs available in the community and disseminate that information to HPRP case managers.

Utilizing Neighbors in Need will ensure consistent communication and collaboration amongst Jackson's community service organizations that receive

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

other ARRA funds in order to maximize all resources that may be available through ARRA.

2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

Response:

A City staff member attends monthly Continuum of Care meetings, as do many of the collective non-profit agencies involved with Neighbors in Need. Several e-mails announcing the HPRP funds and eligible uses have been broadcast to the Continuum members. Staff provided information as it became available and participated in discussions regarding the best use of HPRP funds at the Continuum meetings.

The Continuum developed an ad hoc committee to provide City Council information as to its policies for addressing homelessness in Jackson County and made recommendations as to how funding should be allocated. City staff attended meetings of the ad hoc committee solely to respond to questions regarding the HPRP grant.

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

Response:

The City of Jackson's current 5-Year Consolidated Plan lists goals of stabilizing neighborhoods and areas of the City and to ensure adequate transitional housing for the homeless population residing in emergency and transitional shelters needing more permanent living quarters. Three methods were used to analyze and determine need: 1) evaluate low- and moderate-income households by their total unmet need; 2) evaluate the percentage of the household type in need of assistance; and 3) identify and evaluate worst case housing needs. From that evaluation, rental assistance was noted in three of five determinations. As the HPRP grant is the first of its kind available to the City to concentrate on those specific needs, detailed guidance will be sought from the Continuum of Care and community service organizations that have been focusing their efforts in this area.

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

E. Estimated Budget Summary

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee’s preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	\$ 125,000	\$ 75,000	\$ 200,000
Housing Relocation and Stabilization Services ²	\$ 82,248	\$ 227,047	\$ 309,295
Subtotal (add previous two rows)	\$ 207,248	\$ 302,047	\$ 509,295
Data Collection and Evaluation ³			\$ 31,200
Administration (up to 5% of allocation)			\$ 28,447
Total HPRP Amount Budgeted⁴			\$ 568,942

¹Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

²Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

³Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

⁴This amount must match the amount entered in the cell on the table in Section A titled “Amount Grantee is Requesting.”

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

F. Authorized Signature

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

Signature/Authorized Official

_____, 2009
Date

Jerry F. Ludwig, Mayor

Title

S:\Michelle Pultz\CDBG\ARRA\HPRP\HPRP Substantial Amendment.doc

Homelessness Prevention and Rapid Re-Housing Program (HPRP) Certifications

The HPRP Grantee certifies that:

Consolidated Plan – It is following a current HUD-approved Consolidated Plan or CHAS.

Consistency with Plan – The housing activities to be undertaken with HPRP funds are consistent with the strategic plan.

Confidentiality – It will develop and implement procedures to ensure:

- (1) The confidentiality of records pertaining to any individual provided with assistance; and
- (2) That the address or location of any assisted housing will not be made public, except to the extent that this prohibition contradicts a preexisting privacy policy of the grantee.

Discharge Policy – A certification that the State or jurisdiction has established a policy for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.

HMIS – It will comply with HUD’s standards for participation in a local Homeless Management Information System and the collection and reporting of client-level information.

Signature/Authorized Official

Date

Title

GENERAL CERTIFICATIONS FOR STATE OR LOCAL GOVERNMENT FOR THE HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the state, territory, or local government certifies that:

Affirmatively Further Fair Housing -- The state, territory, or local government will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction or state, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Drug-Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

- (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health, law enforcement, or other appropriate agency;
- 7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying -- To the best of the state, territory, or local government's knowledge and belief:

- 1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- 2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- 3. It will require that the language of paragraphs 1 and 2 of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Local Government, State, or Territory -- The submission of the consolidated plan is authorized under state law and local law (as applicable) and the jurisdiction or state possesses the legal authority to carry out the programs under the consolidated plan for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with Plan -- The housing activities to be undertaken with HPRP funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature/Authorized Official

Date

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The Grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).



Department of Community Development

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

Administrative Services
(517) 788-4060

Building Inspection
(517) 788-4012

Rehabilitation Services & Information
(517) 788-4070

To: Bill Ross, City Manager
DATE: May 7, 2009
FROM: Carol L. Konieczki, Community Development Director
SUBJECT: Neighborhood Stabilization Program Grant Award
#NSP-2008-0274-ENT

On January 30, 2009, the Community Development Department applied for Neighborhood Stabilization Program (NSP) Housing Economic Recovery Act (HERA) funds through the Michigan State Housing Development Authority (MSHDA). On April 28, 2009, MSHDA announced \$1,700,000 in funds have been awarded to the City of Jackson to be used within its oldest residential neighborhood and area of greatest need, which is bound by Waterloo Street to the East, Ganson Street to the North, Mechanic Street to the West, and Pearl Street to the South.

The funds will assist with the acquisition and rehabilitation of four (4) abandoned or foreclosed properties for resale to eligible households, and provide direct homeownership down payment assistance; and the demolition of 21 structures, consisting of the Acme Building and 20 blighted, vacant, and abandoned residential properties by the City and/or County Land Bank.

The initial grant award amount is \$953,700. Subsequent disbursements will be subject to the satisfactory and timely commitment of the initial award. Attached is a copy of the Announcement of Funding Award for Grant #NSP-2008-0274-ENT. The term of the grant is March 17, 2009 to June 30, 2010.

Pursuant to the application and the agreement, this grant will be utilized to cover the costs identified with the grant, or per authorization from MSHDA.

Once the agreement has been signed and paperwork has been completed, staff will attend the designated training session(s), complete the environmental review pursuant to 24 CFR 58, as applicable, and submit all required documentation to MSHDA for an approved Request for Release of Funds and certification.

Action requested is approval of the attached resolution and authorize the Mayor to execute the Neighborhood Stabilization Program grant agreement with Michigan State Housing Development Authority in the amount of \$953,700, and authorization for the City Attorney to make minor modification to the agreement, if necessary, for finalization.

Please place this item on the May 12, 2009 agenda for City Council consideration.



**RESOLUTION
CITY OF JACKSON, MICHIGAN**

**RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A GRANT AGREEMENT FOR
NEIGHBORHOOD STABILIZATION PROGRAM GRANT AGREEMENT WITH THE
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY FOR \$953,700**

WHEREAS, on January 30, 2009, the City of Jackson Community Development Department submitted an application to the Michigan State Housing Development Authority (MSHDA) for Federal Housing Economic Recovery Act Neighborhood Stabilization Program funds, and

WHEREAS, On April 28, 2009, MSHDA announced \$1,700,000 in funds have been awarded to the City of Jackson to be used within its oldest residential neighborhood and area of greatest need which is bound by Waterloo Street to the East, Ganson Street to the North, Mechanic Street to the West and Pearl Street to the South, and

WHEREAS, the City intends to utilize the funds to assist with the acquisition and rehabilitation of four (4) abandoned or foreclosed properties for resale to eligible households and provide direct homeownership down payment assistance; and the demolition of 21 structures consisting of the Acme Building and 20 blighted, vacant, and abandoned residential properties by the City and/or County Land Bank, and

WHEREAS, the Michigan State Housing Development Authority has issued a grant agreement with the City of Jackson to award the funding,

NOW THEREFORE, BE IT RESOLVED that the City Council hereby authorizes the Mayor to execute the Neighborhood Stabilization Grant Agreement with the Michigan State Housing Development Authority for an initial grant award of \$953,700.

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

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 12th day of May, 2009.

IN WITNESS WHEREOF, I have
hereto affixed my signature and the Seal of the
City of Jackson, Michigan, on this 12th day of
May, 2009

Lynn Fessel
City Clerk



STATE OF MICHIGAN

JENNIFER M. GRANHOLM GOVERNOR MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
LANSING

KEITH MOLIN
EXECUTIVE DIRECTOR

May 4, 2009

Jerry Ludwig, Mayor
City of Jackson
161 W. Michigan Ave.
Jackson, MI 49201

Re: Announcement of Funding Award Grant # NSP-2008-0274-ENT, Required Documentation and Training

Dear Mr. Ludwig:

Congratulations! The Michigan State Housing Development Authority (MSHDA) has approved your request for Neighborhood Stabilization Funds (NSP) in the amount of \$953,700. The purpose of this letter is to inform you of the documentation needed to initiate this grant. A training session has been scheduled for Wednesday, May 13 from 8:30 a.m. – 4:30 p.m. at the MSHDA office in Lansing.

Enclosed you will find the following documents necessary to initiate your grant:

- A Grant Agreement (two originals)
- An Authorized Signature Designation Form

Return one original Grant Agreement, one original Authorized Signature Designation within 30 days to Kerri Nobach at the Michigan State Housing Development Authority, P.O. Box 30044, Lansing, MI 48909.

Executing the Grant Agreement

Your agency's highest elected official must sign the grant agreements before a witness. Others are permitted to sign IF they have been specifically designated by your agency's governing body to act on their behalf. Evidence supporting this designation must be submitted with the signed grant documents. **NOTE: MSHDA will NOT allow consultants and/or third-party administrators to be designated to act on behalf of the governing body.**

Authorized Signature Designation Form

The Authorized Signature Designation Form formally identifies and designates the person or persons authorized to sign and/or submit grant related reports, forms, and documents on behalf of the governing board. Each signatory must sign in the appropriate spaces on the form next to his or her printed or typed name. **NOTE: MSHDA will NOT allow consultants and/or third-party administrators to be designated as authorized signatories.**



735 EAST MICHIGAN AVENUE • P.O. BOX 30044 • LANSING, MICHIGAN 48909
WWW.MICHIGAN.GOV/MSHDA • (517) 373-8370 • FAX (517) 335-4797 • TTY (800) 382-4568

Printed by members of:



May 4, 2009
City of Jackson
Page Two

Please do not incur any project costs, make financial commitments, or enter into any negotiations until all required environmental reviews are completed and approved, and grant funds are formally released.

Keep in mind that any deviations from the terms or conditions of the Grant Agreement, including budget allocations, must be requested and approved by the Office of Community Development staff. I congratulate you on receiving this award.

Sincerely,

A handwritten signature in cursive script that reads "William G. Parker".

William G. Parker, Director of Field Services
Office of Community Development

cc: Diane Karkau, CD Specialist

Enclosure

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
OFFICE OF COMMUNITY DEVELOPMENT

AUTHORIZED SIGNATURE
DESIGNATION FORM

Name: City of Jackson

Grant #: NSP-2008-0274-ENT

The following individuals are approved to sign the required Grant Agreement and relative requests or reports for the above mentioned grant.

Date: _____

Print Name:
Title:

Date: _____

Print Name:
Title:

APPROVED BY:

Date: _____

Print Name:
Title:

NSP Grant #: NSP-2008-0274-ENT

Effective Date: March 17, 2009

Source of Funds: NSP Federal-CFDA 14.218, 14.225, and 14.228

NEIGHBORHOOD STABILIZATION PROGRAM (NSP) GRANT AGREEMENT

BETWEEN

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

AND

CITY OF JACKSON

TABLE OF CONTENTS

- I. GRANT OFFER
- II. REQUIREMENTS FOR USE OF NSP FUNDS
- III. NSP FEDERAL REQUIREMENTS, MONITORING & RECORDS
- IV. CONSTRUCTION & INSURANCE REQUIREMENTS
- V. VIOLATIONS, SUSPENSIONS OF GRANT, TERMINATIONS, AND REMEDIES
- VI. GENERAL TERMS

Exhibit A: Project Budget, Disbursement Schedule, and Special Conditions

Exhibit B: Statement of Assurances

Exhibit C: Accounting Certification

Exhibit D: 2008 Income Limits for HUD Area Median Income

NEIGHBORHOOD STABILIZATION PROGRAM (NSP)
GRANT AGREEMENT BETWEEN

THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
AND
CITY OF JACKSON

161 W. Michigan Ave., Jackson, MI 49201
38-6004701

I. GRANT OFFER

The Michigan State Housing Development Authority (the "Authority"), acting pursuant to Title III of Division B of the Housing and Economic Recovery Act, approved July 30, 2008 (Public Laws 110 – 289) ("HERA"), hereby offers to Applicant/City of Jackson (the "Grantee"), grant assistance ("Grant") subject to (a) the availability of federal Neighborhood Stabilization Program ("NSP") funds, and (b) terms, conditions, and limitations as set forth in this grant agreement (the "Grant Agreement").

The amount of the Grant that the Authority agrees to disburse initially is \$953,700; any subsequent disbursements shall be subject to the satisfactory and timely commitment of prior disbursements.

The term of work performed by the Grantee under this Grant Agreement is March 17, 2009 to June 30, 2010.

Effective Date. The effective date of this Agreement is March 17, 2009. Unless otherwise extended, suspended, or terminated by the Authority, this Agreement shall remain in effect until such time as the Grantee has (1) expended or returned to the Authority the funds authorized hereunder, and (2) met all terms and conditions for the receipt of funds pursuant to this Agreement. (The "Grant Term" shall be the period from the effective date until the date on which this Agreement is terminated or expires.)

Dated this 5th day of May, 2009.

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY



By: Richard G. Ballard

Its: Director of Community Development

The foregoing Grant Offer is hereby accepted and it is agreed that the funds provided will be used only as set forth in the Grant Agreement.

Dated this _____ day of _____, _____.

WITNESSED BY:

CITY OF JACKSON

Print Name:

By:

Its: _____, an authorized signatory
(Highest elected official for municipalities or highest official for non-profits.)

II. REQUIREMENTS FOR USE OF NSP FUNDS

The Authority and the Grantee agree as follows:

1. **Implementation of Activities, the Budget, and Grant Term.** The Grantee shall implement or continue the activities within the authorized budget and the Grant Term in accordance with (a) the terms and conditions in this Agreement and (b) statutory and regulatory provisions now and hereafter governing the NSP, including but not limited to the HERA, 73 FR 58330, and CDBG and HOME regulations that apply to the NSP.
2. **Funds Not Committed or Expended.** Funds not committed and/or expended in accordance with the schedule, procedures and terms set forth in this Agreement may, at the Authority's sole discretion, be recaptured by the Authority.
3. **Quarterly Reporting Requirements.** The Grantee shall report on Grant progress and activities on a quarterly basis throughout the Grant Term. Reports shall be submitted on the 1st day of each quarter unless the Grantee is directed otherwise by the Authority. Any reports not received in accordance with this schedule are grounds for the immediate recapture of funds by the Authority.
4. **Disbursement of Funds.** The Grantee agrees that the disbursement of NSP funds under this Agreement shall be made in accordance with Authority-established schedules and procedures as set forth in Exhibit A.
5. **Availability of Funds.** The Authority awards NSP funds based upon year-to-date appropriations from HUD. Furthermore, all NSP funding awarded by the Authority is subject to the availability of NSP funds, which is dependent upon federal appropriations and rescissions. According, the Authority may, at its sole discretion, unilaterally reduce grants of NSP funds.
6. **Increase of Funds.** The Authority may increase the total amount of funds available to the Grantee under this Agreement by having the Authority and Grantee execute an amendment to this Agreement.
7. **Notice.** All reports, correspondence, and documents shall be submitted in writing to:

CD Specialist:

Diane Karkau, CD Specialist
Michigan State Housing Development Authority
Office of Community Development
735 East Michigan Avenue, PO Box 30044
Lansing, MI 48909
Email: karkaud@michigan.gov

With a copy to:

Tonya Young, CDBG Compliance Specialist
Michigan State Housing Development Authority
Office of Community Development
735 East Michigan Avenue, PO Box 30044
Lansing, MI 48909
Email: youngt4@michigan.gov

Grantee/Address:

Jerry Ludwig, Mayor
City of Jackson
161 W. Michigan Ave.
Jackson, MI 49201
Email: _____

The foregoing addresses may be changed by written notice given in accordance with this Section.

III. NSP FEDERAL REQUIREMENTS, MONITORING & RECORDS

1. **Title III of Division B of HERA.** The Grantee shall comply with all federal requirements now or hereinafter in effect for HERA.
2. **Requirements for Receipt & Expenditure of the Grant.** The Grantee shall comply with such further statutory, regulatory, and contractual requirement(s) now or hereafter in effect as may be applicable to the receipt and expenditure of the Grant as administered by the U.S. Department of Housing and Urban Development and the Authority, including but not limited to the requirements set forth in 73 FR 58330. The Grantee shall also comply with the certifications and assurances set forth in Exhibit B, the Accounting Certification set forth in Exhibit C, and the 120% LMI County Limits set forth in Exhibit D.
3. **General Compliance.** All aspects of the Grantee's plan for the use of funds authorized and approved by the Authority pursuant to the terms and conditions of this Agreement shall be subject to review and approval by Authority staff to ensure compliance with Authority, state and federal regulations, guidelines, standards and criteria and shall not be altered without prior written approval from the Authority.
4. **Records Review.** The Grantee's activities described in Exhibit A and all documents relating to and supportive of said activities, including, but not limited to, specifications and reports of funds expended, shall be available to the Authority or its authorized representatives for review by the Authority to ensure compliance with the terms of this Agreement. The Grantee shall promptly provide documents to Authority staff upon request. The Grantee acknowledges that all documents submitted to the Authority are subject to the Michigan Freedom of Information Act.
5. **Monitoring.** The Authority may, at the Authority's sole discretion, audit the Grantee for compliance with the terms and conditions of this Agreement. The Grantee shall provide any books, records, or other documentation in such form and at such place as the Authority may request.
6. **Records Retention Period.** The Grantee shall retain all financial records, supporting documents, statistical records, and all other pertinent records for a period of five (5) years. The retention period shall commence from the date that the Grantee's final audit and report are approved by the Authority through a formal closeout letter. If applicable, the Grantee must retain original mortgage and note documents in a fireproof cabinet for the entire loan term.
7. **Procurement.** The Grantee shall ensure that all procurement transactions shall be conducted in a manner that provides for maximum open and free competition.

IV. CONSTRUCTION & INSURANCE REQUIREMENTS

1. **Cost Overruns.** All cost overruns shall be the responsibility of the Grantee.
2. **Contractors and Subcontractors.** The Grantee, all contractors and subcontractors shall ensure that any construction, rehabilitation, or conversion implemented pursuant to the terms and conditions of this Agreement will be sufficient to ensure decent, safe and sanitary conditions and meet all applicable local building codes.
3. **Safety.** The Grantee, all contractors and subcontractors shall ensure that all precautions are exercised at all times for the protection of persons and property, and shall observe the safety provisions of all applicable laws and building and construction codes.
4. **Certificates and Permits.** The Grantee, all contractors and subcontractors shall secure all necessary certificates and permits from municipal or other public authorities as may be required in connection with the performance of this Agreement.
5. **Insurance.** The Grantee, all contractors and subcontractors shall maintain during the term of this Agreement public liability, property damage, and worker's compensation insurance to insure the interests of all parties to this Agreement against any and all claims that may arise out of the Grantee's or contractor's or subcontractor's operations under this Agreement.
6. **Liability.** The Authority, the State of Michigan, their officers, agents, and employees shall not, in any manner, be liable for any loss or damage connected to or resulting from activities implemented under this Agreement; nor for any injury or damages to any person whether an employee of the Grantee or otherwise, or for damage to any materials, equipment, or other property that may be used or employed in connection herewith.
7. **Hold Harmless.**
 - a. All liability to third parties, loss or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the Grantee in the performance of this agreement shall be the responsibility of the Grantee, and not the responsibility of the Authority, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the Grantee, any subcontractor, anyone directly or indirectly employed by the Grantee, provided that nothing herein shall be construed as a waiver of any governmental immunity that has been provided to the Grantee or its employees by statute or court decisions.
 - b. All liability to third parties, loss or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the Authority in the performance of this agreement shall be the responsibility of the Authority, and not the responsibility of the Grantee, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the Authority, any subcontractor, anyone directly or indirectly employed by the Authority, provided that nothing herein shall be construed as a waiver of any governmental immunity that has been provided to the Authority or its employees by statute or court decisions.
 - c. In the event that liability to third parties, loss or damage arises as a result of activities conducted jointly by the Grantee and the Authority in fulfillment of their responsibilities under this agreement, such liability, loss, or damage shall be borne by the Grantee and the Authority in relation to each party's responsibilities under these joint activities, provided that nothing herein shall be construed as a waiver of any governmental immunity by the Grantee,

the State, its agencies (or the Authority) or their employees, respectively by statute or court decisions.

V. VIOLATIONS, SUSPENSIONS OF GRANT, TERMINATIONS, AND REMEDIES

1. **Violations of Grant Agreement.** The Authority reserves the right to pursue all remedies available to it to cure any violation of this Agreement. In the event the Grantee violates any of the provisions of this Agreement, the Authority shall notify the Grantee and give the Grantee a 30-day period to correct the violation. In the event the violation is not corrected within the time prescribed herein to the satisfaction of the Authority, the Authority may terminate this Agreement. Furthermore, the Authority may cease disbursements of the Grant to the Grantee until the violation is corrected as described in Section V(2) below.
2. **Suspension of Grant.** If the Grantee has failed to comply with this Agreement, or in the event that funds are no longer available to the Authority, on notice to the Grantee, the Authority may suspend the Grant and prevent further electronic funds transfers or prohibit the Grantee from incurring additional obligations of grant funds, pending corrective action by the Grantee, resumption of NSP funding to MSHDA, or a decision to terminate this Agreement.
3. **Termination for Cause.** The Authority may terminate this Agreement, in whole or in part, at any time, if the Authority determines that the Grantee has failed to comply with the conditions of this Agreement or in the event that funds are no longer available to the Authority. The Authority shall promptly notify the Grantee in writing of the determination and the reasons for the termination, together with the effective date.
4. **Termination for Convenience.** The Authority or the Grantee may terminate this Agreement in whole, or in part, if either party determines that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds. The two parties shall agree upon the termination conditions, including the effective date and, in the case of partial terminations, the portion to be terminated. The Grantee shall not incur new obligations after the effective termination date, and shall cancel as many outstanding obligations as possible. The Authority shall pay from available Grant funds the Grantee's share of the non-cancelable obligations, properly incurred by the Grantee prior to termination.
5. **Remedies.** The Authority's election to pursue any of the remedies set forth herein shall not be construed to preclude or be a waiver of the right to pursue any of the other remedies.

VI. GENERAL TERMS

1. **Discrimination.** The Grantee's activities assisted pursuant to the terms and conditions of this Agreement shall be open to all regardless of age, height, weight, marital status, familial status (except certain limitations for housing the elderly may be permitted by the Authority), sex, race, religion, disability, color, national origin, or creed and that all contractors, subcontractors, and lending institutions involved shall assure equal opportunity in all areas of employment and borrowing. This section shall be implemented in a manner consistent with state and federal law.
2. **Conflict of Interest.** If any officers, elected officials, appointees, board members, or staff of the Grantee have an identity of interest with (a) any of the staff persons hired, (b) any of the persons or households to be assisted directly or indirectly with the funds, or (c) the persons and/or businesses retained to perform technical services hereunder or with persons or businesses providing supplies or services for which funds are being advanced under this Agreement in the form of 10% or more voting stock in such business, or interest as a director or officer of such

business, or financial interest directly or indirectly in an amount of 10% or more, or in the form of common immediate family membership, the Grantee shall make written disclosure of the nature and extent of the relationship to the Authority prior to contracting with such persons and/or businesses. The Grantee further agrees not to enter into any contractual relation with any of the persons or entities listed above unless it has received written approval from the Authority.

3. **Severability**. The parties hereby agree that the invalidity of any clause, part, or provision of this Agreement shall not affect the validity of the remaining portions thereof.
4. **Governing Law**. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Michigan, without regard to conflict of laws principles.
5. **Counterparts and Headings**. This Agreement may be executed in counterparts, each of which shall be an original, but all of which together shall constitute one agreement. The headings to sections of this Agreement are for convenient reference only and shall not be used in interpreting this Agreement.
6. **Time of the Essence**. Time is of the essence of this Agreement and the Grantee agrees to timely perform its obligations under this Agreement.
7. **Waiver**. No waiver by the Authority of any of the terms or conditions of this Agreement or any of their respective rights under this Agreement shall be effective unless such waiver is in writing and signed by the Authority party charged with the waiver.
8. **Assignment**. Any other purported or attempted assignment or delegation by the Grantee without obtaining the Authority's prior written consent shall be a material breach and grounds for the Authority's termination of this Agreement.
9. **Exhibits**. Each reference to a Section of Exhibit is this Agreement shall mean the sections of this Agreement and the exhibits to Agreement unless the context requires otherwise. Each such exhibit is incorporated herein by reference.
10. **Prior Agreements, Amendments and Modifications**. THIS AGREEMENT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES TO IT AND SUPERCEDES ANY PRIOR UNDERSTANDING OR AGREEMENTS. THIS AGREEMENT MAY BE AMENDED ONLY BY A WRITTEN INSTRUMENT EXECUTED BY ALL PARTIES TO IT.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

NSP Grant Agreement

Exhibit A

Grant #: NSP-2008-0274-ENT
Exhibit A-1

Grant Term March 17, 2009 to June 30, 2010

Budget:

Financing Category	NSP Funds Requested	Initial Award Amount
Administration Financing Mechanisms Demolition of Blighted Structures Redevelopment of Demolished or Vacant Properties Displacement Prevention for Foreclosed Households Redevelopment of Abandoned and/or Foreclosed Properties	\$ 1,700,000.00	\$ 953,700.00
TOTAL	\$ 1,700,000.00	\$ 953,700.00

Grant #: NSP-2008-0274-ENT
 Exhibit A-2

Initial Award Program Description:

The City of Jackson intends to target its initial grant award of \$953,700 within its oldest residential neighborhood and area of greatest need which is bound by Waterloo Street to the East, Ganson Street to the North, Mechanic Street to the West and Pearl Street to the South. The anticipated results of the NSP assistance include:

- Acquisition and rehabilitation of 4 abandoned or foreclosed properties for resale to eligible households and providing direct homeownership down payment assistance; and
- Demolition of 21 structures consisting of the Acme Building and 20 blighted, vacant, and abandoned residential properties by the city and/or county Land Bank.

Special Conditions:

1. The Grantee shall ensure that the improvements funded in whole or part with NSP funds shall be used by families whose incomes do not exceed 120% of area median income and meet an NSP national objective: Housing (LMMH), Area-Benefit (LMMA), Limited Clientele (LMMC).
2. The Grantee shall comply with the Inclusive Home Design Act (PA 2006, No. 182) (MCLA 125.2811 *et seq.*) for all new construction units.
3. As set forth in the table below and based on the Grantee's progress as of September 1, 2009, the NSP Funds Requested amount may be reduced at MSHDA's discretion. The Grantee must commit all Initial Award Amounts prior to receiving additional allocations.

Activity Name	Activity Type	Initial Award Amount	Units to be Developed by 9/1/2009	Anticipated Units Demolished (by 09/1/2009)
Administration	Administration	Up to \$ 86,700		
Financing Mechanisms	Direct Homeownership Assistance (MSHDA Product)	Up to \$ 12,000		
Acquisition/Rehab - Residential	Activity Delivery Costs (15%)	Up to \$ 42,000		
Acquisition/Rehab - Residential	Rehabilitation	Up to \$ 238,000	4	
Demolition	Activity Delivery Costs (10%)	Up to \$ 57,500		
Demolition	Demolition	Up to \$ 517,500		21
TOTAL		Up to \$ 953,700	4	21

4. Eligible costs exempt from NSP Environmental Review requirements which were incurred after September 29, 2008 may be included as administrative costs.
5. All projects must meet at least one of the NSP National Objectives to qualify. Please note that a minimum of 25% of the grant must be used for activities that benefit households of 50% Low Moderate Middle Income Households or below.
6. The Grantee shall prepare and submit reports and documents relating to and supportive of the activities as the Authority may require, including the following:

<u>TYPE OF REPORT</u>		<u>DUE DATE</u>
A. Accounting Certification		Prior to disbursement of funds.
B. Financial Status Reports (FSR) commonly referred to as "payment requests".		The 15 th of the month following the report period. Payment requests should be submitted at least quarterly but not more than monthly.
C. Interim and Final OMB A-133 Audit reports or Financial Statements.		Nine months after the Grantee's fiscal year end in which the funds governed by this Agreement have been expended. Please refer to the Office of Community Development's Supplemental Audit Guide for additional audit instructions.

7. If the Grantee is a public body, then any foreclosed properties purchased by the Grantee must be purchased at a discount of 15% from the property's appraised value. The appraisal must be (a) performed by a certified private appraiser, (b) dated within 60 days of the property's purchase by the Grantee, and (c) based on the "as is" condition of the property.
8. If applicable, any property acquired with NSP funds shall, when subsequently conveyed, reference deed restrictions that are "covenants that run with the land."
9. All leveraged funds identified in the city's application should be tracked and reported as requested by MSHDA.

Grant #: NSP-2008-0274-ENT
Exhibit A-1

Grant Term March 17, 2009 to June 30, 2010

Budget:

Financing Category	NSP Funds Requested	Initial Award Amount
Administration Financing Mechanisms Demolition of Blighted Structures Redevelopment of Demolished or Vacant Properties Displacement Prevention for Foreclosed Households Redevelopment of Abandoned and/or Foreclosed Properties	\$ 1,700,000.00	\$ 953,700.00
TOTAL	\$ 1,700,000.00	\$ 953,700.00

Grant #: NSP-2008-0274-ENT
 Exhibit A-2

Initial Award Program Description:

The City of Jackson intends to target its initial grant award of \$953,700 within its oldest residential neighborhood and area of greatest need which is bound by Waterloo Street to the East, Ganson Street to the North, Mechanic Street to the West and Pearl Street to the South. The anticipated results of the NSP assistance include:

- Acquisition and rehabilitation of 4 abandoned or foreclosed properties for resale to eligible households and providing direct homeownership down payment assistance; and
- Demolition of 21 structures consisting of the Acme Building and 20 blighted, vacant, and abandoned residential properties by the city and/or county Land Bank.

Special Conditions:

1. The Grantee shall ensure that the improvements funded in whole or part with NSP funds shall be used by families whose incomes do not exceed 120% of area median income and meet an NSP national objective: Housing (LMMH), Area-Benefit (LMMA), Limited Clientele (LMMC).
2. The Grantee shall comply with the Inclusive Home Design Act (PA 2006, No. 182) (MCLA 125.2811 et seq.) for all new construction units.
3. As set forth in the table below and based on the Grantee's progress as of September 1, 2009, the NSP Funds Requested amount may be reduced at MSHDA's discretion. The Grantee must commit all Initial Award Amounts prior to receiving additional allocations.

Activity Name	Activity Type	Initial Award Amount	Units to be Developed by 9/1/2009	Anticipated Units Demolished (by 09/1/2009)
Administration	Administration	Up to \$ 86,700		
Financing Mechanisms	Direct Homeownership Assistance (MSHDA Product)	Up to \$ 12,000		
Acquisition/Rehab - Residential	Activity Delivery Costs (15%)	Up to \$ 42,000		
Acquisition/Rehab - Residential	Rehabilitation	Up to \$ 238,000	4	
Demolition	Activity Delivery Costs (10%)	Up to \$ 57,500		
Demolition	Demolition	Up to \$ 517,500		21
TOTAL		Up to \$ 953,700	4	21

4. Eligible costs exempt from NSP Environmental Review requirements which were incurred after September 29, 2008 may be included as administrative costs.
5. All projects must meet at least one of the NSP National Objectives to qualify. Please note that a minimum of 25% of the grant must be used for activities that benefit households of 50% Low Moderate Middle Income Households or below.
6. The Grantee shall prepare and submit reports and documents relating to and supportive of the activities as the Authority may require, including the following:

<u>TYPE OF REPORT</u>	<u>DUE DATE</u>
A. Accounting Certification	Prior to disbursement of funds.
B. Financial Status Reports (FSR) commonly referred to as "payment requests".	The 15 th of the month following the report period. Payment requests should be submitted at least quarterly but not more than monthly.
C. Interim and Final OMB A-133 Audit reports or Financial Statements.	Nine months after the Grantee's fiscal year end in which the funds governed by this Agreement have been expended. Please refer to the Office of Community Development's Supplemental Audit Guide for additional audit instructions.

7. If the Grantee is a public body, then any foreclosed properties purchased by the Grantee must be purchased at a discount of 15% from the property's appraised value. The appraisal must be (a) performed by a certified private appraiser, (b) dated within 60 days of the property's purchase by the Grantee, and (c) based on the "as is" condition of the property.
8. If applicable, any property acquired with NSP funds shall, when subsequently conveyed, reference deed restrictions that are "covenants that run with the land."
9. All leveraged funds identified in the city's application should be tracked and reported as requested by MSHDA.

EXHIBIT B

The Grantee hereby assures and certifies that it has complied or shall comply with Division B, Title III of the Housing and Economic Recovery Act of 2008, (Public Law 110-289)(HERA) and related statutes and implementing rules, regulations, and guidelines applicable to projects financed under the Michigan NSP program. Specific assurances and certifications include but are not limited to the following:

1. Compliance with grant and financial management guidelines in 24 CFR Part 85, Administrative Requirements for Grants to State and Local Governments, and U.S. Office of Management and Budget Circular No. A-87, Cost Principles for State and Local Governments.
2. Expend all program funds in accordance with the requirements of 24 CFR 570 pertaining to eligible project costs for the CDBG program.
3. Compliance with Civil Rights and Equal Opportunity statutes as set forth in Title I of the Civil Rights Act of 1964 (Public Law 88-352), Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), the Michigan Civil Rights Act 453 of 1976, the Michigan Fair Employment Practices Act (MCL 423, 301-423, 311), related statutes and implementing rules and regulations. The Grantee shall implement its NSP program in conformance with the requirements of 24 CFR 570.904 pertaining to equal opportunity and fair housing.
4. Compliance with Labor Standards statutes as set forth in the Davis-Bacon Fair Labor Standards Act (40 U.S.C. 276a-276a-5), related statutes and implementing rules and regulations.
5. Compliance with Lead Based Paint Poisoning Prevention Act (42 U.S.C. 4831). The Grantee shall implement its program in conformance with the requirements of 24 CFR 570.608 and 24 CFR Part 35 pertaining to the testing for and abatement of lead-based paint in HUD-associated housing.
6. Compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4630) and implementing NSP regulations through 24 CFR 570.606 pertaining to displacement, relocation, and acquisition.
7. Compliance with OMB Circular No. A-133, Audits of States, Local Governments and Non-Profit Organizations and implementing rules and regulations.
8. Compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and implementing rules and regulations 24 CFR Part 8. The Grantee acknowledges and agrees that the housing quality standards for units assisted with NSP program funds must, at a minimum, meet the housing quality standards contained in 24 CFR 570.251 for the duration of this Agreement.
9. Authorized state officials and representatives will have access to all books, accounts, records, reports, files, and other papers, things, or property pertaining to the project in order to make audits, examinations, excerpts and transcripts; each contract or subcontract also shall provide for such success to relevant data and records pertaining to the development and implementation of the project.
10. Compliance with further statutory, regulatory, and contractual requirement(s) now or hereafter in effect which are applicable to the receipt and expenditure of NSP Funds, as administered by the U.S. Department of Housing and Urban Development and the Authority. The Grantee shall implement its program in conformance with 24 CFR 570.489© to assure that no funds available under this agreement are requested until funds are needed for payment of eligible costs. Further, the amount requested must be limited to the amount needed.
11. The Grantee shall implement its NSP program in conformance with the requirements of 24 CFR 570.611 pertaining to conflict of interest.
12. The Grantee shall implement its NSP program in conformance with the requirements of 24 CFR 570.605 pertaining to flood insurance.

EXHIBIT C

ACCOUNTING CERTIFICATION

On behalf of the **City of Jackson**, I hereby certify that its accounting system is adequate to manage federal or MSHDA grant funds in accordance with generally accepted accounting principles and the uniform administrative requirements stated within federal regulations 24 CFR 84.21 and 24 CFR 85.20 as applicable. The grantee's financial management system includes the following pursuant to the uniform administrative requirements:

- Accurate, current, and complete disclosure of the financial results of each federally-sponsored project.
- Records that adequately identify the source and application of funds.
- Effective control and accountability for all funds, property, and other assets.
- A comparison of outlays with budgeted amounts for each award.
- Written procedures for determining the reasonableness, allowability, and allocability of costs.
- Accounting records supported by source documentation such as cancelled checks, paid bills, payroll, etc.

Name:

[print name of signer]
(CPA or CFO of organization preferred)

Signature:

Title:

[title of signer]

Company
Name:

Date:

ORDINANCE NO. _____

AN ORDINANCE TO AMEND SECTION 28.32, OF CHAPTER 28,
OF THE CODE OF THE CITY OF JACKSON BY ADOPTING AN AMENDED
FINAL PLAN FOR THE ARMORY ARTS VILLAGE PUDD

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. That Section 28.32 of Chapter 28 of the Code of the City be, and the same hereby is, amended by changing the map of the use districts required by said Section and said Chapter, and incorporated therein by reference as follows:

Change five (5) properties known legally as the following from I-1 (light industrial) to PUDD (planned unit development district):

COM AT A PT ON N LN OF GANSON ST 33 FT N & 642.15 FT W OF E 1/4 POST OF SEC 34 T2S R1W TH N ALG W LN OF MECHANIC ST (FORMERLY KNOWN AS BROAD ST) 318.70 FT TH N 89 ° 55' W 175.51 FT TH S 5.20 FT TH N 8 ° 55' W 98.63 FT TO ELY LN OF R/W OF JL & S RR CO R/W TH SLY ALG SD JL & S RR CO R/W TO N LN OF GANSON ST TH ELY ALG N LN OF GANSON ST 232.88 FT TO BEG SE 1/4 NE 1/4 SEC 34 T2S R1W

–Legal Description for Parcel 8-2368.10000 (600-618 N Mechanic St.)

COM AT E 1/4 POST OF SEC 34 T2S R1W TH W ALG E/W 1/4 LN OF SEC 34 642.15 FT TH N 351.70 FT ALG W LN OF MECHANIC ST (FORMERLY KNOWN AS BROAD ST) TH N 89 ° 55' W 175.51 FT TH S 5.20 FT TH N 89 ° 55' W 98.63 FT TO POB OF THIS DESC TH S 89 ° 55' E 98.63 FT TH N 5.20 FT TH S 89 ° 55' E 175.51 FT TO A PT ON W LN OF MECHANIC ST TH N 92.83 FT ALG W LN OF MECHANIC ST TH N 89 ° 41' W TO A PT IN C/L OF OLD BED OF GRAND RIVER TH SLY ALG C/L OF OLD BED OF GRAND RIVER TO N LN OF GANSON ST TH E ALG N LN OF GANSON ST TO WLY LN OF R/W OF JL & S RR TH NLY ALG SD WLY LN OF R/W TO A PT N 89 ° 55' W OF POB TH S 89 ° 55' E TO BEG EX R/W OF JL & S RR NOT EXCEEDING 50 FT IN WIDTH ALSO EX A CERTAIN R/W CONVEYED BY AMERICAN FORK & HOE CO TO EASTERN MICHIGAN POWER CO 12/8/13 L-215 P-386 SE 1/4 NE 1/4 SE 34 T2S R1W

–Legal Description for Parcel 8-2368.30000 (620 N. Mechanic St.)

COM AT E 1/4 POST OF SEC 34 T2S R1W TH N 33 FT ALG E LN OF SD SEC 34 TO A PT ON N LN OF GANSON ST TH WLY ALG N LN OF GANSON ST & PARA WITH E/W 1/4 LN OF SEC 34 642.15 FT TO W LN OF MECHANIC ST (FORMERLY KNOWN AS BROAD ST) TH N ALG W LN OF MECHANIC ST 411.53 FT TH N 89 ° 41' W 95.33 FT TO POB OF THIS DESC TH N 0 ° 13' E 45.95 FT TO C/L OF A 22 INCH BASEMENT WALL TH N 0 ° 13' E 39.25 FT ALG C/L OF SD BASEMENT WALL TO A PT WHICH IS ON C/L OF A 24 INCH BASEMENT WALL RUNNING E & W TH N 89 ° 29' W 189.73 FT ALG C/L OF SD 24 INCH BASEMENT WALL TO W END OF SD WALL TH CONT N 89 ° 29' W TO ELY LN OF R/W OF JL & S RR R/W TH SLY ALG ELY LN OF SD R/W TO A PT THEREON WHICH IS 184.75 FT DUE S OF S LN EXTENDED W OF MICH STATE PRISON LANDS TH W TO C/L OF OLD BED OF GRAND RIVER TH SLY ALG SD C/L OF OLD GRAND RIVER

BED TO A PT N 89 ° 41' W OF POB TH S 89 ° 41' E TO POB EX R/W OF JL & S RR NOT EXCEEDING 50 FT IN WIDTH ALSO SUBJECT TO QUIT CLAIM DEED FROM WITHINGTON & COOLEY MFG CO TO CITY OF JACKSON FOR SEWER RECORDED IN L-171 P-72 SE 1/4 NE 1/4 SEC 34 T2S R1W

-Legal Description for 8-2368.40000 (624 N. Mechanic St.)

COM AT E 1/4 POST OF SEC 34 T2S R1W TH N 33 FT ALG E LN OF SD SEC 34 TO A PT ON N LN OF GANSON ST TH WLY ALG N LN OF GANSON ST & PARA WITH E/W 1/4 LN OF SEC 34 642.15 FT TO W LN OF MECHANIC ST (FORMERLY KNOWN AS BROAD ST) TH N ALG W LN OF MECHANIC ST 411.53 FT TH N 89 ° 41' W 95.33 FT TO POB OF THIS DESC TH N 0 ° 31' E 45.95 FT TO C/L OF A 22 INCH BASEMENT WALL TH N 0 ° 13' E 39.25 FT ALG C/L OF SD BASEMENT WALL TO A PT IN CENTER OF A 24 INCH BASEMENT WALL RUNNING E & W TH N 89 ° 29' W ALG C/L OF SD 24 INCH BASEMENT WALL 197.83 FT M/L TO ELY LN OF R/W OF JL & S RR TH NLY ALG ELY LN OF SD R/W 18.25 FT M/L TO A CONTINUATION WLY OF C/L OF A 16 INCH BRICK WALL NOW STANDING SD C/L OF SD BRICK WALL BEING C/L OF LAND CONVEYED TO AMERICAN FORK & HOE CO BY BROAD ST CORP BY DEED IN L-366 P-553 TH E ALG C/L OF SD 16 INCH BRICK WALL 293.35 FT M/L TO W LN OF MECHANIC ST TH S ALG W LN OF MECHANIC ST 101.17 FT TH N 89 ° 41' W 95.33 FT TO BEG SE 1/4 NE 1/4 SE 34 T2S R1W

-Legal Description for 8-236800000 (626-628 N. Mechanic St.)

AND

COM IN THE NE COR OF SECT 34 T3S R1W, TH S 00 DEG 09'38" W 1141.27 FT ON THE E LN OF SAID SECT 34, TH N 89 DEG 50'22" W 33 FT TO THE INTERSECTION OF S LN OF NORTH ST AND W LN OF COOPER ST, TH N 89 DEG 36' 04" W 129.71 FT AND POB THIS DESC., TH S 00 DEG 10' 48" W 660.53 FT TH N 89 DEG 55' 37" W 105.84 FT TH S 01 DEG 54' 51" W 259.81 FT, TH S 89 DEG 48'35" W 272.44 FT ALONG N LN OF ARMORY CT TO THE E LN OF MECHANIC ST TH N 66 FT ON E LN OF MECHANIC ST TO THE N END OF MECHANIC ST, TH N 88 DEG 34'39" W 394.86 FT TO E LN OF RR ROW, TH N 01 DEG 00'55"E 223.71 FT, TH 265.13 FT ON THE CURVE TO THE LEFT WITH A CENTRAL ANGLE OF 06 DEG 09'02" A RADIUS OF 2469.76 FT AND A CORD BEARING ADISTANCE OF N 01 DEG 04'17" W 265 FT TH N 04 DEG 19'58" W 363.22 FT ALONG RR ROW TO S LN OF NORTH ST, TH E 812 FT TO POB E 1/2 OF NE 1/4 SECT 34 EX COM IN THE NE COR OF SECT 34 TH S 00 DEG 09'38" W 1141.27 FT ON THE E LN OF SAID SECT 34, TH N 89 DEG 50'22" W 33 FT TO THE INTERSECTION OF S LN OF NORTH ST AND W LN OF COOPER ST, TH N 89 DEG 36' 04" W 129.71 FT TH S 00 DEG 10' 48" W 660.53 FT TH N 89 DEG 55' 37" W 105.84 FT TH S 01 DEG 54' 51" W 259.81 FT POB THIS EX, TH N 01 DEG 54' 51" E 259.81 FT, TH N 89 DEG 55' 37" W 226.81 FT, TH S 41.96 FT, TH W 53.58 FT, TH S 00 DEG 11'25" W 218.9 FT TH E ALONG N LN OF ARMORY CT TO POB NE 1/4 SECT 34 T2S R1W

-- Legal Description for Parcel Nos. 8-2492.04, 8-2494.06, 8-2492.07, and 8-2492.08.

Section 2.

That the Final Plan for Phase 1 (PH 1A and PH 1B) presented to City Council on April 21, 2009 and May 12, 2009 is the approved land use for this PUDD and any improvement and use constructed within the PUDD must be in conformity with that Final Plan unless amended by the City Council.

Section 3.

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



MEMO TO: Honorable Mayor and City Councilmembers
FROM: William R. Ross, City Manager
DATE: May 7, 2009
SUBJECT: Armory Arts PUDD Project

We have requested from Scott Fleming, President and CEO of the Enterprise Group, additional information and feedback on how the Enterprise Group plans to address the issues that were raised by the artists and residents from the Armory Arts project at the last City Council meeting.

Mr. Fleming has outlined in the attached letter his proposed methodology to address the various issues. I believe the key issue is providing heat in the Drill Hall/Exhibit Space Area. Mr. Fleming has worked with Consumers Energy and local contractors to develop a solution to the heating issue that is both economical to install and operate. Mr. Fleming has pledged that a portion of the development fee that the Enterprise Group will be receiving when building permits are issued for the apartment complex that is currently under consideration as part of the PUDD amendment are issued, will be utilized to pay for the cost of installing a heating system in the Drill Hall. The proposed heating system is an infrared type system that is both very efficient, and is commonly utilized to heat large spaces such as the Drill Hall without large operating costs. The system heats objects and individuals without having to heat all of the air making it much more efficient. The system creates warmth and makes individuals feel comfortable, and is commonly used in this type of space. The system is also much more economical to operate than the current system that exists or a similar updated system that would heat all of the air in the space. The key component to getting the infrared system installed is gaining approval for the Phase 1B of the project, thus giving the necessary capital to the Enterprise Group to install the system. Mr. Fleming and the Enterprise Group are committed to moving forward with this system. I can tell you with all certainty that the Enterprise Group Board of Directors is very supportive of both this expenditure and the method of addressing the heating needs for the Drill Hall/Exhibit Area.

I further believe that Mr. Fleming has addressed many of the other issues that were raised by the artists, and that he and his staff will continue to work with the artists to address these issues. I would note that a number of the issues raised have no relationship to the zoning matter at hand, but more to the internal functioning of the Armory Arts project. The Enterprise Group Board is very concerned about the project, and has taken an active role in working with Mr. Fleming to ensure that the issues raised are addressed. Quite frankly, human nature being what it is, we will never make all of the occupants of the Armory Arts project happy, but we will certainly continue to address the issues that are raised, and work with the developer and the artists to make the project a success.

I believe that the attached letter addresses the issues that were raised, and would strongly encourage you to adopt the PUDD amendment on first reading.

WRR:skh

Attachments

Copy to City Council



**The Enterprise
Group**

of Jackson, Inc.

May 6, 2009

City of Jackson
William Ross, City Manager
161 W. Michigan Avenue
Jackson, Michigan 49201

RE: Final Plan Amendment to the Armory Arts Village PUDD

Dear Bill:

At the last City County meeting, there seemed to be considerable misunderstanding by citizens, Council members, and the Armory Arts tenants regarding the proposed Phase 1B development of Armory Arts Village (AAV). Originally, the plan was to construct an 88-unit affordable family housing complex. However, in May 2008, the EG Board and the developer both agreed to alter the scope of the project to better serve the wishes and goals of the community. The new plan calls for 88 senior units, 70% of which will be low-income units and 30% of which will be market-rate units. Phase 1B will be built in two steps, with Step A consisting of 49 units, to begin construction in 2009. Step A development will also include a small gallery and two retail spaces, and creates more open space than the previous plan. Step B, consisting of 39 units, will be built at a future date.

As you heard at the City Council meeting, the current Armory Arts Village tenants are concerned about the project proceeding to Phase 1B before the issue of heating the Phase I Drill Hall Gallery has been resolved. However, moving to Phase 1B is a large part of the answer to the heating issue. Once the PUDD is approved and all the permits are in place, the development fees received by the EG would then be used to purchase an appropriate heating system for the Drill Hall Gallery. When the new heating system is installed, there are two funding mechanisms to pay for the ongoing heating bill. First, the developer and the EG have agreed that the rent received from the two planned retail spaces in Phase 1B will be used as the long-term revenue stream to pay for the heat in the Drill Hall Gallery. Second, the EG plans to supplement payment for heating costs with the rent received from events scheduled throughout the year at the Gallery. This second point was detailed in the original Master Agreement.

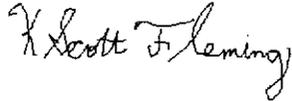
As a 20% partner in the development, The EG strives to work with the developer, the tenants, and the community to achieve the vision originally promised, with a number of budgetary and staffing challenges, as well as opportunities. Recent efforts at working toward that goal include:

1. The formation of a Residents Association, suggested by The EG, so the tenants have a formal mechanism by which to work together to achieve their entrepreneurial, promotional, and residential goals;
2. The formation of an Armory Arts Village Task Force, which includes EG Board Members and officers of the Residents Association, as a forum to foster communication and project progress between the tenants and The EG Board. One of the issues currently being addressed is collaboratively working toward improving the Gallery for the spring opening.
3. The formation of an EG Board AAV Advisory Committee to make project, development and budgetary recommendations to the full EG Board.
4. Development of an Armory Arts Village website, for which we are waiting on feedback from the Residents Association. The website features information about the project's development; history of the complex; a link to each individual artist and their art; the ability for online purchase of art; gallery information; events; classes; and tenant information.
5. Development of a Marketing Plan which dovetails with the website, but also targets FaceBook, Flickr and other popular media to promote the project and market to artist tenants.
6. A commitment from the Managing Partner to make sure that subcontracted work gets awarded at the local level to competitive, qualified bidders, utilizing an open bidding process for Phase 1B construction, and relying on The EG liaison (Amy Torres) to oversee the process, contact a waiting list of bidders, communicate locations where bid information is available, hold receptions for local trades to meet the General Contractor and their team, etc.
7. Facilitating collaboration of Excel Realty's engineering firm with the City's Engineering Department and consultant for the Grand River ArtsWalk route through Phase 2 of the PUDD (4/1/09 Preliminary Site Plan attached).

The EG is very much in favor of supporting a robust, creative community at Armory Arts Village. Moving forward with Phase 1B will enable us to establish a more nurturing environment for the artists in residence. With the pending construction of the Grand River ArtsWalk, and street/amenity improvements to Mechanic Street, we feel the added tenants, retail space and Gallery improvements will enhance the AAV development, encourage event attendance, and stimulate even more redevelopment in the area.

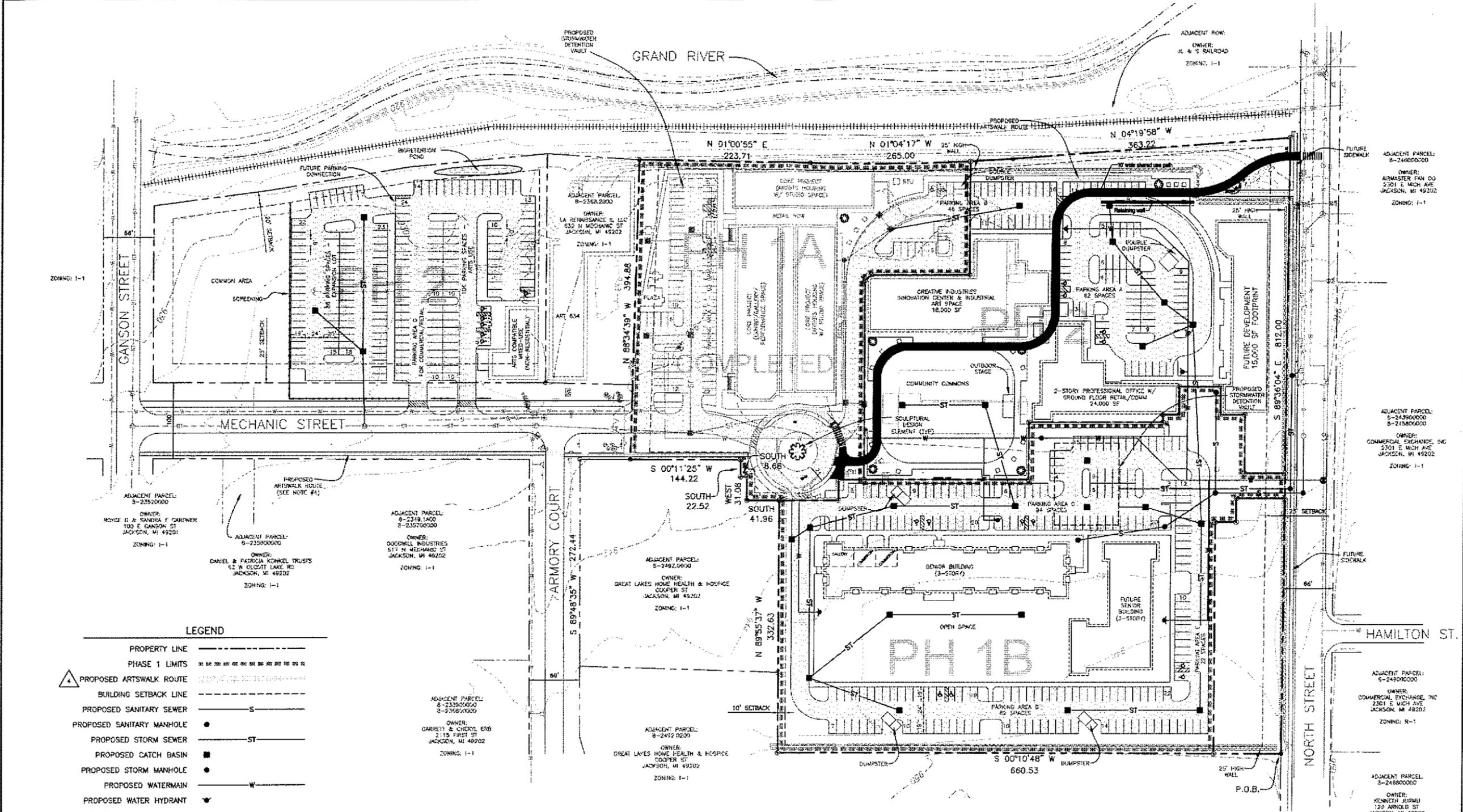
We appeal to the City Council to support the Phase 1B PUDD approval, which will achieve another milestone toward the Project vision, and secure the City's and community's previous and continued investment in the project. Please include this letter and the attached site plan as supplemental information to the May 12, 2009 agenda item for consideration of the Amended PUDD approval.

Sincerely,



K. Scott Fleming
President and CEO
The Enterprise Group of Jackson, Inc.
Jackson, Michigan 49201

cc: Peter Jobson, Excel Realty
Grant Bauman, Principal Planner
AAV Task Force
EG AAV Advisory Committee



LEGEND

PROPERTY LINE	---
PHASE 1 LIMITS	---x---x---x---x---x---x---x---
PROPOSED ARTS WALK ROUTE	---x---x---x---x---x---x---x---
BUILDING SETBACK LINE	---
PROPOSED SANITARY SEWER	---
PROPOSED SANITARY MANHOLE	●
PROPOSED STORM SEWER	---
PROPOSED CATCH BASIN	■
PROPOSED STORM MANHOLE	●
PROPOSED WATERMAIN	---
PROPOSED WATER HYDRANT	▼
EXISTING SANITARY SEWER	---
EXISTING SANITARY MANHOLE	⊙
EXISTING STORM SEWER	---
EXISTING STORM CATCH BASIN	■
EXISTING STORM MANHOLE	⊙
EXISTING WATERMAIN	---
EXISTING HYDRANT	▼

GRADING LEGEND

---	EXISTING CONTOUR, MAJOR
---	EXISTING CONTOUR, MINOR

- NOTES**
1. THE NORTH STREET ENTRANCE WILL NOT BE USED FOR VEHICULAR ACCESS.
 2. A CONNECTIVE ROAD SYSTEM ACCEPTABLE TO THE CITY ENGINEERING AND FIRE DEPARTMENTS WILL BE BUILT DURING PHASE 1 TO ENHANCE ACCESS AND TO PROVIDE AN EMERGENCY ROUTE FOR ALL VEHICULAR TRAFFIC.
 3. NEW UTILITIES WILL BE BURIED UNDERGROUND. EXISTING UTILITIES WILL BE RELOCATED UNDERGROUND WHERE FEASIBLE.
 4. PEDESTRIAN WALKWAYS WILL BE OPEN TO THE PUBLIC. THE HISTORIC INDUSTRIAL LEG OF THE RIVER ARTS WALK WILL BE PROTECTED BY PUBLIC EASEMENT PENDING DETERMINATION OF ITS FINAL ROUTE AND COURSE.
 5. PEDESTRIAN WALKWAYS AND PLAZAS WILL BE CONSTRUCTED OF STAMPED CONCRETE. PLAZAS WILL TYPICALLY FEATURE BENCHES, TABLES, AND ORNAMENTAL PLANTINGS.
 6. ART EXHIBITORS WILL BE ALLOWED TO DISPLAY THEIR WORK IN DESIGNATED AREAS ALONG THE PEDESTRIAN ROUTE (SEE LANDSCAPE PLAN FOR TYPICAL DETAIL).
 7. THE SCULPTURAL DESIGN ELEMENTS FEATURED THROUGHOUT THE PROJECT WILL BE PERMANENT INSTALLATIONS OR HAVE PERMANENT BASES WITH CHANGING DISPLAYS.
 8. RETAIL SPACES WILL PREDOMINATE ALONG THE NORTH SIDE (OF THE WATERFRONT) FORMER CELL BLOCK BUILDING AND THE COURTYARD AREA BETWEEN THE CORE BUILDINGS.

9. SITE-SPECIFIC STANDARDS WILL BE DEVELOPED FOR ALL SIGNAGE USED ON THE SITE WITH THE EXCEPTION OF TRAFFIC CONTROL SIGNS THAT MUST BE IN ACCORDANCE WITH THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.
10. THE DEVELOPER WILL INTEGRATE HISTORIC ARTIFACTS WITH PROPOSED PROJECT ELEMENTS AND INCLUDE COMMEMORATIVE SIGNS OR INSCRIPTIONS.
11. THE DEVELOPER COMMITS TO RENOVATE THE HISTORIC PRISON WALL IN CONFORMANCE WITH THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION. IN ADDITION, THE WORK WILL RETAIN ALL SIGNIFICANT ARCHITECTURAL FEATURES OF THE WALL INCLUDING THE ARCHES, TOWERS AND METAL GATES. THE WORK WILL STABILIZE THE WALL BY ADDRESSING WATER PENETRATION ESPECIALLY AT THE TOP OF THE WALL AND THROUGH DESTRUCTURED MORTAR JOINTS. MASONRY CLEANING (IF ATTEMPTED), MASONRY REPAIR AND MASONRY TUCKPOINTING WILL MEET THE REQUIREMENTS OF THE SECRETARY'S REHABILITATION STANDARDS.

ARMORY SITE LEGAL DESCRIPTION*

A PARCEL OF LAND IN THE NE ¼ OF SECTION 34, T25, R11N, CITY OF JACKSON, JACKSON COUNTY, MICHIGAN AND MORE PARTICULARLY DESCRIBED AS COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 34; THENCE S 00°00'36"W 1141.27 FEET, ON THE EAST LINE OF SAID SECTION 34; THENCE N89°50'22"W 33.00 FEET, TO INTERSECTION OF THE SOUTH LINE OF NORTH STREET AND THE WEST LINE OF COOPER STREET; THENCE N89°50'04"W 129.71 FEET, ON THE SOUTH LINE OF NORTH STREET, TO THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE S00°10'48"W 660.53 FEET; THENCE S89°53'37"W 332.63 FEET; THENCE SOUTH 41.96 FEET; THENCE WEST 31.08 FEET; THENCE SOUTH 8.68 FEET; THENCE S00°11'25"W 144.22 FEET, ON THE EAST LINE OF COOPER STREET AT THE NORTH END OF MECHANIC STREET; THENCE N89°54'59"W 394.86 FEET, ON THE EAST LINE OF THE JACKSON & SAGINAW RAILROAD RIGHT OF WAY; THENCE N01°00'35"E 223.71 FEET, ON SAID RAILROAD RIGHT OF WAY; THENCE 265.13 FEET, ON THE ARC OF CURVE TO THE LEFT WITH A CENTRAL ANGLE OF 08°09' 02", A RADIUS OF 2468.76 FEET, AND A LONG CHORD BEARING AND DISTANCE OF N01°04'17"W 265.00 FEET, ON SAID RAILROAD RIGHT OF WAY; THENCE N04°19'58"W 363.22 FEET, ON SAID RAILROAD RIGHT OF WAY TO THE SOUTH LINE OF NORTH STREET; THENCE S89°50'04"E 812.00 FEET, ON THE SOUTH LINE OF NORTH STREET, TO THE POINT OF BEGINNING, CONTAINING 13.772 ACRES.

*THE ARMORY SITE IS COMPRISED OF THE FOLLOWING TAX PARCELS:

- 8-2492.0400 (3.36 ACRES)
- 8-2492.0500 (5.33 ACRES)
- 8-2492.0700 (4.42 ACRES)
- 8-2492.0800 (0.66 ACRES)

WSS DIG
UTILITY NOTIFICATION
CALL 1-800-482-7171
THREE WORKING DAYS
BEFORE YOU DIG
NON-MEMBERS MUST BE
CALLED DIRECTLY

Feller Finch & Associates, Inc.
2797 Spring Arbor Road, Suite B - Jackson, Michigan 49203
Phone: (517) 783-0711
Fax: (517) 783-0711
www.fellerfinch.com
Engineers, Surveyors
Planners
with additional offices located in Columbus, Delphos, and Massena, Ohio

NO.	DATE	REVISION
1	4/1/09	PRELIMINARY SITE PLAN

PRELIMINARY SITE PLAN
REVISED 4/1/09
ARMORY ARTS VILLAGE
JACKSON, MICHIGAN

TITLE

PROJECT

SIGNED

DATE

SCALE: 1" = 60'

DATE: 2-10-08

DRAWN BY: CKL

CHECKED BY: CEC

PROJECT: 20E00417

ISSUES: 20-00417SP00C2

SHEET 2 OF 2

Scott Fleming, President and CEO
Enterprise Group of Jackson, Inc.
One Jackson Square
11th Floor
Jackson, MI 49201

Dear Scott,

I hope everything is going well in Jackson.

As your predecessor and originator of the Armory Arts Project, Peter Jobson asked that I clarify the separate roles that Excel Realty Group and The Enterprise Group envisioned when the Armory Arts Project was first conceived, particularly with respect to issues that have since become contentious.

First, with regard to the respective roles of Excel and The EG, it was Excel's responsibility to plan, finance and execute the real estate project utilizing and conforming with the Section 42 tax credit program. Excel would then manage through a management agent of its choice the day to day housing related aspects of the residential property. For its part, The EG was to be responsible for marketing the project's residential units to artists during the construction phase, and once built for arts related activities and programs. Both parties agreed that the building would be marketed to artists, but that fair housing laws had to be observed and that potential non-artist applicants could not be discriminated against. It was thought in the planning stages of the project that most, if not all, 62 residential units would be leased by artists.

It was also known to Excel and The EG that heating the Drill Hall could not be covered by proportionately allocating this extraordinary cost to the lease cost of each residential unit. Originally, it was thought that The EG would help form an artist's association that would assume responsibility for raising funds to cover this cost. It was not contemplated that heating the Drill Hall would be a responsibility of the project partnership.

I hope this clarification serves a useful purpose.

Sincerely,

Steve Czarnecki

Cc Peter Jobson



City Planning Commission

Staffed by the Region 2 Planning Commission (R2PC)
120 W. Michigan Avenue • Jackson, MI 49201
Phone (517) 788-4426 • Fax (517) 788-4635

April 21, 2009

Honorable Mayor and City Council
City of Jackson, Michigan

Subject: **PC 09-04 – Final Plan Amendment to Phase 1 of the Armory Arts Village
Planned Unit Development District (PUDD)**

Dear Mayor and Councilpersons:

Excel-New Urban LDHA LP (the applicant) requests an amendment to the final plan awarded to Phase 1 of the PUDD. The Armory Arts Village PUDD was approved by City Council on March 28, 2006 and final plan approval was also awarded to Phase 1 of the PUDD on that date. The Zoerman-Clark Building (Art 634) component of the PUDD was awarded final plan approval by Council on September 25, 2007. Council also approved the removal of the southeast portion of Phase 2 of the proposed development from the PUDD on that date when it was rezoned back to I-1 (light industrial) for use by Great Lakes Home Health and Hospice.

The City Planning Commission (CPC) held a public hearing on the proposed amendments to the approved final plan for Phase 1 of the PUDD at its meeting on Wednesday, February 4, 2009. The request now comes to City Council for public hearing and possible action. Staff recommended tabling of the request until several outstanding issues were addressed. The CPC recommends approval of the final plan for Phase 1 with the following conditions (as suggested by staff):

1. Identify the route of the 14-foot wide arts riverwalk through the PUDD,
2. Identify the as-built changes to Phase I of the PUDD on the proposed site plan and landscape plans including the location of the dumpster and major utilities, the design of light standards and landscaping, and
3. Identify the approved changes to the Art 634 portion of the PUDD (which was also granted final plan approval).

Revised site and landscape plans which satisfy those conditions and an explanatory letter are attached to this cover letter. The solid green line on the plans is the proposed route of the Riverwalk. The dotted blue polygon on the plans identifies the completed portion of Phase 1 of the PUDD. The dotted red polygon on the plans identifies the area associated with Art 634 which also received final plan approval.

The revised plans were reviewed at the monthly department head meeting for zoning issues. The City Engineer pointed out that the final route of the Riverwalk may change. It is clear, however, that the final route will not impact the proposed amendments to Phase 1 of the PUDD. The City Engineer also mentioned that funding may be available to rebuild Mechanic Street with brick pavement through the Michigan Department of Transportation's Enhancement Program. It is important to have the utilities associated with the PUDD proposed within the Mechanic Street right-of-way installed prior to or during the reconstruction of the roadway. Accordingly, it is recommended that the following condition be attached to the approval of the final plan amendment:

The utilities associated with the PUDD proposed within the Mechanic Street right-of-way must be installed prior to or during the reconstruction of the roadway to the satisfaction of the City Engineer.

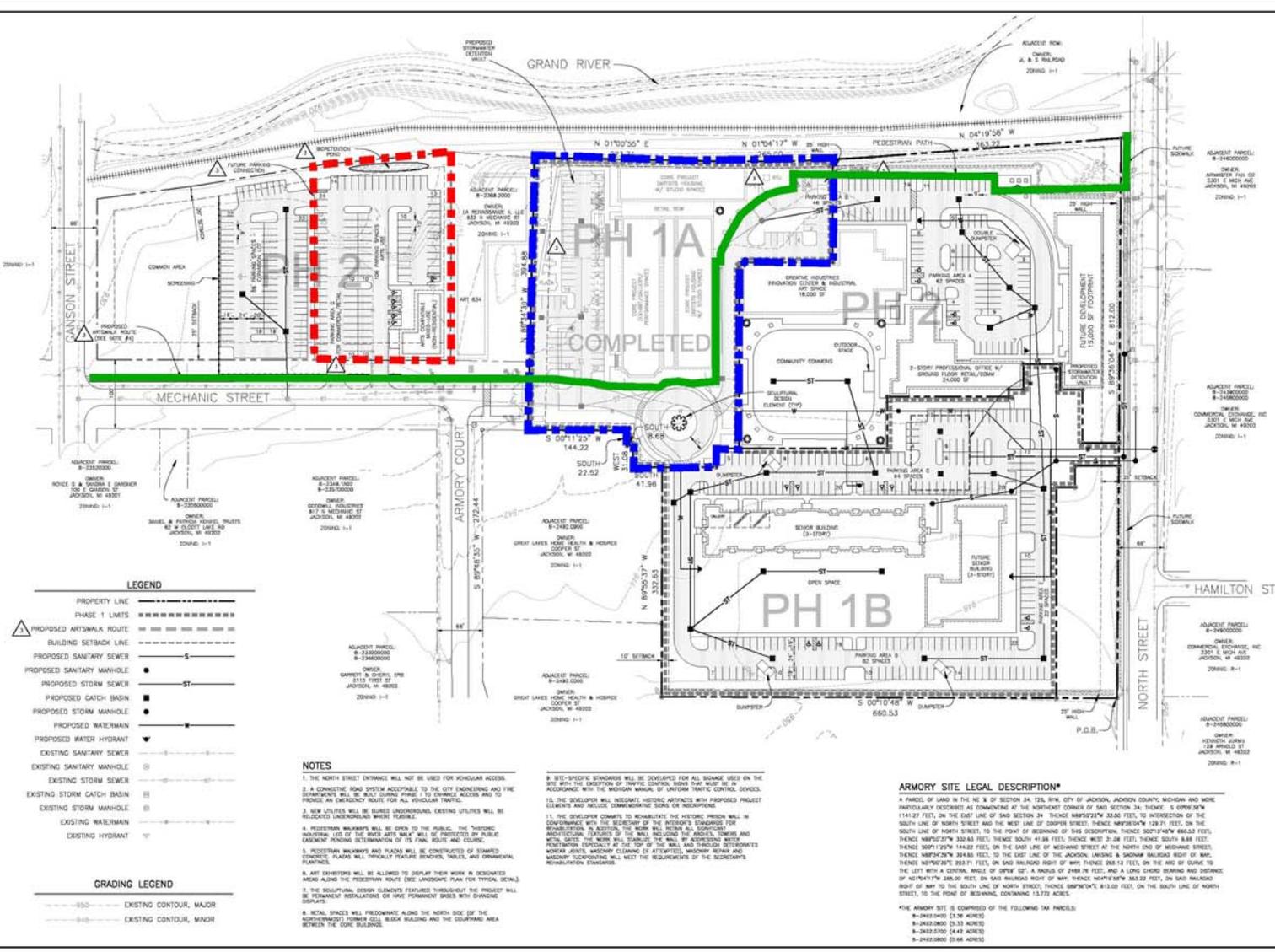
The staff report, the notice of public hearings, and the February 4, 2009 meeting minutes of the CPC are also attached to this cover letter.

If you have any questions, please do not hesitate to contact me at 768-6711.

Sincerely,

A handwritten signature in black ink, appearing to read "Grant E. Bauman".

Grant E. Bauman, AICP
Principal Planner



LEGEND

PROPERTY LINE
PHASE 1 LIMITS

PROPOSED ARTSWALK ROUTE

BUILDING SETBACK LINE

PROPOSED SANITARY SEWER

PROPOSED SANITARY MANHOLE

PROPOSED STORM SEWER

PROPOSED CATCH BASIN

PROPOSED STORM MANHOLE

PROPOSED WATERMAIN

PROPOSED WATER HYDRANT

EXISTING SANITARY SEWER

EXISTING SANITARY MANHOLE

EXISTING STORM SEWER

EXISTING STORM CATCH BASIN

EXISTING STORM MANHOLE

EXISTING WATERMAIN

EXISTING WATER HYDRANT

GRADING LEGEND

EXISTING CONTOUR, MAJOR

EXISTING CONTOUR, MINOR

- NOTES**
1. THE NORTH STREET ENTRANCE WILL NOT BE USED FOR VEHICULAR ACCESS.
 2. A CONCRETE WALKWAY ACCESSIBLE TO THE CITY ENGINEERING AND THE DEVELOPER WILL BE BUILT DURING PHASE 1 TO PROVIDE ACCESS AND TO PROVIDE AN EMERGENCY ROUTE FOR ALL VEHICULAR TRAFFIC.
 3. NEW UTILITIES WILL BE BURIED UNDERGROUND. EXISTING UTILITIES WILL BE RELOCATED UNDERGROUND WHERE FEASIBLE.
 4. PEDESTRIAN WALKWAYS WILL BE OPEN TO THE PUBLIC. THE "ARMORY INDUSTRIAL USE OF THE WALK ARTS MALL" WILL BE INTERCEPTED BY PUBLIC EXISTENT PARKING DETENTION OF 25 PARK SPACES AND COVERED.
 5. PEDESTRIAN WALKWAYS AND PLAZAS WILL BE CONSTRUCTED OF STAINED CONCRETE PLAZAS WILL TYPICALLY FEATURE BENCHES, TABLES, AND ORNAMENTAL PLANTINGS.
 6. ART EXHIBITORS WILL BE ALLOWED TO DISPLAY THEIR WORK IN RECORDED MALLS ALONG THE PEDESTRIAN ROUTE (SEE LANDSCAPE PLAN FOR TYPICAL SCALES).
 7. THE SCULPTURAL DESIGN ELEMENTS FEATURED THROUGHOUT THE PROJECT WILL BE STAINLESS STEEL OR WAX POLYMER BRASS WITH GRANITE DISPLAYS.
 8. METAL SPACES WILL BE PROVIDED ALONG THE NORTH SIDE OF THE NORTHEAST CORNER TOWER GALLERY BUILDING AND THE COVERTING AREA BETWEEN THE CORE BUILDING.

8. SITE-SPECIFIC SIGNAGING WILL BE DEVELOPED FOR ALL SIGNAGE AREAS ON THE PEDESTRIAN ROUTE AND THE INTERIOR OF THE WALK ARTS MALL. SIGNAGE SHALL BE DEVELOPED IN ACCORDANCE WITH THE SIGNAGE REGULATIONS OF THE CITY OF JACKSON, MICHIGAN. THE DEVELOPER SHALL INTEGRATE HISTORIC ARCHITECTURE WITH PROPOSED PROJECT ELEMENTS AND INCLUDE COMMUNITY ARTS AND INTERPRETIVE.

11. THE DEVELOPER AGREES TO MAINTAIN THE HISTORIC PRISON WALL IN CONFORMANCE WITH THE REQUIREMENTS OF THE INTERIOR STANDARDS FOR RESTORATION. IN ADDITION, THE WALL WILL REMAIN AS EXISTING ARCHITECTURAL FEATURES OF THE WALL INCLUDING THE ARCHES, TOWERS AND METAL SPACES. THE NORTH WALL STAYS THE WALL BY ADDING AN AREA PORTENTATION SPECIFICALLY AT THE TOP OF THE WALL AND THROUGH DISTINGUISHED METAL ARCHES. ANCHORING ELEMENTS OF RETICULATED WOODEN BRASS AND ALUMINUM CLADDING WILL MEET THE REQUIREMENTS OF THE SURVEYOR'S DEMONSTRATION STANDARDS.

ARMORY SITE LEGAL DESCRIPTION*

A PARCEL OF LAND IN THE NE 1/4 OF SECTION 24, T2S, R14E, CITY OF JACKSON, JACKSON COUNTY, MICHIGAN AND MORE PARTICULARLY DESCRIBED AS COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 24; THENCE S 07°02'30" W 114.22 FEET, ON THE EAST LINE OF SAID SECTION 24; THENCE N89°22'27" W 22.66 FEET, TO INTERSECTION OF THE SOUTH LINE OF NORTH STREET; THENCE N 0°00'00" W 129.71 FEET, ON THE SOUTH LINE OF NORTH STREET; TO THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE S07°02'30" W 666.33 FEET; THENCE N89°22'27" W 22.62 FEET; THENCE SOUTH 41.66 FEET; THENCE WEST 21.06 FEET; THENCE SOUTH 8.66 FEET; THENCE S07°02'30" W 144.22 FEET, ON THE EAST LINE OF MECHANIC STREET AT THE NORTH END OF MECHANIC STREET; THENCE N89°22'27" W 24.84 FEET; TO THE EAST LINE OF THE JACKSON LANDING & SHOWMA BARRAGED RIGHT OF WAY; THENCE N10°20'27" W 252.71 FEET, ON SAID BARRAGED RIGHT OF WAY; THENCE 265.13 FEET, ON THE ARC OF CURVE TO THE LEFT WITH A CENTRAL ANGLE OF 102° 14' 40" AND A LONG CHORD BEARING AND DISTANCE OF N10°17'11" W 426.05 FEET; ON SAID BARRAGED RIGHT OF WAY; THENCE N84°51'24" W 363.32 FEET, ON SAID BARRAGED RIGHT OF WAY TO THE SOUTH LINE OF NORTH STREET; THENCE S89°22'27" W 412.02 FEET, ON THE SOUTH LINE OF NORTH STREET, TO THE POINT OF BEGINNING, CONTAINING 13.772 ACRES.

*THE ARMORY SITE IS COMPOSED OF THE FOLLOWING TAX PARCELS:
 8-2422.0400 (3.36 ACRES)
 8-2422.0800 (3.33 ACRES)
 8-2422.0700 (4.42 ACRES)
 8-2422.0800 (2.86 ACRES)

PRELIMINARY SITE PLAN
 REVISED 2/16/09
ARMORY ARTS VILLAGE
 JACKSON, MICHIGAN

DATE: 1" = 80'
 SCALE: 2-10-08
 DRAWN BY: DEC
 CHECKED BY: DEC
 PROJECT: 20080417
 DRAWING: 20-00475P002C
 SHEET: 2 OF 2

DESIGNED BY: **THE OFFICE OF ARCHITECTURE & PLANNING**
 2297 Spring Lake Road, Suite 30 Jackson, Michigan 49201
 Phone: (517) 785-9779
 Fax: (517) 785-0272
 www.additionaloffices located in Columbus, Dayton, and Madison, Ohio

OWNER: COMMERCIAL ENGINEERS, INC. 2201 E. HIGH AVE. JACKSON, MI 49202
 ZONING: I-1

OWNER: GREAT LAKES HOME HEALTH & HOSPICE COOPERATIVE JACKSON, MI 49202
 ZONING: I-1

OWNER: GARRETT & GUYTON, INC. 1214 FREET ST. JACKSON, MI 49202
 ZONING: I-1

OWNER: SHANE & PATRICK TRUSS, INC. 63 W. BLOTT LANE SO JACKSON, MI 49202
 ZONING: I-1

OWNER: COMMERCIAL ENGINEERS, INC. 2201 E. HIGH AVE. JACKSON, MI 49202
 ZONING: I-1

OWNER: KEVINCH JAMES 128 ANGUS ST. JACKSON, MI 49202
 ZONING: I-1

OWNER: COMMERCIAL ENGINEERS, INC. 2201 E. HIGH AVE. JACKSON, MI 49202
 ZONING: I-1

OWNER: KEVINCH JAMES 128 ANGUS ST. JACKSON, MI 49202
 ZONING: I-1



Typical Light Fixture
SCALE: 10:60"00

PLANT LIST

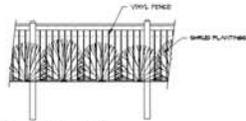
Qty	Key	Botanical Name	Common Name	Species	Height	Spread	Root	Remarks
2	01	Crataegus s. 'Harris' 'Crispata'	Thorned Hawthorn	DB	8'-10'		DB	
1	02	Quercus bicolor	Hawkeye	DB	3'		DB	
80	03	Shorea robusta 'Indian Rose'	Asian Rose Shrub	DB	3'		DB	
4	04	Staphylea trifoliate 'Sudora'	White Dogwood	DB	3'		DB	
20	05	Staphylea trifoliate 'Sudora'	White Dogwood	DB	3'		DB	
10	06	Hydrangea macrophylla 'Nikko Blue'	Blue Hydrangea	DB	4'-5'		DB	
4	07	Malus baccata 'Carmine Red'	Red Crab Apple	DB	3'		DB	
20	08	Malus baccata 'Carmine Red'	Red Crab Apple	DB	3'		DB	
4	09	Prunella americana 'Shogakukan'	Shogakukan Plum Tree	DB	3'		DB	
4	10	Prunella americana 'Shogakukan'	Shogakukan Plum Tree	DB	3'		DB	
1	11	Prunella americana 'Shogakukan'	Shogakukan Plum Tree	DB	3'		DB	
1	12	Prunella americana 'Shogakukan'	Shogakukan Plum Tree	DB	3'		DB	
1	13	Prunella americana 'Shogakukan'	Shogakukan Plum Tree	DB	3'		DB	
1	14	Prunella americana 'Shogakukan'	Shogakukan Plum Tree	DB	3'		DB	
1	15	Prunella americana 'Shogakukan'	Shogakukan Plum Tree	DB	3'		DB	
1	16	Prunella americana 'Shogakukan'	Shogakukan Plum Tree	DB	3'		DB	
1	17	Prunella americana 'Shogakukan'	Shogakukan Plum Tree	DB	3'		DB	
1	18	Prunella americana 'Shogakukan'	Shogakukan Plum Tree	DB	3'		DB	
1	19	Prunella americana 'Shogakukan'	Shogakukan Plum Tree	DB	3'		DB	
1	20	Prunella americana 'Shogakukan'	Shogakukan Plum Tree	DB	3'		DB	

Notes

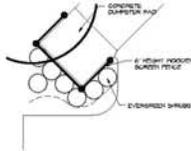
1. All existing vegetation shown is to be saved and protected during the demolition and construction process.
2. Specific planting notes and details will be provided on final construction drawings.
3. Official decorative lighting signage and site furnishings will be provided throughout the development.
4. Additional detailed planting areas will be provided for buildings, entry areas, and other special throughout the development.
5. Plantings will be irrigated.
6. Screening for parking areas to be planted hedge or fence.
7. Plantings to be installed with a combination of planting and some. All work to be installed.
8. Distribution access points for lighting to be provided every 80 feet as the wall line.
9. Decorative paving to be stamped concrete.

Legend

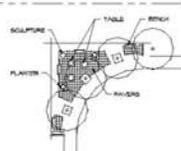
- Existing Features
- 1. Property Line
- Proposed Features
- 1. Concrete Curb and Gutter
 - 2. Handicap Parking Space
 - 3. Plant Identification
 - 4. Trees
 - 5. Shrub
 - 6. Plant Bed Edge



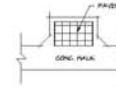
Typical Screening
SCALE: 10:SCALE



Typical Dumpster Screening
SCALE: 1:40'



Typical Plaza Area
SCALE: 1:40'

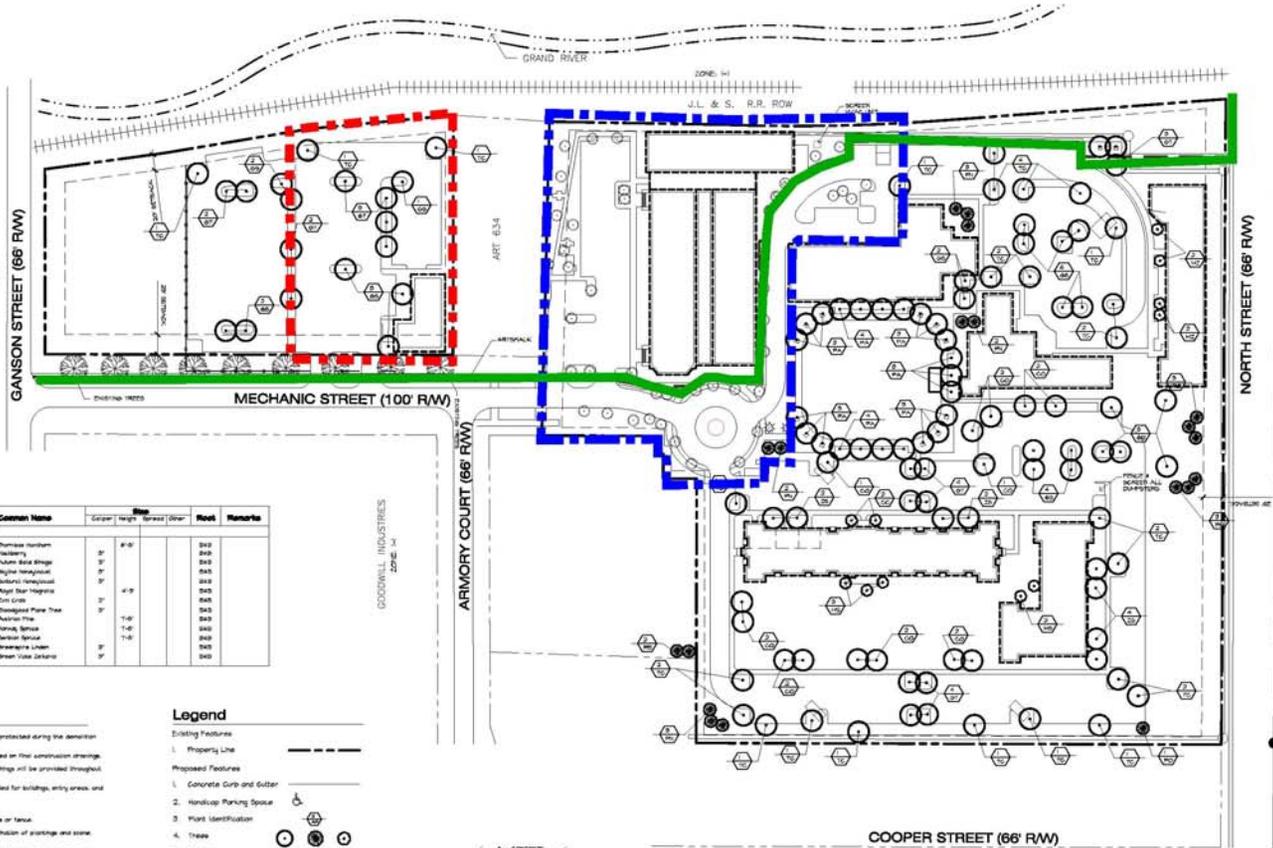


Typical Exhibitor Space
SCALE: 1:40'



North
Scale: 1"=60'

Landscape Plan



Armory Arts Village
Jackson, Michigan

Date: 8/20/09
Revision: 3/8/09
1/26/09
2/18/09
Project No.: 00006
Sheet No.:

2797 Spring Arbor Road, Suite B
Jackson, Michigan 49203
(517) 783-0710
Fax (517) 783-0711
www.fellerfinch.com

Donald L. Feller, P.E.
Gregory N. Feller, P.E.
Christopher E. Crisenbery, P.E.

February 17, 2009

Region II Planning Commission
Attn: Mr. Grant Bauman, AICP, Principal Planner
120 West Michigan Avenue
Jackson, MI 49201

RE: Armory Arts Village
PUDD Amendment Revisions
Project No. 20e00489

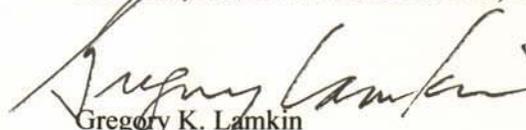
Dear Mr. Bauman:

Thank you for taking the time to discuss your Staff Recommendation of February 4, 2009 in person. We incorporated the following revisions in the Armory Arts PUDD site plan to assist the City Council in its deliberations:

1. *Identify the route of the 14-ft wide Arts Riverwalk through the PUDD.* A thick, dashed line indicates the route of this cultural feature running north along Mechanic Street and thence through the PUDD to North Street and beyond. However, please note that the 14-ft width would not be applicable to city street rights-of-way (Mechanic Street, North Street, et al.) or the PUDD. Instead, this dimension refers to that part of the pathway that will run cross-country through the open terrain that parallels the Grand River.
2. *Show/identify the as-built changes to Phase 1 of the PUDD on the proposed site and landscape plans (e.g. the location of dumpster and major utilities, the design of the light standards, landscaping, etc.).* Phase 1A is called out as "completed" and all of its associated features are now shown in lighter grayscale. The specific items noted in the review letter were modified to reflect as-built conditions.
3. *Show/identify the approved changes to the Art 634 portion of the PUDD which was also granted final plan approval.* The Art 634 portion of the PUDD has been revised to coincide with the plan submitted by the Enterprise Group and approved by the City of Jackson in 2007. This area also includes provision for future expansion of the lot to assure adequate parking for the entire project as per the original intent of the plan approved by the City of Jackson in 2006.

Please contact me if you have any further questions regarding the enclosed site plan.

Sincerely,
FELLER, FINCH & ASSOCIATES, INC.


Gregory K. Lamkin
Project Engineer



City Planning Commission

Staffed by the Region 2 Planning Commission (R2PC)
120 W. Michigan Avenue • Jackson, MI 49201
Phone (517) 788-4426 • Fax (517) 788-4635

February 4, 2009

Application PC 09-04

Staff Recommendation

Applicants:

Excel-New Urban LDHA LP
23549 Shaker Boulevard
Shaker Heights, Ohio 44122

Enterprise Group
One Jackson Square, Suite 1100
Jackson, MI 49201

Project Description:

Phase 1 of the Armory Arts Village PUDD (Planned Unit Development District) originally included 88 multi-family residential units in several buildings. The applicant wishes to replace those multi-family units with 88 residential units marketed to seniors. Various other smaller changes are also included in the request.

Parcel Location:

The Armory Arts Village PUDD is located at 100 Armory Court, the northern terminus of Mechanic Street

Request:

Amendments to the final plan approved for Phase 1 of the Armory Arts Village PUDD (Planned Unit Development District) are requested. There are also various changes to the approved preliminary plan for the PUDD.

Staff Analysis/Findings

There are a number of changes reflected on the proposed site and landscape plans which differ from the approved site and landscape plans (please see the approved and proposed site plans and the proposed landscape plan):¹

1. ***The multifamily townhouse-style buildings proposed in the original site plan are replaced with a building of senior residential units, along with a gallery and 2 small commercial spaces in the proposed site plan; a 2nd building of senior units is proposed for future development. The proposed reconfiguration creates an additional open space, although the more formal plaza areas included on the original site plan were removed.***
2. ***The northern traffic circle proposed on the approved site plan was removed from the proposed site plan, resulting in the loss of the sculptural design ele-***

¹ ***Bold and italicized text reflects changes proposed or already made to Phase 1 of the PUDD.***

Final PUDD Request

ment proposed within the circle. Vehicular and formal pedestrian access to North Street are also absent from the proposed site plan.

3. The connective drive between the northeastern and northwestern parking areas in the approved site plan was removed from the proposed site plan, in conjunction with the northern traffic circle.
4. A net loss of 10 parking spaces from the approved site plan is reflected on the proposed site plan. ***Phase 1A lost a space and the loss of 8 more spaces are proposed for Phase 1B.***
5. ***A total of 2 dumpsters located on the approved site plan are not reflected on the proposed site plan. The orientation of dumpsters on the proposed site plan is also different from the approved site plan.*** The landscaping proposed around all dumpsters is different in the proposed planting plan than the approved planting plan.
6. ***A pedestrian path to the eastern prison wall gate and a path located along the eastern prison wall of the approved site plan are not reflected on the proposed site plan.***
7. ***The landscaping planned for Phase 1B of the proposed landscaping plan differs from the proposed landscape plan in places due to the reconfiguration of the new residential buildings and the removal of the northern traffic circle. There appears to be a net loss of 6 trees around the proposed residential buildings on the proposed landscape plan.***
8. The 'future development' building (15,000 sq. ft. footprint) proposed for the northeast corner of the development on the approved site plan is not reflected on the proposed site plan. Associated parking was also removed from the proposed site plan.
9. The southeast parcel now owned by Great Lakes Home Health & Hospice was removed from the proposed site plan, reflecting the rezoning of that portion of the PUDD back to I-1.

There are also a number of changes to the completed portion of the PUDD which are not reflected on the approved site plan (please see the approved and proposed site plans and the proposed landscape plan):²

10. ***The plantings located throughout Phase 1A of the project differ from the approved and revised planting plans.***
11. ***The dumpster behind the Phase 1A (existing) residential buildings is located in a different area than indicated on the approved and proposed site plans. Nor is it screened in accordance with the approved and proposed planting plans. Utilities are located where the dumpster is shown on the plans. The dumpster***

² ***Bold and italicized text reflects changes proposed or already made to Phase 1 of the PUDD.***

Final PUDD Request

located along the northern property line in Phase 1A of the approved and proposed site plans is simply not there.

12. *A large generator is located along the western prison wall directly north of the Phase 1A residential buildings. This is not identified on the original or proposed site plans.*
13. *The light poles located in Phase 1A are a different style than identified on either the approved or proposed landscape plans.*
14. The changes approved for the parking area, including landscaping, as part of the final plan approved for the Art 634 project are not reflected on the proposed site plan.
15. The rerouting of the proposed 14-ft wide Arts Riverwalk through the grounds of the PUDD, as agreed to by the Enterprise Group, is not reflected on the proposed site plan.

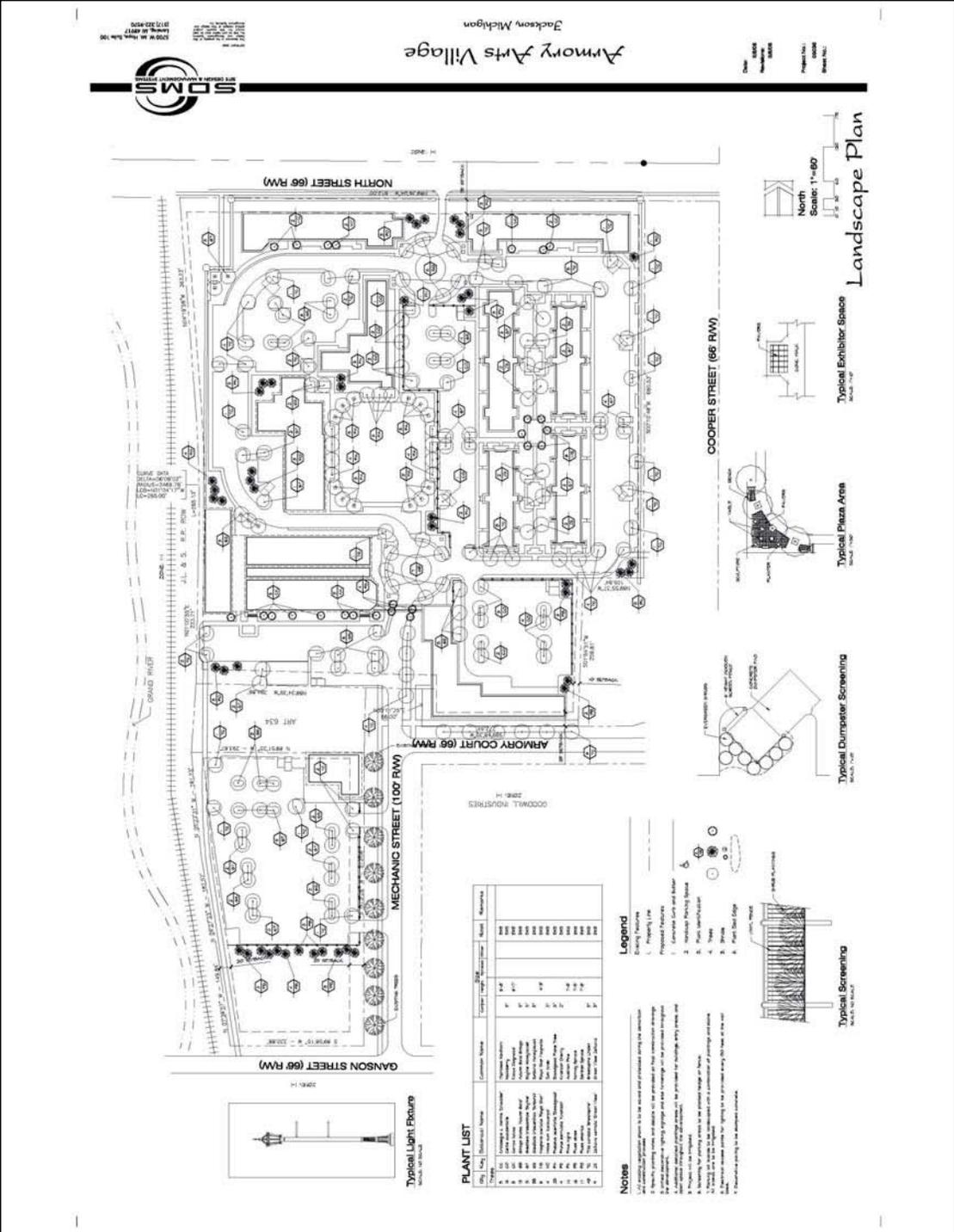
Recommendation:

Based upon these factors, staff recommends **TABLING** a decision on the proposed amendments to the final plan for Phase 1 and the preliminary plan for Phase 2 until the following outstanding issues are addressed:

1. Identify the route of the 14-ft wide Arts Riverwalk through the PUDD,
2. Show/identify the as-built changes to Phase 1 of the PUDD on the proposed site and landscape plans (e.g., the location of dumpster and major utilities, the design of the light standards, landscaping, etc.).
3. Show/identify the approved changes to the Art 634 portion of the PUDD which was also granted final plan approval.

Please note that replacing the 88 multi-family residential units with a like number of senior residential units will not adversely impact the physical function of the PUDD. In fact, the removal of an office building and the nature of the senior units will likely reduce the need for parking despite the net loss of 10 parking spaces. However, it is up to the City Planning Commission and City Council to decide if the proposed change in the social function of the PUDD is wise.

Figure 3
Proposed Landscape Plan



**Figure 4
Feller-Finch Memo**

MEMORANDUM

TO: GRANT BAUMAN, PRINCIPAL PLANNER – REGION II
FROM: GREGORY LAMKIN
SUBJECT: KEY FEATURES OF ARMORY ARTS VILLAGE PUDD REVISIONS
DATE: 1/29/2009
CC: FILE

As you are aware, our client is requesting an amendment to the original PUDD for the Armory Arts Village in order to design and construct senior housing in lieu of multi-family townhouses for Phase 1B of the project. Similar to the original project concept, there will be provision for 88 dwelling units—although it proposed to apportion the units between two buildings rather than four.

The buildings will continue to be three-stories in height, with one of 49 units constructed during the initial build-out and provision for a future building of 39 units as economic circumstances allow. There will be a small component for gallery and commercial space in the first building on the first-floor level, thus integrating this phase into the larger arts community scheme for the Village.

The overall scope of the Armory Arts Village has been reduced in size and intensity. 1.60 acres at the southeast corner of the project were transferred to Great Lakes Home Health and Hospice, and the proposed future development at the northeast corner of the site will be left open for an as-yet undesignated use (but not for building). As a result, approximately 51,000 square feet of office/commercial/retail space is no longer included in the project.

There is a commensurate reduction in the parking requirement for the PUDD. Based on the variety of use types and square footage now envisioned, the parking requirement stands at 500 vehicles while parking spaces for 562 vehicles will be provided. Also, please note that the traffic plan no longer includes ingress from North Street.

There are no substantive changes to the landscaping plan except on the east side of the site (around the senior housing and the future development area at the northeast corner) and only because the actual building layout will change. Here, the revised plan shows itself consistent in style with what the City approved at the time of the initial PUDD re-zoning request.

Figure 5
Senior Residential Building Elevation & Floor Plans



FRONT ELEVATION
SCALE: 3/32" = 1'-0"



FIRST FLOOR BUILDING PLAN
SCALE: 3/32" = 1'-0" GROSS AREA = 19,340 SQ. FT.



SECOND FLOOR BUILDING PLAN
SCALE: 3/32" = 1'-0" GROSS AREA = 19,311 SQ. FT.



THIRD FLOOR BUILDING PLAN
SCALE: 3/32" = 1'-0" GROSS AREA = 19,310 SQ. FT.



City Planning Commission

Staffed by the Region 2 Planning Commission (R2PC)
120 W. Michigan Avenue • Jackson, MI 49201
Phone (517) 788-4426 • Fax (517) 788-4635

PC 09-04 Notice of Public Hearing

The Jackson City Planning Commission and Jackson City Council will hold public hearings to consider a request for and amendment to the final site plan for a portion of a Planned Unit Development District (PUDD), as provided for in Section 28-48 of the City's Zoning Ordinance.

Origin of the request:

Excel-New Urban LDHA LP
23549 Shaker Boulevard
Shaker Heights, Ohio 44122

The location of the properties:

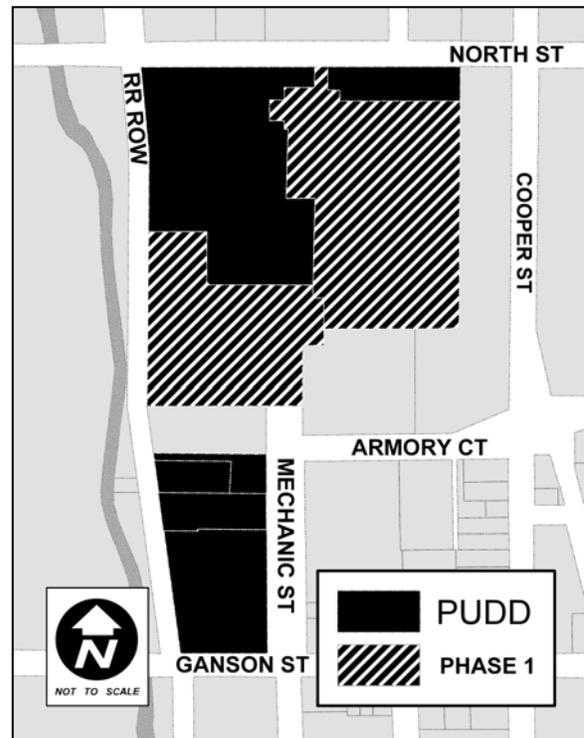
Phase 1 of the Armory Arts Village Planned Unit Development District (PUDD)

The PUDD request:

An amendment to the final site plan for Phase I of the PUDD is proposed.

The Proposed Amendment:

An amendment to the final site plan for Phase I allowing for two buildings of senior housing units rather than four buildings of multi-family buildings.



You are invited to attend the public hearings to be held on:

City Planning Commission -- Wednesday, February 4, 2009 at 7:00 pm

City Council – Tuesday, February 24, 2009 at 7:00 pm

The meetings will be held in the

**City Hall Council Chambers, 2nd floor
161 W. Michigan Avenue**

Please contact Grant Bauman at (517) 768-6711 with any questions or comments about the proposal. Written comments can be sent to the Region 2 Planning Commission, which is located at 120 W. Michigan Avenue, Jackson, MI 49201.

By: Grant E. Bauman, AICP
R2PC Principal Planner



City Planning Commission

Staffed by the Region 2 Planning Commission (R2PC)
120 W. Michigan Avenue • Jackson, MI 49201
Phone (517) 768-6711 • Fax (517) 788-4635

MEETING MINUTES

Wednesday, February 4, 2009
Council Chambers, City Hall

Members present: Patrick Colligan; Ryan Doll; John Guidinger, Vice-Chairman; Jeanne Kubish; Clyde Mauldin, Chairman; Jerry Ludwig, Mayor; John Polaczyk, Councilperson; and William Ross, City Manager

Members absent: Richard Lawson

Staff present: Grant Bauman, R2PC Principal Planner; Frank Donovan, Chief City Building Inspector; Susan Murphy, Deputy City Attorney; and Charles Reisdorf, R2PC Executive Director

Item 1 Call to order

Chairman Mauldin called the meeting to order at 7:00 p.m.

Item 2 Pledge of allegiance

Those in attendance rose for the pledge of allegiance.

Item 3 Consideration of approval for the meeting minutes of January 7, 2009

A motion was made by Comm. Kubish, and supported by Comm. Polaczyk, to approve the minutes of the January 7, 2009 meeting as provided in the agenda packet.

The motion passed by unanimous voice vote.

Item 4 PC 09-01 – Consideration of a rezoning request from I-1 (Light Industrial) to I-2 (General Industrial) for portions of properties located at 103 N. Horton St., and 2301-2309 E. Ganson

The staff recommendation to deny the rezoning request was presented by Mr. Bauman (please see the staff report).

Chairman Mauldin opened the public hearing.

Mr. Rick Baxter, representing the applicant, spoke in favor of the rezoning. Mr. Baxter indicated that the building was divided internally consistent with the request for rezoning. The applicant wishes to use those portions of the building proposed for rezoning, and areas on the lot outside the buildings for a used car sales lot. The remaining portions of the building, those which are not proposed for rezoning,

would be continued to be used for general industrial purposes. No one spoke in opposition to the rezoning,

Chairman Mauldin closed the public hearing.

Planning Commissioners discussed the rezoning and expressed concern regarding the practice of rezoning portions of properties, particularly those in which the zoning line bisects an existing building. Such a rezoning often results in immediate non-conformities due to lack of ability to maintain side yard setback requirements. The Commission also discussed the alternative of amending the zoning ordinance to allow the sales of automobiles in the I-1 zoning district. Such an amendment would allow sales in I-2 (per Section 28-47), and a rezoning would not be necessary.

A motion was made by Comm. Ross and supported by Comm. Kubish to recommend disapproval of the rezoning request to the City Council.

The motion passed by the following vote: Yeas – 8 (Colligan, Doll, Guidinger, Kubish, Mauldin, Ludwig, Polaczyk and Ross); Nays – 0, Absent – 1 (Lawson).

A motion was made by Comm. Ross and supported by Comm. Doll to initiate an amendment to the City of Jackson Zoning Ordinance to amend the I-1 zoning district to provide for automobile dealerships as a permitted use, and to forward the request to City Council for authorization.

The motion passed by the following vote: Yeas – 8 (Colligan, Doll, Guidinger, Kubish, Mauldin, Ludwig, Polaczyk and Ross); Nays – 0, Absent – 1 (Lawson).

Item 5 PC 09-04 – Consideration of an amendment to an existing Planned Unit Development District (PUDD) for the Armory Arts Village PUDD.

Mr. Bauman presented the staff recommendation to table a decision on the proposed amendment to the final plan for Phase I and the preliminary plan for Phase II until the following outstanding issues are addressed:

1. The identification of the route of the 14-foot wide arts riverwalk through the PUDD,
2. Identification of the as-built changes to Phase I of the PUDD on the proposed site and landscaped plans to include the dumpster and major utilities, design of light standards, and landscaping, and,
3. Identification of the approved changes to the site plan for Arts 634.

Chairman Mauldin opened the public hearing.

Mr. Scott Fleming, Jackson Enterprise Group CEO, addressed the Planning Commission in support of the proposal to amend the Armory Arts PUDD. Mr. Fleming noted that the master agreement was proposed for amendment to address heating of the drill gallery in the former prison building. He also indicated that the master agreement would be amended to allow preference for bids from local contractors, and a change in the site plan to support senior citizen housing on the parcel. He noted that preference for rental would be given to seniors who are artists, and that addi-

tional retail space would be offered in the proposed senior housing building. He indicated that the bike trail will follow existing private roads. Amy Torres, also representing the Enterprise Group, said that the State approved revisions to the bike trail only recently and that these changes would be incorporated in the site plan as soon as possible. Peter Jobson, representing Excel Reality Group of Shaker Heights, Ohio, noted that senior housing is a good type of housing based upon future demand. He indicated the state historic architect supports the building design with the exception of the peaked roof over the building entrance. He described the amenities to be provided in the building.

Ms. Margaret Riddle, Manager of Arts 634, appeared before the Commission to express concerns regarding the provision of heat to the gallery in the existing prison building, the adequacy of parking in the PUDD, particularly for Arts 634, and the actual commitment to artists. Mark Riddle spoke in opposition to the amendment expressing concerns about parking and the lack of detail regarding the means of recruiting artists, including senior artists. Mr. Jobson discussed details regarding the issue of providing heat to the drill hall, noting that the heat was to be financed by revenues from the leasing of the drill hall, and that this was the responsibility of the Enterprise Group. Mr. Jobson and Mr. Fleming said they were addressing these issues.

Chairman Mauldin closed the public hearing.

The Planning Commission focused on its responsibilities in the review of the amended PUDD, those being items and issues related to the site plan and landscape plan.

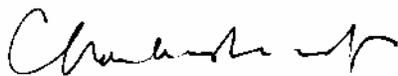
A motion was made by Comm. Doll, and supported by Comm. Polaczyk, to approve the site plan with the condition that the site plan:

1. Identify the route of the 14-foot wide arts riverwalk through the PUDD,
2. Identify the as-built changes to Phase I of the PUDD on the proposed site plan and landscape plans including the location of the dumpster and major utilities, the design of light standards and landscaping, and
3. Identify the approved changes to the Arts 634 portion of the PUDD (which was also granted final plan approval).

The motion passed by the following vote: Yeas - 8 (Colligan, Doll, Guidinger, Kubish, Mauldin, Ludwig, Polaczyk and Ross); Nays - 0, Absent - 1 (Lawson).

Item 6 Other Business

There being no other business, the meeting was adjourned at 8:35 p.m.



Charles Reisdorf
Recording Secretary

MEMORANDUM
City Clerk's Office

April 30, 2009

TO: Honorable Mayor and City Councilmembers

FROM: Lynn Fessel, City Clerk 

SUBJECT: Final Adoption of Ordinance No. 2009.7

Following is Ordinance No. 2009.7, which is being placed on this agenda for final adoption. Council approved this ordinance rezoning 615 and 617 Oak Street and 616 and 618 Francis Street from R-4 to I-1.

C: City Manager

ORDINANCE NO. _____

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

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1.

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

Change the parcels located at 615 (7-009800000) & 617 (7-009900000) Oak Street and 616 (7-010000000) & 618 (7-010100000) Francis Street from R-4 (high-density apartment and office) to I-1 (light industrial).

Section 2.

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

Adopted:



Community Development

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

May 6, 2009

TO: William R. Ross, City Manager

FROM: Carol L. Konieczki, Community Development Director

RE: Final Allocation of Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) Funds for Fiscal Year 2009-2010, Request to Approve the 2009-2010 One-Year Action Plan, Adopt the Resolution of Certifications, and Authorize the Mayor to Sign Required Documents for Submission to HUD

On February 24, 2009, City Council made preliminary CDBG and HOME allocations for the 2009-2010 fiscal year (Year 35). Normally, final allocations are made at the second Council meeting in April; however, this year HUD did not release formula allocations until Friday, May 1, 2009.

Final Allocations

When staff estimates the amount of CDBG and HOME funds available for Council to make preliminary allocations, history has established a declining trend so estimates are based on a 3.5% decrease from the previous year's allocation. This has held true for the past four years, as indicated below:

Fiscal Year	CDBG Grant	HOME Grant
2005-2006	\$1,587,449	\$363,120
2006-2007	1,423,439	342,188
2007-2008	1,422,034	338,709
2008-2009	1,369,903	329,548

However, this year that trend was broken:

	Preliminary Allocation Estimate	Final Allocation Actual
CDBG		
Formula Allocation	\$1,321,957	\$1,391,448
Program Income	<u>100,000</u>	<u>100,000</u>
Total:	<u>\$1,421,597</u>	<u>\$1,491,448</u>
<i>Additional Amount to Allocate:</i>		\$69,491
HOME		
Formula Allocation	\$322,957	\$365,957
<i>Additional Amount to Allocate:</i>		\$43,018

This also increases the statutory caps on certain activities:

Public Service (15% cap)	\$229,717
CDBG Administration (20% cap)	\$298,290

HOME Administration (10% cap)	\$ 36,595
CHDO Set-Aside (min. 15% cap)	54,894
CHDO Operating Expense (5% cap)	18,298

Also keep in mind, a reallocation of 10% or more of the CDBG entitlement grant (\$139,144) between activities funded in the preliminary allocation and final allocation would be considered a substantial change and would require the entire publication, comment, and hearing process to start over.

One-Year Action Plan

Attached is the 2009 One-Year Action Plan for City Council's approval. Some minor changes have been made to the draft Action Plan given to City Council on March 10, 2009, such as a continuation of reporting unemployment rates. In order to remain on schedule to start the CDBG and HOME fiscal year on July 1, 2009, staff will need authorization from City Council to make minor modifications to the Action Plan submitted with this memorandum to accurately reflect final allocations. A complete copy of the Action Plan, with minor modifications, will be available in the City Clerk's office for public review for an additional 30 days. Also attached is the Application for Federal Assistance (HUD Form SF-424), the Resolution for Certification, and the Non-State Grantee Certifications.

Requested action is for City Council to:

1. Make its final CDBG and HOME allocations for fiscal year 2009-2010.
2. Approve the 2009-2010 One-Year Action Plan, authorizing staff to make minor modifications to accurately reflect City Council's final allocations;
3. Adopt the Resolution of Certifications; and,
4. Authorize the Mayor to sign Form SF-424, the Certifications, and any other documentation required for submittal of the One-Year Action Plan to HUD.

Please place this item on the May 12, 2009 City Council agenda for consideration.

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

2009-2010 Community Development Block Grant Funding Proposal Recommendations

Applicants	Funding Request	Citizens Advisory Council	City Admin.	Prelim. Allocation <small>2/24/09 City Council</small>
Public Services				
1 American Red Cross	\$5,000	\$5,000	\$0	\$0
2 Big Brothers Big Sisters of Jackson County	12,000	6,000	0	0
3 Center for Family Health (added by City Council vote to receive late application on 1/20/09)	25,000	17,147	0	15,000
4 Community Action Agency	60,000	5,000	0	0
5 Community Development (Neighborhood Resource Center)	15,000	15,000	0	12,000
6 Family Service & Children's Aid	47,580	25,000	0	0
7 Helping All People Excel (HAPE)	3,845	0	0	0
8 Human Relations Commission	11,800	5,000	0	0
9 Jackson Affordable Housing (Foreclosure Prevention)	28,000	15,000	0	12,500
10 Jackson Affordable Housing (Homeownership Program)	9,200	3,000	0	6,000
11 Jackson School of the Arts	5,000	0	0	0
12 Legal Services of South Central Michigan	25,000	15,000	0	0
13 Parks & Recreation (King Center Summer Youth Program)	40,000	40,000	40,000	40,000
14 Partnership Park Downtown Neighborhood Assoc.	15,000	15,000	0	5,000
15 The Salvation Army	75,000	30,000	0	40,000
16 United Way of Jackson County	20,000	17,147	0	12,000
Public Services Subtotal	\$397,425	\$213,294	\$40,000	\$142,500
Public Services canNOT exceed \$229,717				
Administration and Planning				
17 Community Development	\$216,425	\$216,425	\$216,425	\$216,425
Administration and Planning Subtotal	\$216,425	\$216,425	\$216,425	\$216,425

Applicants Other Projects	Funding Request	Citizens Advisory Council	City Admin.	Prelim. Allocation 2/24/09 City Council
18 BRINCS	\$77,485	\$0	\$0	\$0
19 Community Development (Code Enforcement)	538,000	500,000	500,000	450,000
20 Community Development (Residential Rehabilitation)	401,000	401,000	200,000	200,000
21 Department of Engineering (Monroe Street Sidewalk)	70,000	0	30,532	30,000
22 Department of Engineering (Street Paving/Reconstruction)	744,000	53,577	415,000	300,000
23 Department of Public Services	100,000	53,577	20,000	20,000
24 John George Home	50,000	50,000	0	50,000
25 Parks & Recreation (Forestry)	25,000	12,000	0	8,000
Other Projects Subtotal	\$2,005,485	\$1,070,154	\$1,165,532	\$1,058,000
Total Requested / Recommended	\$2,619,335	\$1,499,873	\$1,421,957	\$1,416,925
Total Funding Available	\$1,421,957	\$1,421,957	\$1,421,957	\$1,421,957
	(estimate)	(estimate)	(estimate)	(estimate)

Final Allocation

5/12/09 City Council



Final Allocation

5/12/09 City Council

\$1,491,448

(actual)

2009-2010 HOME Allocation Table

Applicants	Funding Request	City Administration Recommendation	City Council Recommendation 2/10/09	Final City Council Recommendation 5/12/09
Rehabilitation Assistance (RAP)	\$144,657	\$227,657	\$227,657	
Administration (CD) ¹	30,300	30,300	30,300	
Downpayment Assistance	40,000	0	0	
Administration (JAHC) ¹	6,000	0	0	
Jackson Affordable Housing Corp. - Acquisition/Rehab/Resale ²	60,000	50,000	50,000	
CHDO Operating Expenses ³	12,000	15,000	15,000	
Habitat for Humanity	82,500	0	0	
Total Budget:	\$375,457	\$322,957 (estimate)	\$322,957 (estimate)	\$365,975 (actual)

Restrictions

¹Admin (CD + JAHC) - no more than 10% (\$36,595)

²CHDO Set-aside (mandatory) at least 15% (\$54,894)

³CHDO Operating Expenses (optional) - no more than 5% (\$18,298)

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, the City of Jackson, Michigan has prepared a One-Year Action Plan in order to procure federal funds under the Housing and Community Development Act of 1974, as amended in 1983 and 1988, and the Cranston-Gonzalez National Affordable Housing Act of 1990; and,

WHEREAS, the City of Jackson, Michigan is required by law to provide certain assurances and certifications to the United States Department of Housing and Urban Development (HUD) as part of said procurement; and,

WHEREAS, the City of Jackson, Michigan has in place and is following a Citizen Participation Plan as required by HUD.

NOW, THEREFORE, BE IT RESOLVED, that the One-Year Action Plan is adopted and approved, the Mayor, as the official representative of the City, is authorized and directed to execute the submission of said Plan for and on behalf of the City of Jackson, Michigan, and the Mayor and the Community Development Department are authorized to provide such additional information as may be required and to submit said Plan to HUD;

BE IT FURTHER RESOLVED, that the City of Jackson, Michigan hereby assures and certifies that it will comply with the regulations, policies, guidelines, and requirements with respect to the acceptance and use of federal funds for these federally-assisted programs, and the City of Jackson, Michigan gives assurances and certifies that, with respect to the Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME):

- A. It possesses legal authority to make a grant submission and to execute a community development and housing program.
- B. Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the person identified as the official representative of the grantee to submit the One-Year Action Plan and amendments thereto, and all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the grantee to act in connection with the submission of the One-Year Action Plan, and to provide such additional information as may be required.
- C. It is following a detailed Citizen Participation Plan which:
 1. Provides for and encourages citizen participation with particular emphasis on participation by persons of low- and moderate-income who are residents of slum and blighted areas and of areas in which funds are proposed to be used, and provides for participation of residents in low- and moderate-income neighborhoods as defined by the local jurisdiction;
 2. Provides citizens with reasonable and timely access to local meetings, information, and records relating to the grantee's proposed use of funds, as required by the regulations of the Secretary, and relating to the actual use of funds under the Act;
 3. Provides for technical assistance to representative groups of persons of low- and moderate-income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee;

4. Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped;
5. Provides for a timely written answer to written complaints and grievances, within 15 working days where practicable; and,
6. Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.

Prior to submission of its Housing and Community Development Plan to HUD, the grantee has:

1. Met the citizen participation requirements of 24 CFR 91.105.
 2. Prepared its One-Year Action Plan in accordance with 24 CFR 91 and made the Plan available to the public.
- D. The grants will be conducted and administered in compliance with:
1. Title VI of the Civil Rights Act of 1964 (Public Law 88-352, 42 USC 2000d *et seq.*); and,
 2. The Fair Housing Act (42 USC 3601-20).
- E. It will affirmatively further fair housing.
- F. It has developed its Plan to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight, except that the aggregate use of CDBG funds received under Section 106 of the Act, and, if applicable, under Section 108 of the Act, during the 2009-2010 program year shall principally benefit persons of low- and moderate-income in the manner that ensures not less than 70 percent of such funds are used for activities that benefit such persons during such period.
- G. It has developed a community development plan for the period specified in Paragraph F above that identifies community development and fair housing needs and specifies both short- and long-term community development objectives that have been developed in accordance with the primary objective and requirements of the Act.
- H. It will not attempt to recover any capital costs of public improvements assisted in whole or in part with funds provided under Section 106 of the Housing and Community Development Act of 1974, as amended, or with amounts resulting from a guarantee under Section 108 of the Act by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless:
1. Funds received under Section 106 of the Housing and Community Development Act of 1974, as amended, are used to pay the proportion of such fee or assessment that related to the capital costs of such public improvements that are financed from revenue sources other than under Title 1 of the Act; or,

2. For purposes of assessing any amount against properties owned and occupied by persons of moderate-income, the grantee certifies to the Secretary that it lacks sufficient funds received under Section 106 of the Housing and Community Development Act of 1974, as amended, to comply with the requirements of subparagraph H(1) above.
- I. Its notification, inspection, testing, and abatement procedures concerning lead-based paint will comply with 24 CFR 570.608.
 - J. It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, as required under 24 CFR 570.606(a) and federal implementing regulations, it is following a residential anti-displacement and relocation assistance plan as required under Section 104(d) of the Act and in 24 CFR 570.606(c), and it will comply with the relocation requirements of 24 CFR 570.606(d) governing optional relocation assistance under Section 105(a)(11) of the Act.
 - K. It has adopted and is enforcing:
 1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and,
 2. A policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.
 - L. To the best of its knowledge and belief:
 1. No federal appropriated funds have been paid, or will be paid, by or on behalf of it to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement;
 2. If any funds other than federal appropriated funds have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee or a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and,
 3. It will require that the language of Paragraph L of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
 - M. It will provide a drug-free workplace by:
 1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

2. Establishing an ongoing drug-free awareness program to inform employees about:
 - a) The dangers of drug abuse in the workplace;
 - b) The grantee's policy of maintaining a drug-free workplace;
 - c) Any available drug counseling, rehabilitation, and employee assistance programs; and,
 - d) The penalties that may be imposed upon employees for drug abuse violation occurring in the workplace.
 3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by Paragraph M(1)
 4. Notifying the employee in the statement required by Paragraph M(1) that, as a condition of employment under the grant, the employee will:
 - a) Abide by the terms of the statement; and,
 - b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
 5. Notifying the agency in writing within ten calendar days after receiving notice under Paragraph M(4)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.
 6. Taking one of the following actions, within 30 calendar days of receiving notice under Paragraph M(5), with respect to any employee who is so convicted:
 - a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or,
 - b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
 7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 through 6.
- N. If it is subsequently determined that additional sites will be used for the performance of work under the grant, it shall notify HUD immediately upon the decision to use such additional sites by submitting a revised "Place of Performance" form.
- O. It will comply with the other provisions of the Act and with other applicable law.
- P. Before committing to any HOME funds, the City will evaluate HOME Projects that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing.
- Q. If the participating jurisdiction intends to provide tenant-based rental assistance, the use of HOME funds for tenant-based rental assistance is an essential element of the participating

jurisdiction's annual approved housing strategy for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

* * * *

STATE OF MICHIGAN }
County of Jackson } ss
City of Jackson }

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 12th of May, 2009.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on the 13th day of May, 2009.

Lynn Fessel

City Clerk



SF 424

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

SF 424

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

Date Submitted	Applicant Identifier	Type of Submission	
Date Received by state	State Identifier	Application	Pre-application
Date Received by HUD	Federal Identifier	<input type="checkbox"/> Construction	<input type="checkbox"/> Construction
		<input checked="" type="checkbox"/> Non Construction	<input type="checkbox"/> Non Construction
Applicant Information			
Jurisdiction: City of Jackson		UOG Code:	MI263174 JACKSON
Address: 161 W. Michigan Avenue		DUNS:	08-503-1656
		Organizational Unit: Administration	
City: Jackson	State: Michigan	Department: Community Development	
ZIP: 49201	Country: U.S.A.	Division: Community Development Dept.	
Employer Identification Number (EIN):		County: Jackson	
38-6004701		Program Year Start Date: 07/01	
Applicant Type:		Specify Other Type if necessary:	
Local Government: City		Specify Other Type	
Program Funding		U.S. Department of Housing and Urban Development	
Catalogue of Federal Domestic Assistance Numbers; Descriptive Title of Applicant Project(s); Areas Affected by Project(s) (cities, Counties, localities etc.); Estimated Funding			
Community Development Block Grant		14.218 Entitlement Grant	
CDBG Project Titles Various		Description of Areas Affected by CDBG Project(s) – Citywide	
CDBG Grant Amount \$1,391,448	Additional HUD Grant(s) Leveraged	Describe	
Additional Federal Funds Leveraged		Additional State Funds Leveraged	
Locally Leveraged Funds		Grantee Funds Leveraged	
Anticipated Program Income \$100,000		Other (Describe)	
Total Funds Leveraged for CDBG-based Project(s) \$1,491,448			
Home Investment Partnerships Program		14.239 HOME	
HOME Project Titles Housing		Description of Areas Affected by HOME Project(s) Citywide	
HOME Grant Amount \$365,975	Additional HUD Grant(s) Leveraged	Describe	
Additional Federal Funds Leveraged		Additional State Funds Leveraged	
Locally Leveraged Funds		Grantee Funds Leveraged	

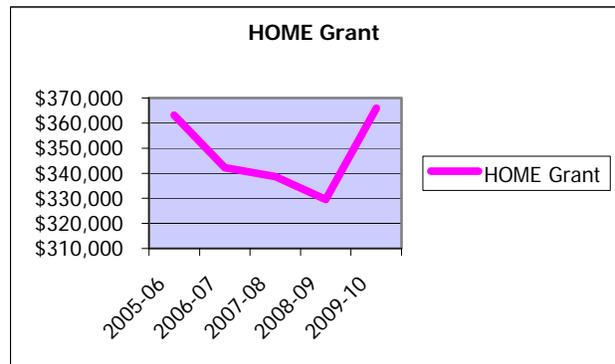
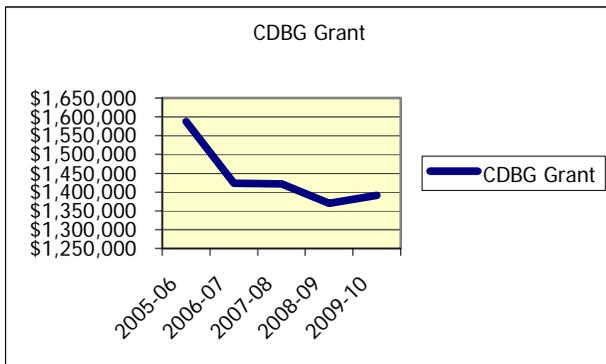
Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for HOME-based Project(s) \$365,975			
Housing Opportunities for People with AIDS		14.241 HOPWA	
HOPWA Project Titles		Description of Areas Affected by HOPWA Project(s)	
HOPWA Grant Amount	Additional HUD Grant(s) Leveraged	Describe	
Additional Federal Funds Leveraged		Additional State Funds Leveraged	
Locally Leveraged Funds		Grantee Funds Leveraged	
Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for HOPWA-based Project(s)			
Emergency Shelter Grants Program		14.231 ESG	
ESG Project Titles		Description of Areas Affected by ESG Project(s)	
ESG Grant Amount	Additional HUD Grant(s) Leveraged	Describe	
Additional Federal Funds Leveraged		Additional State Funds Leveraged	
Locally Leveraged Funds		Grantee Funds Leveraged	
Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for ESG-based Project(s)			
Congressional Districts of:		Is application subject to review by state Executive Order 12372 Process?	
Applicant Districts	Project Districts		
Is the applicant delinquent on any federal debt? If "Yes" please include an additional document explaining the situation.		<input type="checkbox"/> Yes	This application was made available to the state EO 12372 process for review on DATE
		<input type="checkbox"/> No	Program is not covered by EO 12372
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Program has not been selected by the state for review

Person to be contacted regarding this application		
First Name Michelle	Middle Initial L.	Last Name Pultz
Title Project Coordinator	Phone (517) 768-6436	Fax (517) 780-4781
E-mail mpultz@cityofjackson.org	Website www.cityofjackson.org	Director Carol L. Konieczki (517) 768-6438
Signature of Authorized Representative Jerry F. Ludwig, Mayor		Date Signed May _____, 2009

Executive Summary

The City of Jackson is pleased to present this Action Plan, its fifth and final program year covered by the most current 5-Year Consolidated Plan. The 2009-2010 fiscal year represents the City's 35th consecutive year to receive a CDBG entitlement grant and 19th year to receive a HOME entitlement grant. During the first four years of the 5-Year Consolidated Plan, the City has seen a decrease of nearly 14% in CDBG funding and a decrease of over 9% in HOME funding, making it more challenging to properly administer, staff, and provide the type of impact these funds can make on the community. On May 1, 2009, HUD released the 2009-2010 allocations which, as can be seen below, have increased (especially HOME) which, along with other recovery funds, should help the City begin to make the types of improvements needed for the community.

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



The 5-Year Consolidated Plan identified four major goals in expending CDBG and HOME funds:

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

The most recent analysis of expended funds was conducted for the 2007-2008 Consolidated Annual Performance and Evaluation Report, which indicated:

Goal 1 – 55% of funds were expended towards decent, affordable housing through various programs: rehabilitation, emergency hazard repairs, World Changers, new construction, rental inspections, down payment assistance, foreclosure prevention and homeownership counseling.

Goal 2 – Two percent of funds were invested in economic development. The City is currently reviewing its economic development opportunities to expand the use of CDBG funds into other eligible activities, such as microenterprise assistance.

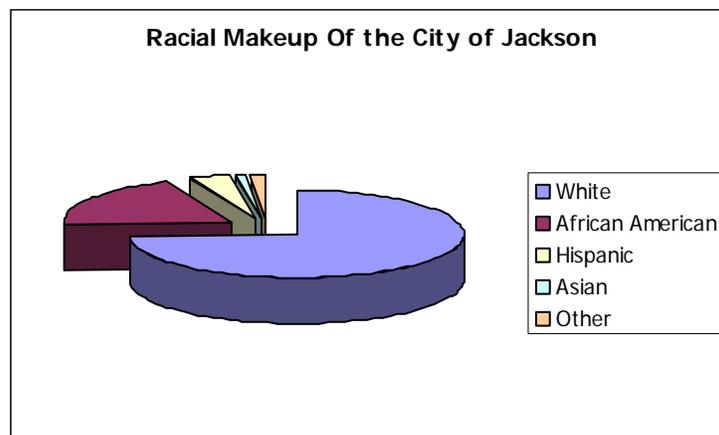
Goal 3 – 30% of funds have been allocated towards the elimination of blight through ordinance enforcement activities, sidewalk replacement, streetscaping the downtown, street and water main replacements, beautification efforts such as tree planting and improving existing parks, and funding a façade improvement loan program for downtown businesses.

Goal 4 – 13% of funds have been utilized to provide public services to the low- and moderate-income City residents.

General Information

Jackson County is strategically located in south-central Michigan at the crossroads of two major highways, Interstate 94 and US-127, and also by state highways M-50 and M-60. Lansing, the capital of Michigan, is located less than an hour's drive north, Detroit approximately 70 miles to the east, and Chicago approximately 200 miles to the west. The City of Jackson encompasses approximately eleven square miles and, according to 2000 Census data, had a population of 36,316 residents. However, the 2007 population estimate for the City indicates 34,022 residents, a decrease of over 6% (Source: US Census Bureau, 2007 Population Estimates). This is a continual decline in residents as the City has lost over 9% of its residents since 1990, when Census data counted 37,446 residents.

Examining the population base further, the median age is 31.3 with 17,307 males (48%) and 19,009 females (52%), based on 2000 Census date.



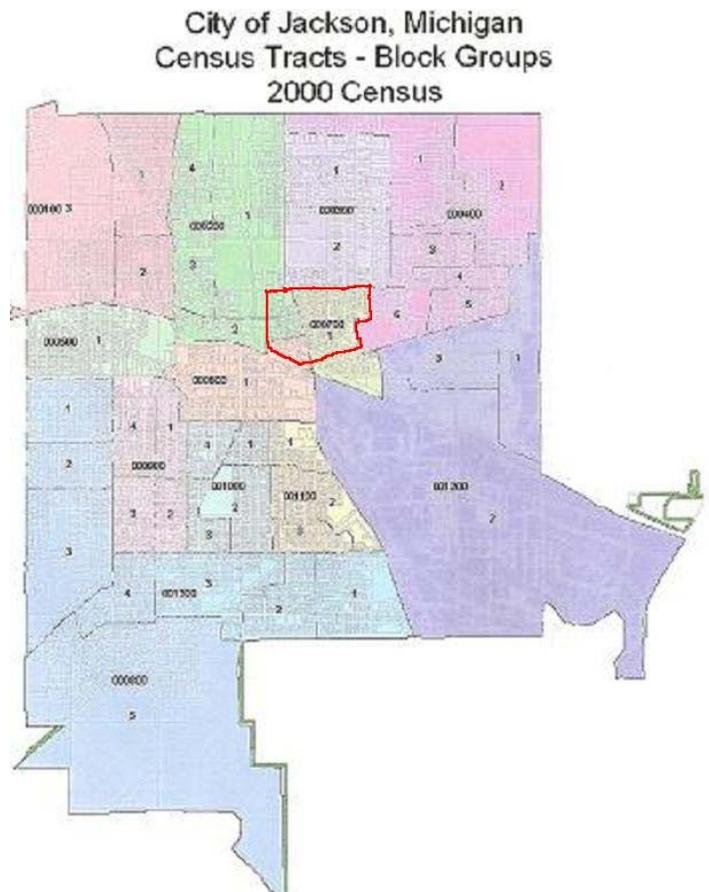
At the close of 2008, while the unemployment rate in the United States was at 7.2%, Michigan recorded 10.4% (the highest in the nation according to US Bureau of Labor Statistics), Jackson County 11.1%, and the City of Jackson 15.8%. The City realized a two percent increase in a single month alone (13.8% in November 2008 to 15.8% in December 2008) and 4.8% for the year (11% in December 2007). On March 4, 2009, Sparton Corporation, whose company headquarters and manufacturing plant have been located in the City of Jackson since 1900, announced it was closing its door by June 30, 2009, putting 39 salaried and 167 hourly employees out of a job. Products currently manufactured in Jackson will be transferred to Sparton's facilities in Brooksville, Florida and Ho Chi Minh City, Vietnam. Production Engineering recently purchased the old Goodyear plant, moving its facilities from Summit Township to the City of Jackson due to its anticipated growth; however, May 1, 2009 brought the announcement that Production Engineering was laying off approximately 50 employees.

Other recent Jackson area downsizings announced in 2008 include:

- **Gerdau Mac Steel** – laid off 300 of 380 workers indefinitely
- **Michigan Automotive Compressor Inc.** – offered voluntary buyouts to nearly all of its 740 workers
- **TAC Inc.** – offered buyouts to 70 of 590 employees and has gone to a four-day week
- **CertainTeed** – temporarily laid off 80 of 250 workers

In 2007 several small companies closed with an estimated workforce loss of 150 jobs. In 2006, the City received news the local plant Edscha was closing, resulting in 170 job losses; 2005 saw the closing of another local plant (TRW Automotive, Inc.) resulting in 340 layoffs, and Eaton Corporation consolidated two local plants and eliminated approximately 190 positions.

The City of Jackson has applied for a Neighborhood Stabilization Program (NSP) grant through the State of Michigan and has identified Census Tract 7 as the specific target area. The City anticipates utilizing a significant portion of NSP funds to demolish up to 21 blighted structures that have been abandoned or foreclosed, most of which will occur in Census Tract 7. The City also plans to acquire and rehabilitate 13 to 15 homes in this area using NSP funds and will undertake outreach and public information to the rest of the residents in the target area in the hopes of providing another 30 homes with rehabilitation assistance utilizing its CDBG and HOME funds. According to 2000 Census data, Census Tract 7 experiences a poverty rate of 22.2%, vacancy rate of 10.5%, homeownership rate of 36.4% and, at the time of the Census, experienced the highest unemployment rate in the City at 19.8%. A recent review of the area indicated the potential for at least 79 demolitions and 106 rehabilitation projects.



In addition to CDBG, HOME and NSP funds, the City is the recipient of a two million dollar HUD Office of Healthy Homes Lead Hazard Control Grant. The purpose of this funding is 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 offers 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 grant expires later in 2009; however, the City is planning to reapply for additional Lead Hazard Control funds as they become available.

On February 25, 2009, the City of Jackson learned it would also be the recipient of an additional \$371,955 in CDBG funds (CDBG-R) and \$568,942 in Homelessness Prevention and Rapid Re-Housing Program (HPRP) funds. Discussion is ensuing with City staff on how best to utilize these additional funds.

Managing the Process

The City of Jackson is the lead agency to administer the programs covered by the Consolidated Plan. During development of this Action Plan, City staff relied on input from the Citizens Advisory Council (see Citizen Participation below) and other City administrative staff members. Consultation with the executive director of Jackson Housing Commission, the City's Public Housing Authority, and review of their Annual Report helped provide information regarding public housing. Staff also attended monthly Continuum of Care meetings, reviewed minutes from those meetings, and consulted with homeless shelter directors for input regarding homeless needs.

The Jackson City Council held a public hearing on January 20, 2009 to seek public input on community development and housing needs before writing this Action Plan. No comments were received at that public hearing from citizens; however, many of the agencies applying for public service funds addressed the City Council to give an oral presentation of their application and reiterate the need to financially support their proposed projects.

City staff will continue to help bring agencies together whose separate individual programs compliment each other and provide a better overall service for city residents. Due to a rising number of struggling Jackson County families, a collaborative community effort is currently being planned, called "Neighbors in Need." This program aims to help 500 families avoid homelessness and provide 4,000 residents with help accessing services through assistance with transportation and navigating the social service system. Local social service officials hope to raise \$650,000 and draw upon the help of 500 volunteers. Although still in its planning stages, the collaboration involves at least 30 local social service agencies or community groups responding to the crisis that has arisen in the wake of plant closings and home foreclosures.

Citizen Participation

In addition to the normal publication and public hearing requirements, opportunities for citizen participation during the 30-day comment period were increased as follows:

- Adding additional members to the Citizens Advisory Council, which meets to receive oral presentations from applying agencies then makes funding recommendations to City Council.
- A copy of the Action Plan draft was distributed to public housing complexes at Shahan-Blackstone Apartments, Reed Manor, and Chalet Terrace in addition to its usual

placement at the Community Development Department, Carnegie Branch (main) of the library, Greater Jackson Habitat for Humanity Office, and Neighborhood Resource Center.

- The Action Plan draft was made available on the City's website for the first time.

The Citizens Advisory Council (CAC) is comprised of up to 15 members represented by a cross-section of the City of Jackson with over 51% being low- and moderate-income persons living in CDBG-eligible areas, together with representation from protected classes, elderly, and severely disabled adults. The CAC held two public meetings on January 8 and 13, 2009, to allow agencies applying for CDBG funding to conduct an oral presentation of their application. On January 15, 2009, the CAC met again to formulate funding recommendations to the City Council, which was presented to the City Council before it made preliminary allocations on February 24, 2009. Those recommendations and other citizen comments received during the Public Hearing on January 20, 2009 are attached as **Exhibit A**.

Institutional Structure

The City of Jackson works with other organizations, including public institutions, non-profit organizations, and private industry, in carrying out its objectives in the Action Plan. The City will continue to strengthen relationships with agencies that provide services to Jackson's low- and moderate-income residents. Coordination and collaboration among housing providers, social service agencies, and local government is expected to continue during the coming year.

The City encourages its citizens and business leaders to participate in all aspects of its programs and governing decisions. In addition to public hearings on specific issues, citizens are given time at the beginning of each City Council meeting to address the City Council on issues of concern to them. Through this citizen input, the City Council has developed alternative program plans to address concerns.

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 offer presentations on programs offered by the City, such as its rehabilitation and lead hazard control programs.

Monitoring

Community Development staff conducts desk reviews of quarterly performance reports required to be filed by each subrecipient of CDBG funds. From those desk reviews, staff is able to determine if a project is on track or when it is expected to be begin. Several one-on-one technical assistance meetings have been scheduled with individual agencies to help explain different aspects of the program and to aide the agency in accomplishing its goals. Each request for reimbursement needs to supply supporting documentation, which is carefully reviewed by staff before payments are made.

Two staff members conducted an annual on-site monitoring of each subrecipient receiving 2008-2009 funds to verify back up documentation to their quarterly reports was part of their recordkeeping activities. Other facets of the program were reviewed as well, including financial records. While a majority of the City's subrecipients received very favorable outcomes to the monitoring visit, some issues became apparent that required the agency either to take minor

corrective action or to completely revise a certain procedure to keep it in compliance with program regulations.

Lead-based Paint

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

Since HUD's lead-based paint regulations took effect in September 2000, the City has seen rehabilitation costs increase by 60%. Unfortunately, the City's funding sources did not increase at the same rate, making it more and more difficult to have a significant impact on the housing in the community. Because of the age of the housing stock, the homes of virtually all applicants for rehabilitation assistance must be tested for lead-based paint. Over the years, the City has utilized a number of certified companies to provide lead risk assessments and clearance reports for its projects. The City also maintains a list of approved area general contractors certified by the State of Michigan to utilize lead-safe work practices, interim controls, and lead-based paint hazard abatement to housing rehabilitation projects. Jackson is fortunate to have an experienced rehabilitation staff; all have received training in implementation of HUD Lead-Based Paint Regulations under the Residential Lead-Based Paint Hazard Reduction Act of 1992, which is Title X of the Housing and Community Development Act of 1992, and are able to conduct housing inspections, integrate and incorporate the findings of a lead risk assessment and paint inspection, and prepare construction specifications for City rehabilitation projects to address both issues.

As stated previously, the City of Jackson was awarded a two million dollar HUD Office of Healthy Homes Lead Hazard Control Grant. The purpose of this funding is 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 offers 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 offers 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 has partnered with Community Action Agency, Jackson County Health Department, and 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. The current grant expires later in 2009; however, the City plans to reapply for additional Lead Hazard Control funds as they become available.

IS YOUR CHILD SAFE FROM LEAD POISONING?



Housing

Specific Housing Objectives

The City's focus has always been to provide more decent, affordable housing opportunities for its residents by through financial assistance to eligible households to facilitate ownership by low- and moderate-income persons. The City has also provided assistance to local non-profits to fund affordable housing development. For fiscal year 2009-2010, the City has allocated the following funds to achieve these objectives:

	CDBG	HOME
Foreclosure Prevention		
Counseling and grant up to \$5,000 to overcome financial crisis from which homeowner has recovered.	\$ 12,500	
Homeownership Counseling		
Counseling and direction for potential new homeowners; required when receiving down payment assistance.	6,000	
Rehabilitation – Community Development	200,000	\$227,657
Emergency hazard loans of up to \$10,000; a 20-year, zero percent interest rate deferred loan to low- and moderate-income homeowners.		
Rehabilitation loans of up to \$20,000; a 20-year, zero percent interest deferred loan to low- and moderate-income homeowners.		
CHDO Set-Aside Activities		\$50,000
Acquisition/Rehabilitation/Resale.		

Historically, down payment assistance and allocations to Habitat for Humanity for new construction or rehabilitation have been provided in the past from HOME program funds; however, these types of programs will be funded utilizing the NSP grant funds from the State of Michigan. By increasing HOME Rehabilitation Assistance and shifting other HOME allocations to the NSP, this allowed City Council to dedicate more CDBG funds toward fixing local streets, which have deteriorated significantly over the years due to decreased revenues and budget constraints.

Needs for Public Housing

The Jackson Housing Commission (JHC) is the City's Public Housing Authority (PHA). The JHC manages 545 units of public housing in seven developments 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. Proceeds from 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.

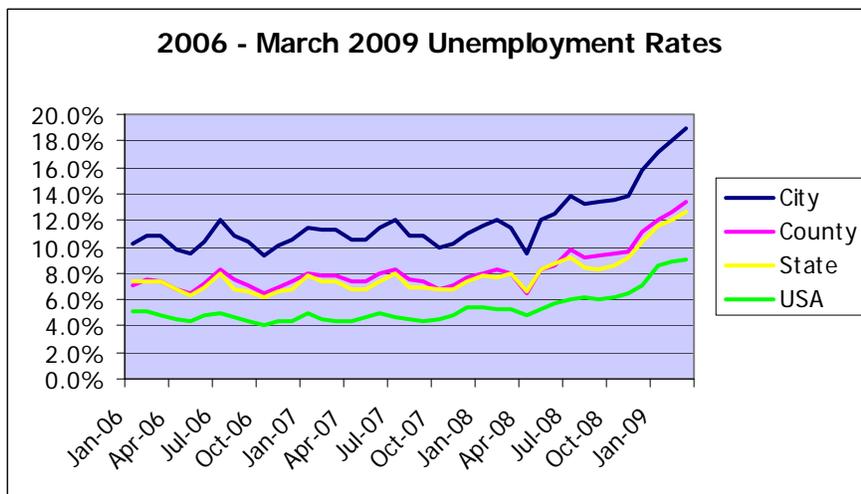
The waiting list for Section 8 housing is quite extensive, totaling 1,084 for 475 units. Of those on the waiting list, 97% are extremely low-income (less than or equal to 30% area media income) households. Unfortunately, the waiting list for Section 8 housing has been closed for two years and only experiences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

On February 25, 2009, it was learned JHC will receive \$889,894 in Public Housing Capital Funds from the stimulus package signed by President Obama on February 17, 2009.

Barriers to Affordable Housing

More affordable housing units are needed in the community, as many landlords are reluctant to take Section 8 vouchers. The Continuum of Care Housing Committee is exploring partnerships with the Jackson Housing Commission, Michigan State Housing Development Authority (MSHDA) and Jackson County Land Bank Authority to explore development of vacant buildings in the downtown into mixed use buildings with store front businesses on the ground floor and affordable housing in the upper floors. While availability of affordable housing units remain 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. Unemployment rates in Jackson are skyrocketing.



Due to the economic crisis, City inspectors are seeing an increase of multiple households sharing the same housing unit, creating overcrowded and dangerous living conditions.

HOME

The City of Jackson controls the resale of homebuyer property during the affordability using the recapture option. Should the homebuyer receiving direct HOME subsidy sell the property during the affordability period, repayment of the entire direct HOME subsidy the buyer received when he/she purchased the home will be triggered. The homebuyer may sell the property to any willing buyer at whatever price the market will bear. If there are no net proceeds or the net proceeds are insufficient to repay the HOME investment due, the City will recapture the amount of net proceeds, if any. Recaptured funds will be used for any HOME-eligible activity. The homeowner will receive a return on investment only if there are remaining net proceeds from the sale after payment of all outstanding mortgages, including the HOME mortgage and closing costs.

Jackson City Council made the following allocations:

Rehabilitation Assistance (RAP)	\$227,657
Administration (Community Development)	30,300
CHDO Set Aside - Acquisition/Rehab/Resale	50,000
CHDO Operating Expenses	15,000
Total:	\$322,957

The Community Development Department will use HOME funds, in addition to CDBG funds, to subsidize its rehabilitation program. Because of the current economic and housing climate, the Department has seen a significant increase in requests from low- and moderate-income homeowners to assist in repairing their residences. Currently, the City offers a \$20,000 maximum, 20 year deferred loan (to correct code violations) through its rehabilitation program; however, rehabilitation staff are reviewing current guidelines to determine if adjustments are needed to reflect the current economic and housing climate. A separate five-year forgivable loan is made available to address all lead issues during rehabilitation; there is no maximum limit to the amount of a lead loan. Administration fees will be used as program income for the CDBG program and become part of the CDBG administration budget.

Jackson Affordable Housing Corporation (JAHC) is the City's solely designated Community Housing Development Organization (CHDO). As such, JAHC will receive no less than 15% of the 2009-2010 HOME entitlement grant to perform CHDO set-aside activities as a developer, namely acquisition/rehabilitation/resale. Rehabilitation conducted will meet the local rehabilitation standards outlined in Chapter 14 of the City of Jackson Code of Ordinances, and all other ordinance and zoning requirements as may apply. In order to accomplish this program, the City has allocated CHDO Operating Expenses at an amount less than 10% of the annual HOME entitlement grant, which is also less than 50% of JAHC's total operating expenses.

Homeless

Specific Homeless Prevention Elements

The Jackson County Continuum of Care received \$164,100 in Emergency Shelter Grant (ESG) from the Michigan Housing Development Authority (MSHDA). The Continuum allocated funding as follows:

- \$19,200 to Training and Treatment Innovations, Inc. (TTI) for Homeless Assistance Recovery Program (HARP).
- \$45,642 to the Aware Shelter, an emergency shelter for victims of domestic violence, to cover shelter costs.
- \$36,028 to Community Action Agency for landlord/tenant mediation.
- \$12,200 for a Continuum of Care coordinator.
- \$25,046 to Community Action Agency for foreclosure prevention.
- \$25,984 to The Salvation Army for its emergency needs department.

A City staff member attends the monthly Continuum of Care meetings, comprised of approximately 20 other community 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 shelter providers in the City:

Grace Haven	30 beds (homeless)
Interfaith Shelter	80 beds (homeless)
AWARE Shelter	19 beds at shelter; 48 transitional
CAA	12 TBRA vouchers, 159 transitional beds, 12 permanent supportive housing
Training & Treatment Innovations	27 permanent supportive housing
MPRI	50 transitional beds (prisoner re-entry)

The Michigan Prisoner ReEntry Initiative (MPRI) is currently providing up to \$400 per month in rental subsidy for an average rental period of three months. It is the goal of MPRI to provide prisoners returning to society access to permanent, safe, and affordable housing, or services designed to help the individual achieve permanent housing (i.e., emergency shelter, transitional housing). Every returning prisoner will have access to stable employment or services designed to help secure stable employment (i.e., transitional employment, job seeking services).

The Jackson Transportation Authority, which has been in existence since the early 1930s, recently received two small grants to make bus services more available and affordable to City residents:

- "New Freedom Transportation" grant for the disabled.
- "Job Access Reverse Commute" grant for the disabled and income eligible persons to get to or from jobs when regular buses are not running.

On February 25, 2009, the City of Jackson learned it would be the recipient of \$568,942 in Homelessness Prevention and Rapid-Rehousing Program (HPRP) funds. The purpose of these funds is to provide financial assistance and services to either prevent individuals and families from becoming homeless or help those who are experiencing homelessness to be quickly re-housed and stabilized.

Thirty local community organizations have recently come together to form a campaign called "The Jackson County Crisis Response for our Neighbors in Need" (Neighbors in Need) to provide some of the very activities which are eligible under HPRP. Many of these non-profit organizations have previously received CDBG and/or HOME funds from the City of Jackson or State of Michigan and have significant experience with these and other local, state or Federal grants. As many of the non-profit organizations participating with Neighbors in Need already have eligible programs in place which would require little to no modification, the City feels utilizing this collaboration would be a perfect fit for HPRP funds.

Community Development

Community Development

Jackson City Council members were faced with an extremely difficult decision regarding 2009-2010 CDBG funds. On one hand, local city streets have fallen into such disrepair from declining revenue and budget concerns, the poor conditions have created significant deterioration in neighborhoods. On the other hand, the economy has taken such a downturn not only locally, but also nationally and globally, more and more residents need access to the programs offered by non-profit agencies. During preliminary allocations on February 24, 2009, the Council could only base its decision on what was known at the time and not count on any additional, uncertain funding. The following day, the City learned additional CDBG and HPRP monies would be forthcoming in the near future. With that said, Council made the following allocation decisions regarding its 2009-2010 CDBG entitlement grant:

Outcome/Objective Legend			
	Availability/ Accessibility	Affordability	Sustainability
Decent Housing	DH-1	DH-2	DH-3
Suitable Living Environment	SL-1	SL-2	SL-3
Economic Opportunity	EO-1	EO-2	EO-3

Public Service

Project: Emergency Adult Dental Care Agency: Center for Family Health	Target Area LMI Adult City Residents	Total Funding \$15,000
		Planned Units
Output: Improve access of low- and moderate-income adult City residents to emergency dental care		1,100
Indicator: Number of low- and moderate-income adult City residents who receive emergency dental care		1,100
HUD Outcome/Objective: (SL-3) Sustainability for the purpose of creating a Suitable Living Environment (05M Health Services 570.201(e), LMC, 01 People)		

Project: Neighborhood Resource Center Agency: Community Development Department	Target Area CT 10, BG 2; CT 11, BG 2 & 3	Total Funding \$12,000
		Planned Units
Output: Operation of Neighborhood Resource Center		
Indicator: Number of people receiving at least one of the following: <ul style="list-style-type: none"> ✓ Commodity Food Distribution ✓ Participation in Community Meetings ✓ Information and Referral Service 		
HUD Outcome/Objective: (SL-3) Sustainability for the purpose of creating a Suitable Living Environment (05 Public Services (General) 570.201(e), LMA, 01 People)		

Project: Foreclosure Prevention Agency: Jackson Affordable Housing Corporation	Target Area LMI Homeowners	Total Funding \$12,500
		Planned Units
Output: Provide grant up to \$5,000 to LMI homeowners who have experienced a financial crisis from which they have recovered		3
Indicator: Number of people in foreclosure able to retain home		3
HUD Outcome/Objective: (DH-1) Accessibility for the purpose of providing Decent Housing (05Q Subsistence Payments 570.210(e), LMC, 01 People)		

Project: Homeownership Counseling Agency: Jackson Affordable Housing Corporation	Target Area LMI Homeowners	Total Funding \$6,000
Output: Provide counseling and direction for persons interested in home ownership		Planned Units 424
Indicator: Number of people receiving counseling		424
HUD Outcome/Objective: (DH-1) Accessibility for the purpose of providing Decent Housing (05R Homeownership Assistance (not direct) 570.210(e), LMH, 04 Households)		

Project: King Center Summer Youth Program Agency: Parks & Recreation Department	Target Area CT 11	Total Funding \$40,000
Output: Provide youth a broader view of new experiences, cultural experiences and educational components		Planned Units 400
Indicator: Number of youth served		400
HUD Outcome/Objective: (SL-3) Sustainability for the purposes of Suitable Living Environment (50D Youth Services 570.201(e), LMC, 01 People)		

Project: Partnership Park After School Program Agency: Partnership Park Downtown Neighborhood Association	Target Area CT 6, BG 1	Total Funding \$5,000
Output: Provide after-school activities for youth in the Partnership Park Neighborhood		Planned Units 40
Indicator: Number of youth served		40
HUD Outcome/Objective: (SL-3) Sustainability for the purposes of Suitable Living Environment (05D Youth Services 570.201(e), LMC, 01 People)		

Project: Utility Shutoff Prevention Agency: The Salvation Army	Target Area LMI City Residents	Total Funding \$40,000
Output: Allow families to keep their power or heat services active; assistance limited to one (1) time per year		Planned Units 72
Indicator: Number of families served		72
HUD Outcome/Objective: (SL-3) Sustainability for the purposes of Suitable Living Environment (05Q Subsistence Payments 570.201(e), LMC, 01 People)		

Project: Central Michigan 2-1-1 Agency: United Way of Jackson County	Target Area LMI City Residents	Total Funding \$12,000
Output: Provide information and referral services		Planned Units 4,199
Indicator: Number of people served		4,199
HUD Outcome/Objective: (SL-3) Sustainability for the purposes of Suitable Living Environment (05 Public Services (General) 570.201(e), LMC, 01 People)		

Total Allocation to Public Services: \$142,500 (10%)

Administration and Planning

Project: Administration and Planning Agency: Community Development Department	Target Area n/a	Total Funding \$216,425
Output: Administration and planning of the CDBG program		Planned Units n/a
Indicator: none required		
HUD Outcome/Objective: 21A General Program Administration 570.206		

Total Allocation to Administration and Planning: \$216,425 (15%)

Other Projects

Project: Code Enforcement Agency: Community Development Department	Target Area Eligible CDBG areas City-wide	Total Funding \$450,000
Output: Improved neighborhoods and properties		Planned Units 2,400 blight citations/
Indicator: Number of blight ordinance violations cited and/or rental inspections conducted		2,000 initial rental inspections
HUD Outcome/Objective: (SL-3) Sustainability for the purpose of Suitable Living Condition (15 Code Enforcement 570.202(c), LMA, other)		

Project: Residential Rehabilitation Agency: Community Development Department	Target Area Eligible CDBG areas City-wide	Total Funding \$200,000
Output: Improved housing conditions		Planned Units 14
Indicator: Number of homes repaired		14
HUD Outcome/Objective: (DH-3) Sustainability for the purpose of Decent Housing (14A Rehab; Single-Unit Residential 570.202, LMH, 10 Housing Units)		

Project: Monroe Street Sidewalk Agency: City of Jackson Engineering Department	Target Area CT 2, BG 1	Total Funding \$30,000
Output: Construct Sidewalk on Monroe Street between North Blackstone to 80 feet east of railroad		Planned Units 1
Indicator: Installation of sidewalk		1
HUD Outcome/Objective: (SL-3) Sustainability for the purpose of Suitable Living Environment (03L Sidewalks 570.201(c), SBS, 11 Public Facilities)		

Project: Street Paving/Reconstruction Agency: City of Jackson Engineering Department	Target Area CT 6, CT 7	Total Funding \$300,000
Output: Improve street surface		Planned Units 3
Indicator: Installation of new street surface		3
HUD Outcome/Objective: (SL-3) Sustainability for the purpose of Suitable Living Environment (03K Street Improvements 570.201(c), SBS, 11 Public Facilities)		

Project: Handicap Curb Ramps Agency: Department of Public Services	Target Area Eligible CDBG areas City-wide	Total Funding \$20,000
Output: Improve accessibility for disabled and elderly residents		Planned Units 9
Indicator: Number of curb ramps installed		9
HUD Outcome/Objective: (SL-1) Accessibility for the purpose of Suitable Living Environment (03L Sidewalks 570.201(c), SBS, 11 Public Facilities)		

Project: Stairwell Agency: John George Home, Inc.	Target Area 1501 E Ganson, Jackson, MI	Total Funding \$50,000
Output: Improved resident safety, emergency personnel access and ingress/egress		Planned Units 1
Indicator: Installation of enclosed stairwell		1
HUD Outcome/Objective: (SL-1) Accessibility for the purpose of Suitable Living Environment (14B Rehab; Multi-Unit Residential 570.202, LMH, 10 Housing Units)		

Project: Ash Tree Removal/Replacement Agency: Parks & Recreation (Forestry) Department	Target Area CT 7; CT 10; CT 13, BG 1	Total Funding \$8,000
Output: Remove and replace dead ash trees growing in public right-of-way		Planned Units 30
Indicator: Number of trees removed/replaced		30
HUD Outcome/Objective: (SL-3) Sustainability for the purpose of Suitable Living Environment (03N Tree Planting 570.201(c), SBS, 11 Public Facilities)		

Total Allocation to Other Projects: \$1,058,000

While allocations to various non-profit agencies applying under the Public Service cap had to be scrutinized very carefully, City Council feels it provided funding to those agencies that will make the biggest impact on the community:

Center for Family Health – Emergency Adult Dental Care – the Center for Family Health provides the only dental clinic in Jackson County that consistently accepts Medicaid and offers all services on a sliding discount. The targeted clients are low-income adults who have no other access to dental care and patients often present with severe dental problems.

Community Development – Neighborhood Resource Center – the Center provides office space for Commodity Food Distribution, Helping All People Excel (HAPE), NAACP, first ward Councilmember, and the Elnora V. Moorman Community Help Center. The part-time director of the Neighborhood Resource Center provides information and referral services to area residents, coordinates food distribution, and community meetings as needed.

Jackson Affordable Housing Corporation – Foreclosure Prevention – provides foreclosure prevention funds and counseling to homeowners who have experienced a financial crisis from which they have recovered. Financial assistance is provided in the form of a grant at a maximum of \$5,000 per family.

Jackson Affordable Housing Corporation – Homeownership Counseling – helps to facilitate group counseling at the Homeownership Workshop Program provided through the Michigan State University Extension Program, and one-on-one counseling by Jackson Affordable Housing staff.

Parks & Recreation Department – King Center Summer Youth Program – a youth program proven to be extremely successful and beneficial to approximately 500 low- and moderate-income City youths. Participating youths are exposed to cultural and educational field trips, summer reading, life skills learning, and free health and hygiene services. In addition, breakfasts and lunches are provided to the participants, and over 30 college and high school students receive work experience, mentoring and job training while assisting with the program.

Partnership Park Downtown Neighborhood Association – Partnership Park After School Program – collaboration with Catholic Charities to provide after-school activities for youth in the Partnership Park Neighborhood two evenings a week. Children receive assistance with homework and participate in other educational activities, workshops designed to teach life skills, learning to give back to the community, and time for recreation.

The Salvation Army – Utility Shutoff Prevention – assistance is provided to families one-time per year to prevent the shutoff of electrical and gas utilities. Assistance is provided in collaboration with Department of Human Services and other organizations when funds are available.

United Way of Jackson County – Central Michigan 2-1-1 – free information and referral service established to respond to callers who need non-emergency health and/or human service assistance.

The Community Development Department is charged with not only administering the CDBG and HOME grants, but also Code Enforcement and Residential Rehabilitation. The Code Enforcement budget pays for staff to perform various duties such as blight ordinance enforcement, rental housing inspections and rehabilitation staff costs.

Because of the current economic and housing climate, the Department has experienced a significant increase in requests from low- and moderate-income homeowners to assist in rehabilitating their residences. Currently, the City offers a \$20,000 maximum, 20 year deferred loan (to correct code violations) through its rehabilitation program; however, rehabilitation staff are reviewing current guidelines to determine if adjustments are needed to reflect the current economic and housing issues. A separate five-year forgivable loan is made available to address all lead issues during rehabilitation; there is no maximum limit to the amount of a lead loan. Emergency Hazard funds are available in the form of a maximum \$10,000, 20-year deferred loan to correct issues of urgent needs, such as defective furnaces, roofs, etc.

The City's Engineering Department received funds for a sidewalk and street paving/reconstruction. The sidewalk project will provide match for a Michigan Department of Transportation grant on the Grand River ArtsWalk (GRAW) to install a sidewalk on Monroe Street, which will serve as a loop connector for the GRAW. The GRAW is an important part of a larger vision held by the City of Jackson to revitalize its downtown by connecting people with places. The non-motorized pedestrian pathway is planned to connect the City's central business district to the Armory Arts Project, developed less than one mile north of downtown. The first phase of the Armory Arts Project has been completed, providing 88 live-work units for artists, their families, and other low- and moderate-income residents. All units provide low-income housing and charge no more than one-third of an occupant's income as rent. The proposed GRAW will begin near the downtown Farmer's Market at the intersection of Louis Glick Highway and Mechanic Street, run north along Mechanic Street and through the Armory Arts Project to North Street, then along the east side of the Grand River to Monroe Street. Here, it will connect with adjacent neighborhoods, including Shahan-Blackstone Apartments, a 108-unit public housing complex run by the Jackson Housing Commission. Future plans call for the GRAW's extension to connect with a regional/state-wide trail system. The proposed work on the GRAW will include both bituminous and concrete bike paths at a minimum of 10' wide, concrete sidewalks, ADA ramps, crosswalks, benches, trash receptacles, retaining walls, a pedestrian bridge, and landscape improvements according to American Association of State Highway and Transportation Officials (AASHTO) guidelines. The City, in partnership with local artists, will incorporate a variety of both temporary and permanent art installations throughout the projects. Completion of the GRAW will stimulate reuse of adjacent brownfield sites while preserving and enhancing greenspace within the underutilized waterfront corridor. The project is anticipated to improve citizen awareness of the environment, provide stakeholder investment in cleanup/redevelopment, and bring an exciting recreational amenity to Jackson, ultimately

improving human health. Funds for this project come from the Michigan Department of Environmental Quality, Michigan Department of Transportation, the City's Public Improvement Fund, and CDBG.



The streets targeted for paving/reconstruction during the 2009-2010 fiscal year are:

Wesley – Blackstone to Jackson



State – Pearl to Ganson



Homewild – Perrine to State



Every intersection of these paving projects will receive a handicap accessible curb ramp. The Department of Public Services (DPS) will receive a companion allocation for the installation of

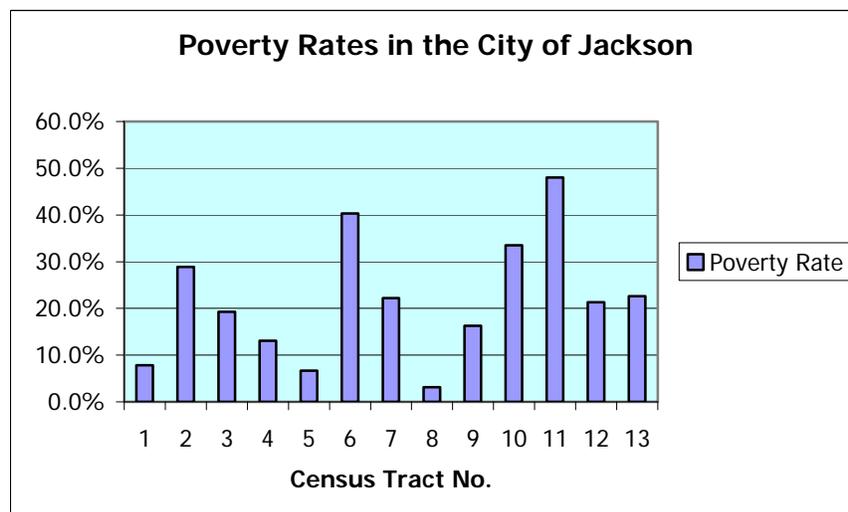
handicap ramps as required by 28 CFR 35.150(d)(2). DPS staff has consulted with disAbility Connections, a local non-profit agency supporting disabled Jackson County residents in their efforts to live independently, for priority placement of the curb ramps.

The John George Home provides housing for 33 extremely low-income and two very low-income elderly gentlemen, some of who have resided there for 30 years. In 2008-2009, the John George Home received CDBG funding to install a new elevator to provide second floor access for emergency services personnel and those residents too fragile to negotiate stairs. The elevator, which is slated to begin construction soon, will allow residents needing canes or walkers to keep their housing instead of moving to a nursing home or outside the Jackson community. After the initial allocation for the elevator was made in 2008-2009, the John George Home received word from the State of Michigan it would have to modify its plans to include the removal of the existing fire escape and install an enclosed stairwell. While the John George Home has an excellent level of support from the Jackson community, the current economic times have caused a significant reduction in charitable donations. Because the installation of the elevator and stairwell go hand-in-hand (one cannot be completed without the other), City Council allocated those funds requested by the John George Home to install a new stairwell.

Finally, the City of Jackson Forestry Division began an Ash Tree Removal/Replacement program in 2008-2009 funded in part by a CDBG allocation and by the City's Property Improvement Fund. Because a significant number of ash trees have died due to the Emerald Ash Borer invasion, it causes a substantial blight in the public rights-of-way. City Council approved a reduced amount of CDBG funds to continue that program.

Antipoverty Strategy

Based on information from the 2000 Census, over 20% of the City's residents live at or below the poverty level, with two of the highest concentrations in Census Tracts 10 and 11, where the average number of residents living at or below the poverty level is over 40%. Much of this area has been designated the "Partnership Park Neighborhood" and has experienced a significant reinvestment in the neighborhood, including the erection of 16 new affordable housing units at an estimated construction value of over \$1.5 million in 2005. At least two new homes are planned to be constructed through collaboration between Community Action Agency and the Greater Jackson Habitat for Humanity in this area using anticipated NSP funds during 2009-2010.



The City of Jackson has neither the resources nor facilities to carry out programs directly targeted at reducing the number of households at or below the poverty level. However, through the use of CDBG and HOME funds, the City can offer services and programs to assist its low- and moderate-income residents:

Deferred Loan Program – utilized through the Community Development Department's Rehabilitation Program offering interest-free loans with no monthly payments. Repayment is deferred for 20 years or until the owner moves, rents out the home, or fails to use the property as their primary residence.

Emergency Hazard Program – as with the Deferred Loan Program, these loans are interest free with no monthly payments and allow the Community Development Department to expedite the correction of hazardous conditions (e.g. leaking roof, non-working furnace, etc.).

The Jackson Housing Commission offers a Family Self-Sufficiency Program to public housing residents by providing an escrow account whereby a portion of their rent is deposited and can be withdrawn after successful completion of the program and used as a down payment on their first home. Enrollees are encouraged to set goals of pursuing education, job training, or employment. To assist program participants in obtaining their goals, transportation, childcare, clothing, and counseling services are provided. The Jackson Housing Commission will be the recipient of \$889,894 in Public Housing Capital Funds, which will be used to make improvements to the commission's three subsidized housing communities, Chalet Terrace, Reed Manor and Shahan-Blackstone Apartments, such as roofs, interior doors, and maintenance to community facilities.

As stated previously, on February 25, 2009, the City of Jackson learned it would be the recipient of \$568,942 in HPRP funds. City staff is working with the collaborative group Neighbors in Need, which is comprised of 30 local community service organizations, to devise programs to provide financial assistance and services to either prevent individuals and families from becoming homeless or help those who are experiencing homelessness to be quickly re-housed and stabilized. Through this assistance, it is hoped poverty levels will be reduced by helping program participants meet their monthly housing and utility obligations.

Non-Homeless Special Needs Housing

On August 15, 2006, the Jackson City Council took action to waive the permit fees for work performed by local non-profit charitable organizations, specifically for handicap-accessible ramps. Since that time, 17 ramps have been installed for disabled homeowners by disAbility Connections, the Rotary Club, and World Changers. The Council also routinely waives permit fees for World Changers and/or Mission Serve roofing projects.

When undergoing a rehabilitation project, the City of Jackson and its subrecipients take into consideration the needs of the current homeowner. For instance, one elderly woman wanted to stay in her long-time home but the only bathroom was on the second floor. Due to her declining mobility and confirmation of a poor prognosis for recovery from her doctor, when the home was rehabilitated a first floor room was converted into a second bathroom to enable her to stay in the home. Every effort is made during the rehabilitation process to take into account any special needs of the occupant to increase the likelihood of longer-term occupancy and livability.

Summary

As demonstrated in the preceding pages, the City of Jackson is dedicated to serve its citizens to the best of its ability with entitlement grant funds stretched thin. No one area has taken precedence over another; City Council members attempted to fund those projects that will make the biggest impact on the community as a whole. The needs of the City are great – not only for its citizens, but also for the City's basic service requirements. Hopefully, through an influx of pending grants from the Housing and Economic Recovery Act of 2008 and American Recovery and Reinvestment Act of 2009, significant improvements will be made to the housing stock, streets, and public services available to low- and moderate-income residents.

S:\Michelle Pultz\CDBG\FY 09-10\Action Plan\Action Plan.doc



CPMP Non-State Grantee Certifications

Many elements of this document may be completed electronically, however a signature must be manually applied and the document must be submitted in paper form to the Field Office.

- This certification does not apply.
 This certification is applicable.

NON-STATE GOVERNMENT CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Drug Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about –
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will –
 - a. Abide by the terms of the statement; and
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted –
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

8. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
9. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
10. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

May , 2009

Signature/Authorized Official

Date

Jerry F. Ludwig

Name

Mayor

Title

161 W. Michigan Avenue

Address

Jackson, MI 49201

City/State/Zip

517-788-4028

Telephone Number

- | |
|---|
| <input type="checkbox"/> This certification does not apply. |
| <input checked="" type="checkbox"/> This certification is applicable. |

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

11. Maximum Feasible Priority - With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
12. Overall Benefit - The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2009, 2____, 2____, (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
13. Special Assessments - It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

14. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
15. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of part 35, subparts A, B, J, K and R, of title 24;

Compliance with Laws -- It will comply with applicable laws.

May , 2009

Signature/Authorized Official

Date

Jerry F. Ludwig

Name

Mayor

Title

161 W. Michigan Avenue

Address

Jackson, MI 49201

City/State/Zip

517-788-4028

Telephone Number

- This certification does not apply.
 This certification is applicable.

**OPTIONAL CERTIFICATION
CDBG**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities, which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

- This certification does not apply.
 This certification is applicable.

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

Eligible Activities and Costs -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

Appropriate Financial Assistance -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

Signature/Authorized Official Date

Jerry F. Ludwig

Name

Mayor

Title

161 W, Michigan Avenue

Address

Jackson, MI 49201

City/State/Zip

517-788-4028

Telephone Number

May , 2009

- This certification does not apply.
 This certification is applicable.

HOPWA Certifications

The HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

- This certification does not apply.
 This certification is applicable.

ESG Certifications

I, _____, Chief Executive Officer of **Error! Not a valid link.**, certify that the local government will ensure the provision of the matching supplemental funds required by the regulation at 24 *CFR* 576.51. I have attached to this certification a description of the sources and amounts of such supplemental funds.

I further certify that the local government will comply with:

1. The requirements of 24 *CFR* 576.53 concerning the continued use of buildings for which Emergency Shelter Grants are used for rehabilitation or conversion of buildings for use as emergency shelters for the homeless; or when funds are used solely for operating costs or essential services.
2. The building standards requirement of 24 *CFR* 576.55.
3. The requirements of 24 *CFR* 576.56, concerning assurances on services and other assistance to the homeless.
4. The requirements of 24 *CFR* 576.57, other appropriate provisions of 24 *CFR* Part 576, and other applicable federal laws concerning nondiscrimination and equal opportunity.
5. The requirements of 24 *CFR* 576.59(b) concerning the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
6. The requirement of 24 *CFR* 576.59 concerning minimizing the displacement of persons as a result of a project assisted with these funds.
7. The requirements of 24 *CFR* Part 24 concerning the Drug Free Workplace Act of 1988.
8. The requirements of 24 *CFR* 576.56(a) and 576.65(b) that grantees develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted with ESG funds and that the address or location of any family violence shelter project will not be made public, except with written authorization of the person or persons responsible for the operation of such shelter.
9. The requirement that recipients involve themselves, to the maximum extent practicable and where appropriate, homeless individuals and families in policymaking, renovating, maintaining, and operating facilities assisted under the ESG program, and in providing services for occupants of these facilities as provided by 24 *CFR* 76.56.
10. The requirements of 24 *CFR* 576.57(e) dealing with the provisions of, and regulations and procedures applicable with respect to the environmental review responsibilities under the National Environmental Policy Act of 1969 and related

authorities as specified in 24 *CFR* Part 58.

11. The requirements of 24 *CFR* 576.21(a)(4) providing that the funding of homeless prevention activities for families that have received eviction notices or notices of termination of utility services will meet the requirements that: (A) the inability of the family to make the required payments must be the result of a sudden reduction in income; (B) the assistance must be necessary to avoid eviction of the family or termination of the services to the family; (C) there must be a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and (D) the assistance must not supplant funding for preexisting homeless prevention activities from any other source.
12. The new requirement of the McKinney-Vento Act (42 *USC* 11362) to develop and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons. I further understand that state and local governments are primarily responsible for the care of these individuals, and that ESG funds are not to be used to assist such persons in place of state and local resources.
13. HUD's standards for participation in a local Homeless Management Information System (HMIS) and the collection and reporting of client-level information.

I further certify that the submission of a completed and approved Consolidated Plan with its certifications, which act as the application for an Emergency Shelter Grant, is authorized under state and/or local law, and that the local government possesses legal authority to carry out grant activities in accordance with the applicable laws and regulations of the U. S. Department of Housing and Urban Development.

Signature/Authorized Official	Date
Name	
Title	
Address	
City/State/Zip	
Telephone Number	

- This certification does not apply.
 This certification is applicable.

APPENDIX TO CERTIFICATIONS

Instructions Concerning Lobbying and Drug-Free Workplace Requirements

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance (Street address, city, county, state, zip code) Check if there are workplaces on file that are not identified here. The certification with regard to the drug-free workplace is required by 24 CFR part 21.

Place Name	Street	City	County	State	Zip
City of Jackson	161 W. Michigan	Jackson	Jackson	MI	49201
John George Home	1501 E. Ganson	Jackson	Jackson	MI	49202

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules: "Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15); "Conviction" means a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes; "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any

controlled substance; "Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including:

- a. All "direct charge" employees;
- b. all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and
- c. temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Note that by signing these certifications, certain documents must be completed, in use, and on file for verification. These documents include:

- 1. Analysis of Impediments to Fair Housing
- 2. Citizen Participation Plan
- 3. Anti-displacement and Relocation Plan

Signature/Authorized Official

May , 2009

Date

Jerry F. Ludwig

Name

Mayor

Title

161 W. Michigan Avenue

Address

Jackson, MI 49201

City/State/Zip

517-788-4028

Telephone Number

**City of Jackson Police Department
216 East Washington Avenue
Jackson, Michigan 49201
(517) 788-4127**



MEMORANDUM

DATE: May 1, 2009

TO: William R. Ross
City Manager

FROM: Matthew R. Heins
Chief of Police

SUBJECT: April Manager's Report

Chief Matthew Heins

- Attended:
 - Training Consortium Meeting
 - Area Chiefs Meeting
 - Meeting to Review 2009 Goals with Commanders
 - Victim Rights Tribute
 - 12th District Court Meeting
 - Meeting Regarding Opening Pistol Range
 - City Council Strategic Planning Session
- Completed MCOLES Firearm Qualification Match
- Conducted Employee Pre-Determination Meetings (2)
- Conducted Employee Discipline Meetings (2)
- 48 hours of vacation

Deputy Chief John Holda

- Attended:
 - Training Consortium Executive Board
 - Pension Board Meeting
 - City Council Meeting
 - Department Head Meeting
 - Complaint Tracking Software Meeting
 - Budget Meeting
 - Salvation Army Advisory Board Meeting
 - Policy and Procedure Meeting
 - 12th District Court Meeting
 - ETSC-Compliance Audit – Jackson County Sheriff's Office

- New Worlds Systems Meeting
- Review & Recommendation of Several Internal Investigations
- Completed Internal Investigation into Employee Complaint
- Update to Procedure for BSA Complaint Tracking
- 40 Hours of Vacation

Lt. Aaron Kantor

- Attended:
 - Project Safe Neighborhood Meeting
 - Community Correction Liaison Meeting @ Parnall Correctional Facility
 - City Council Meeting
 - Local Planning Team Meeting
 - Continued to work on county wide preparedness drill, scheduled for May. It looks to involve a chlorine spill and incorporate the county public information officer process.
 - Mental Health Court Meeting
 - Staff and Command Training (two weeks)
 - LEPC Meeting at OEM
 - Discussed local emergency plans for various community locations
 - Pawn Shop Ordinance Meeting
- Jackson High Interview Panel for School Officer
- Other Update Information:
 - Close to finishing the pawn shop ordinance changes
 - Preparing for June auction, scheduled for June 13th
 - Police worked with parole officers on four different occasions over the course of the month

Lt. Christopher Simpson

- Attended:
 - Sexual Assault Task Force Meeting
 - MIOSHA Meeting at City Hall
 - Award from the National Association of Negro Business and Professional Woman's Club as Man of the Year.
 - Mentor Meeting in Battle Creek – Michigan Youth Challenge
 - LEPC Meeting at the Office of Emergency Management
 - Meeting with Jackson County Branch of the NAACP, Review of Two Incidents
 - Strategic Planning Meeting with Department Heads and Council Members
 - Mental Health Court Meeting
 - Evaluation Committee Meeting
 - Honor Guard Practice at FOP Hall for Memorial Service
 - Human Services Coordinating Alliance Meeting
 - Meeting with Great Northern Security
 - 1st quarter Goals Meeting with JPD Commanders
- JNET Warrant Sweep – Patrol Division Assisted