



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

AGENDA – CITY COUNCIL MEETING

September 22, 2009
7:00 p.m.

1. **Call to Order.**
2. **Pledge of Allegiance** – Invocation by Daniel P. Greer, 3rd Ward City Councilmember.
3. **Roll Call.**
4. **Adoption of Agenda.**
5. **Presentations/Proclamations.**
6. **Citizen Comments. (3-Minute Limit)**
7. **Consent Calendar.**
 - A. Approval of the minutes of the regular City Council meeting of September 8, 2009.
 - B. Approval of the request from the Jackson High School Homecoming Parade Committee to close Brown Street from Michigan Avenue to Wildwood, and Wildwood from Daniel Road to Lydia Street, to hold their annual Homecoming Parade on Friday, October 16, 2009, with police assistance, beginning at 6:00 p.m. (Approval recommended by the Police, Fire, and Traffic Engineering Departments. Proper insurance coverage received.)
 - C. Approval of the request from the Jackson Junior Welfare League to request closure of the 100 block of N. Mechanic Street from 12:00 p.m. through 12:00 a.m., to have a “mini” antique car display and request usage of municipal lots number 5 and 14 to hold their annual fundraiser event on Sunday, October 11, 2009, at the Michigan Theatre, 127 N. Mechanic Street. (Approval recommended by the Police, Fire, Traffic Engineering, Public Works and Parks/Forestry Departments and the Downtown Development Authority. Proper insurance coverage received.)
 - D. Approval of the offer to purchase the City-owned property located on Colfax Street, Stencil 3-3222.5 (vacant lot), in the amount of \$1,500.00, waive a development agreement, conditioned upon the homeowner’s combining this parcel with their current property, and authorization for the Mayor and City Clerk to execute the appropriate document(s), subject to approval and minor modifications by the City Attorney, in accordance with the recommendation of the Community Development Director.
 - E. Approval of the request for a City water service extension to the properties located at 908, 1002, and 1018 S. Brown Street (Summit Township), in accordance with the recommendation of the City Engineer.
 - F. Approval of Traffic Control Order Nos. (TCO) 2030 and 2031, prohibiting parking on the east side of N. East Avenue from Homewild Avenue to Burr Street, and on the east side of N. East Avenue from Burr Street to Ganson Street, respectively, in accordance with the recommendation of the City Engineer.
 - G. Approval of Traffic Control Order Nos. (TCO) 2032 and 2033, to install a device establishing right-of-way at the intersections of Hill Street and Spring Street, and Hill Place and Hill Street, respectively, in accordance with the recommendation of the City Engineer.
 - H. Receipt of City Treasurer’s Quarterly Report for the months of April, May, and June, 2009.

- I. Receipt of the Dangerous Building Report for August 31, 2009.
- J. Referral of a text amendment to the zoning ordinance, City Code, Chapter 28, addressing cell towers and cell antennas, and establishment of a public hearing at the City Planning Commission meeting.
- K. Establishment of October 6, 2009, at the City Council meeting as the time and place to hold a public hearing to hear public comments for the submittal of a United States Environmental Protection Agency Site Assessment Grant for hazardous substances.

8. **Committee Reports.**

- A. Consideration of the following recommendations from the Rules and Personnel Committee:
 - 1. Consideration of the recommendation from the Rules and Personnel Committee regarding the ICMA-RC 401(a) Qualified Retirement Plan. (Referred to the Rules and Personnel Committee at the September 8, 2009, Council meeting.)
 - a. Resolution approving ICMA-RC 401(a) Qualified Retirement Plan contributions for certain employees, which shall be treated as Employer (pre-tax) contributions, and shall be made by the Employer in lieu of contributions by the employee (post-tax).
 - 2. Consideration of the recommendation from the Rules and Personnel Committee to approve the employment agreement between the City and David Taylor, City Assessor.
 - 3. Consideration of the recommendation from the Rules and Personnel Committee to approve the amendments to the employment agreement between the City and Julius A. Giglio, City Attorney.
 - 4. Consideration of the recommendation from the Rules and Personnel Committee to approve the amendments to the employment agreement between the City and Lynn Fessel, City Clerk.

9. **Appointments.**

10. **Public Hearings.**

- A. Public hearing to receive citizen comment on the City's performance in administering 2008-2009 Community Development Block Grant (CDBG) and HOME Programs.
 - 1. Authorization to submit the Consolidated Annual Performance and Evaluation Report (CAPER) to the U.S. Department of Housing and Urban Development (HUD) by the deadline of September 30, 2009.
- B. Public hearing to receive citizen comment regarding the sale of the Incubator at 414 N. Jackson Street.

11. **Resolutions.**

- A. Consideration of a resolution amending the 2009-2010 budget to reflect the receipt of the Byrne Justice Assistance Grant (JAG) fund, in the amount of \$45,945.00.
- B. Consideration of a resolution establishing October 20, 2009, at the City Council meeting as the time and place to hold a public hearing on Special Assessment Roll No. 4181 for delinquent miscellaneous General Fund accounts receivable and directing the City Assessor to prepare the roll, in accordance with the recommendation of the City Clerk.
- C. Consideration of a resolution establishing October 20, 2009, at the City Council meeting as the time and place to hold a public hearing on Special Assessment Roll No. 4182 for delinquent miscellaneous Building Department Fund accounts receivable and directing the City Assessor to prepare the roll, in accordance with the recommendation of the City Clerk.
- D. Consideration of a resolution establishing October 20, 2009, at the City Council meeting as the time and place to hold a public hearing on Special Assessment Roll No. 4183 for delinquent miscellaneous Community Development Block Grant Fund accounts receivable and directing the City Assessor to prepare the roll, in accordance with the

recommendation of the City Clerk.

- E. Consideration of a resolution establishing October 20, 2009, at the City Council meeting as the time and place to hold a public hearing on Special Assessment Roll No. 4184 for delinquent miscellaneous Wastewater Fund accounts receivable and directing the City Assessor to prepare the roll, in accordance with the recommendation of the City Clerk.
- F. Consideration of a resolution establishing October 20, 2009, at the City Council meeting as the time and place to hold a public hearing on Special Assessment Roll No. 4185 for delinquent miscellaneous Water Fund accounts receivable and directing the City Assessor to prepare the roll, in accordance with the recommendation of the City Clerk.
- G. Consideration of a resolution establishing October 20, 2009, at the City Council meeting as the time and place to hold a public hearing on Special Assessment Roll No. 4186 for delinquent miscellaneous Public Works Fund accounts receivable and directing the City Assessor to prepare the roll, in accordance with the recommendation of the City Clerk.
- H. Consideration of a resolution amending the 2007-2008 (Year 33), 2008-2009 (Year 34), and 2009-2010 (Year 35) Community Development Block Grant (CDBG) budgets, to budget the additional program income in the total amount of \$26,104.00 to the Cleanup (\$5,000.00), the NRC (\$1,187.00), and Special Assessments (\$19,917.00).
- I. Consideration of a resolution approving the contract between the City and the Michigan Department of Transportation (MDOT) for construction work on the North Mechanic Street Bridge project, with an estimated construction cost of \$1,146,000.00 (City's portion is \$76,200.00), and authorization for the Mayor and City Clerk to execute the appropriate contract document(s), in accordance with the recommendation of the City Engineer.

12. **Ordinances.**

- A. Final adoption of Ordinance No. 2009.13 amending Chapter 28, Section 28-86, Subsection 6, City Code, allowing handicap accessible ramps within required yards.

13. **Other Business.**

- A. Consideration of the request to approve six (6) revocable licenses to be issued to the Jackson Transportation Authority, to install six (6) bus shelters at various locations in the City, contingent upon the State Historic Preservation Office approval, and authorization for the Mayor and City Clerk to execute the appropriate document(s), in accordance with the recommendation of the City Engineer. (Two (2) were postponed at the September 8, 2009, City Council meeting.)
- B. Consideration of the renewal of a lease between the City and John George Home, Inc., for property at 1501 E. Ganson Street, for a thirty year (30) term, and authorization for the Mayor and City Clerk to execute the appropriate document(s), and for the City Attorney to make minor modifications to the lease prior to execution.
- C. Consideration of the request to approve a Memorandum of Agreement (MOA) between the City, The Enterprise Group Property Development, LLC, and the Michigan State Historic Preservation Office, for demolition at 600 N. Mechanic Street (Acme Building), and authorization for the City Attorney to make minor modifications if necessary, and for the Mayor to execute the appropriate document(s), in accordance with the recommendation of the Community Development Director.

14. **New Business.**

- A. Consideration of the following recommendation from the Downtown Development Authority (DDA) regarding the Meterless Parking System:
 - 1. Continuation of the Meterless Parking System authorizing the City Assessor to start the information gathering and verification process for the 2009-2010 Meterless Parking Program.
- B. Consideration of request to approve Change Order No. 1 to the contract with Belden Paving Co., Inc., (on an as needed basis) in the increased amount of \$50,000.00, for additional paving work for Water Main Projects and Street Cuts for water main breaks, and authorization for the City Manager, and the Interim Water Department Director to

execute the appropriate document(s), in accordance with the recommendation of the Interim Water Department Director.

- C. Consideration of the request to approve two-year agreement with Broadspire Services, Inc., for third party administrator of workers compensation cases in the amount of \$41,478.00, in accordance with the recommendation of the Director of Personnel & Labor Relations.
- D. Consideration of the recommendations from the City Manager for budget amendments to the City's General Fund for fiscal year 2009-2010:
 - 1. Consideration of a resolution amending the City's General Fund for fiscal year 2009-2010.
 - 2. Consideration of an ordinance establishing compensation rates for administrative and supervisory employees of the City of Jackson.
 - *3. Item deleted.
- E. Receipt of City Manager's notice of retirement date effective October 2, 2009.
- F. Consideration of the appointment of an interim City Manager.
- *G. Consideration of the request from the Christian Science Reading Room authorizing them to leave their furnishings, books, and other personal property at the site after October 15, 2009, and no later than December 31, 2009, (delaying closure of the building until that time), and authorization for the City Attorney to draft the appropriate documents in compliance with that directive, and for the Mayor and City Clerk to execute the appropriate document(s).

15. **City Councilmembers' Comments.**

16. **Manager's Comments.**

17. **Adjournment.**

*Item added, changed, or deleted.

JACKSON CITY COUNCIL MEETING

MINUTES

SEPTEMBER 8, 2009

CALL TO ORDER.

The Jackson City Council met in regular session in City Hall and was called to order at 7:04 p.m. by Mayor Jerry F. Ludwig.

PLEDGE OF ALLEGIANCE – INVOCATION.

The Council joined in the pledge of allegiance. Councilmember Howe 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.

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

None.

CITIZEN COMMENTS.

Miriam Brown Dorsey, 1203 Lansing Avenue, discussed the Elnora V. Moorman Help Center and the closing of the Neighborhood Resource Center. She asked the Council to consider selling or leasing the Center and asked Council to provide funding for operating expenses and utilities during the first year.

Janice Sweet Fairley, 10784 S. Meridian Road, spoke on behalf of the Jackson County Branch of the NAACP, which has an office in the Neighborhood Resource Center, and asked Council for their assistance with this office.

John Wilson, 1045 S. Durand Street, spoke in opposition to the renewal of funding for the Enterprise Group.

Hakim Crampton spoke on behalf of HAPE, which has an office in the Neighborhood Resource Center, and expressed interest in purchasing the building.

Hendrik Schuur, Board Treasurer of The Enterprise Group, asked for the Council's support of the renewal of funding for the EG.

CONSENT CALENDAR.

Councilmember Frounfelker requested Item D be removed for separate consideration. Councilmember Greer requested Item G be removed for separate consideration. Motion was made by Councilmember Howe and seconded by Councilmember Gaiser to approve the following Consent Calendar, with Items D and G removed for separate consideration. 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 August 11, 2009 and special City Council meetings of August 18, and August 27, 2009.
- B. Approval of the payment of the Region 2 Planning Commission Invoice, in the amount of \$10,891.41, for planning services for the month of August 2009, in accordance with the recommendation of the City Manager.
- C. Approval of the request from Jackson Area Catholic Schools- Jackson Family Fall Festival, to conduct a 5K run/walk, with street closure (North Street from Cooper Street to Loomis Street) and police assistance, on September 26, 2009, beginning at 9:45 a.m. (Recommended approval received from the Police, Fire, Traffic Engineering, and Public Services Departments. Proper insurance coverage received.)
- D. *Removed for separate consideration.*
- E. Approval of the request from St. John the Evangelist Church to hold "America Needs Fatima" at the Riverwalk Amphitheater on Sunday, October 11, 2009, beginning at 2:00 p.m. (Approval recommended by the Police, Fire, Traffic Engineering, Parks & Forestry, Public Services Departments, and the Downtown Development Authority. Proper insurance coverage has been received.)
- F. Approval of the request from the Jackson YMCA to hold a group fitness class at Bucky Harris Park on Friday, September 11, and Friday, September 18, 2009, beginning at 7:30 a.m. (Approval recommended by Police, Fire, Parks and Forestry Departments, and the Downtown Development Authority. Proper insurance coverage has been received.)
- G. *Removed for separate consideration.*
- H. Approval of Traffic Control Order No. (TCO) 2029, returning Gibson Place between Cooper Street and N. Francis Street to two-way traffic, and rescinding Traffic Control Order (TCO) No. 1869, in accordance with the recommendation of the City Engineer.
- I. Approval of Final Change Order No. 2 to the contract with Concord Excavating and Grading, Inc., in the decreased amount of \$29,140.82, for the Dwight Street Watermain Replacement

- project, and authorization for the City Manager, and City Engineer to execute the appropriate document(s), in accordance with the recommendation of the City Engineer.
- J. Approval of the request to allow the American Red Cross additional time to expend their Community Development Block Grant (CDBG) and HOME funding, and authorization for the Mayor and City Clerk to execute the Amended Subrecipient Agreement, in accordance with the recommendation of the Community Development Director.
 - K. Approval of the request of the Community Development Director to disseminate the draft Consolidated Annual Evaluation and Performance Report (CAPER) for public review and begin the 15-day comment period, and hold a public hearing on September 22, 2009, to receive citizen comment regarding the CAPER. (Public hearing was established with the Timeline at the November 18, 2008, Council meeting.)
 - L. Receipt of a Summons and Complaint filed in Circuit Court by Autumn Lowe v City of Jackson, and referral to the City Attorney for appropriate action.
 - M. Receipt of the City of Jackson's summary of revenue and expenditures for one (1) month ended, July 31, 2009.
 - N. Receipt of CDBG Financial Summary Report through July 31, 2009.
 - O. Referral of an application to the City Planning Commission from Ronald Snyder to rezone property located at 1001 Lansing Ave. (Stencil #1-0535), 1005 Lansing Ave. (Stencil #1-0535), 428 Hill St. (Stencil #1-0534), 422 Hill St. (Stencil #1-0537), and Hill St. (Stencil #1-0538) from C-2 to R-4.
 - P. Establishment of September 22, 2009, at the City Council meeting as the time and place to hold a public hearing to receive citizen comment regarding the sale of the Incubator at 414 N. Jackson Street.

CONSENT CALENDAR ITEM D.

Approval of the request from the American Cancer Society to hold the "Making Strides Against Breast Cancer Walk," at the Riverwalk Amphitheater on Saturday, October 10, 2009, beginning at 9:00 a.m. (Approval recommended by Police, Fire, Traffic Engineering, Parks & Forestry, Public Services Departments, and the Downtown Development Authority. Proper insurance coverage has been received.)

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.

CONSENT CALENDAR ITEM G.

Approval of Traffic Control Order Nos. 2021, 2022, 2023, 2024, 2025, 2026, 2027, and 2028, regarding removal of certain traffic signals in the city, in accordance with the recommendation of the City Engineer.

Motion was made by Councilmember Greer and seconded by Councilmember Polaczyk to approve the Traffic Control Orders. 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.

COMMITTEE REPORTS.

None.

APPOINTMENTS.

None.

PUBLIC HEARINGS.

- A. PUBLIC HEARING ON THE REQUEST FOR A TEXT AMENDMENT TO THE CITY'S ZONING ORDINANCE, CITY CODE, CHAPTER 28, SECTION 28-86, SUBSECTION 6, ALLOWING HANDICAP ACCESSIBLE RAMPS WITHIN REQUIRED YARDS. (CITY PLANNING COMMISSION AND ITS STAFF RECOMMENDS APPROVAL.)**

Mayor Ludwig opened the public hearing. Jim Egan, 719 S. Durand, expressed his concern with the setbacks in the ordinance. The Mayor closed the public hearing.

- 1. CONSIDERATION OF AN ORDINANCE AMENDING CHAPTER 28, SECTION 28-86, SUBSECTION 6, CITY CODE, ALLOWING HANDICAP ACCESSIBLE RAMPS WITHIN REQUIRED YARDS.**

Motion was made by Councilmember Polaczyk and seconded by Councilmember Frounfelker to approve the Ordinance and place it on the next regular Council meeting agenda for adoption. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Howe, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: Councilmember Breeding--1. Absent: 0.

- B. PUBLIC HEARING ON THE REQUEST FOR A TEXT AMENDMENT TO THE CITY'S ZONING ORDINANCE, CITY CODE, CHAPTER 28, SECTION 28-5, AMENDING THE DEFINITION OF "FAMILY" AND "ROOMING HOUSE." (CITY PLANNING COMMISSION RECOMMENDS APPROVAL.)**

Mayor Ludwig opened the public hearing. Lynn Guernsey, Gail Mahoney, Robert McNitt, Kevin Thomas, Jim Shotwell and Philip Hoffman, Jr. all spoke in opposition to the text amendment. The Mayor closed the public hearing.

- 1. CONSIDERATION OF AN ORDINANCE AMENDING CHAPTER 28, SECTION 28-5, CITY CODE, AMENDING THE DEFINITION OF "FAMILY" AND "ROOMING HOUSE."**

Motion was made by Councilmember Breeding and seconded by Councilmember Howe to postpone consideration of the ordinance indefinitely.

Motion was made by Councilmember Greer and seconded by Councilmember Gaiser to amend the motion by postponing consideration of the ordinance until the October 6, 2009, Council meeting. 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.

The original motion, as amended, was adopted by the following vote. Yeas: Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: Mayor Ludwig--1. Absent: 0.

RESOLUTIONS.

- A. CONSIDERATION OF A RESOLUTION APPROVING THE CITY'S COMMITMENT TO MATCH FUNDS WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION IN THE ESTIMATED AMOUNT OF \$595,415.00, FOR THE COMPLETION OF THE GRAND RIVER ARTSWALK PROJECT.**

Motion was made by Councilmember Polaczyk and seconded by Mayor Ludwig to adopt the resolution. 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.

- B. CONSIDERATION OF A RESOLUTION REQUESTING PREPARATION OF A HISTORIC PRESERVATION EASEMENT FOR THE GRAND RIVER ARTSWALK PROJECT BY THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND THE MICHIGAN DEPARTMENT OF HISTORY, ARTS AND LIBRARIES ACTING THROUGH THE STATE HISTORIC PRESERVATION OFFICE, AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE DOCUMENT(S).**

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

- C. CONSIDERATION OF A RESOLUTION APPROVING THAT ICMA-RC 401(A) QUALIFIED RETIREMENT PLAN CONTRIBUTIONS FOR CERTAIN EMPLOYEES, WHICH SHALL BE TREATED AS EMPLOYER (PRE-TAX) CONTRIBUTIONS, AND SHALL BE MADE BY THE EMPLOYER IN LIEU OF CONTRIBUTIONS BY THE EMPLOYEE (POST-TAX).**

Motion was made by Councilmember Breeding and seconded by Councilmember Greer to refer this matter to the Rules and Personnel Committee for a recommendation. 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.

- A. CONSIDERATION OF AN ORDINANCE AMENDING CHAPTER 19, SECTION 19-56, CITY CODE, REMOVING THE ELLA W. SHARP PARK BOARD OF TRUSTEE'S MEMBER TERM LIMITS.**

Motion was made by Mayor Ludwig and seconded by Councilmember Greer to approve the ordinance and place it on the next regular Council meeting agenda for adoption. The motion FAILED adoption by the following vote. Yeas: Mayor Ludwig and Councilmember Howe—2. Nays: Councilmembers Breeding, Greer, Gaiser, Frounfelker and Polaczyk—5. Absent: 0.

- B. FINAL ADOPTION OF ORDINANCE NO. 2009.12, ADDING ARTICLE II TO CHAPTER 24, SECTIONS 24.5-51, CITY CODE, TO PROMOTE AND PROTECT**

THE PUBLIC HEALTH, SAFETY, AND WELFARE AND EXERCISE REASONABLE CONTROL OVER THE PUBLIC RIGHT-OF-WAY BY REGULATING THE USE AND OCCUPATION OF SUCH RIGHT-OF-WAY BY VIDEO SERVICE PROVIDERS WHO LACK A METRO ACT PERMIT.

Motion was made by Councilmember Greer and seconded by Councilmember Polaczyk to adopt Ordinance No. 2009.12. 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.

OTHER BUSINESS.

- A. CONSIDERATION OF RENEWAL OF FUNDING TO THE ENTERPRISE GROUP IN THE AMOUNT OF \$100,000.00, FOR ECONOMIC DEVELOPMENT IN THE CITY OF JACKSON, AND RECEIPT OF THE ECONOMIC DEVELOPMENT ACTIVITIES IMPACT REPORT FROM THE ENTERPRISE GROUP.**

Motion was made by Councilmember Polaczyk and seconded by Councilmember Greer to approve the renewal of funding. 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.

- B. CONSIDERATION OF A MONTHLY LEASE AGREEMENT BETWEEN THE CITY AND ESSEX MECHANICAL TO LEASE SPACE AT 212 W. MICHIGAN AVENUE, AT A RATE OF \$1.50 PER SQ. FT. FOR \$375.00 PER MONTH, AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE DOCUMENT(S), AND FOR THE CITY ATTORNEY TO MAKE ANY MINOR MODIFICATIONS AS NEEDED, IN ACCORDANCE WITH THE RECOMMENDATION OF THE COMMUNITY DEVELOPMENT DEPARTMENT. (COMMUNITY DEVELOPMENT DEPARTMENT RECOMMENDS DENIAL.) (TABLED AT THE AUGUST 11, 2009, CITY COUNCIL MEETING.)**

Motion was made by Councilmember Polaczyk and seconded by Councilmember Howe to deny the request to enter into a lease. 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.

NEW BUSINESS.

- A. CONSIDERATION OF THE DESIGNATION OF AN OFFICIAL REPRESENTATIVE AND ALTERNATE TO CAST THE VOTE OF THE MUNICIPALITY AT THE MICHIGAN MUNICIPAL LEAGUE ANNUAL BUSINESS MEETING TO BE HELD ON SEPTEMBER 23, 2009, AT THE RADISSON PLAZA HOTEL, KALAMAZOO, MI.**

Motion was made by Councilmember Howe and seconded by Councilmember Gaiser to designate Councilmember Greer as the official representative and pay the registration fee of \$324.00. The motion was adopted by the following vote. Yeas: Councilmembers Breeding, Howe, Greer, Gaiser, and Polaczyk—5. Nays: Mayor Ludwig and Councilmember Frounfelker--2. Absent: 0.

- B. CONSIDERATION OF THE REQUEST TO APPROVE TWO (2) REVOCABLE LICENSES TO BE ISSUED TO THE JACKSON TRANSPORTATION AUTHORITY, TO INSTALL TWO (2) BUS SHELTERS IN THE CITY, AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE DOCUMENT(S), IN ACCORDANCE WITH THE RECOMMENDATION OF THE CITY ENGINEER.**

Motion was made by Councilmember Breeding and seconded by Councilmember Howe to approve the request.

Motion was made by Mayor Ludwig and seconded by Councilmember Greer to postpone consideration of this matter until the next regular Council meeting. 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 REQUEST TO ISSUE A PURCHASE ORDER TO THE DETROIT SALT COMPANY, DETROIT, AT THEIR BID PRICE OF \$39.88 PER TON, FOR AN ESTIMATED CONTRACT COST OF \$171,484.00, (THIRD AND FINAL YEAR OF THE JACKSON COUNTY ROAD COMMISSION CONTRACT) FOR 2009-2010 ROAD SALT PURCHASE FOR LOCAL AND MAJOR CITY STREETS, IN ACCORDANCE WITH THE RECOMMENDATION OF THE JACKSON COUNTY ROAD COMMISSION, AND THE CITY ENGINEER.**

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

- D. CONSIDERATION OF THE REQUEST TO ISSUE A PURCHASE ORDER TO NORTH AMERICAN SALT COMPANY, OVERLAND, KANSAS, AT THEIR BID PRICE OF \$57.83 PER TON (APPROXIMATELY \$57,830.00) FOR 2009-2010 ROAD SALT PURCHASE FOR STATE TRUNKLINES (AS MANDATED BY THE MICHIGAN DEPARTMENT OF TRANSPORTATION THROUGH THE STATE OF MICHIGAN SALT PURCHASE CONTRACT) (ONE YEAR CONTRACT), IN ACCORDANCE WITH THE RECOMMENDATION OF THE CITY ENGINEER, AND THE STATE OF MICHIGAN.**

Motion was made by Councilmember Greer and seconded by Councilmember Polaczyk 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 EXTEND THE DEVELOPMENT AGREEMENT FOR 313 AND 315 WEST WESLEY AS REQUESTED BY JEANNETTE WOODARD, WOODARD & ASSOCIATES ARCHITECTS, INC., AND AUTHORIZATION FOR STAFF TO PREPARE THE NECESSARY DOCUMENTS AND TAKE ANY OTHER ACTION NECESSARY TO COMPLETE THIS TRANSACTION, AND FOR THE MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE DOCUMENT(S), IN ACCORDANCE WITH THE RECOMMENDATION OF THE COMMUNITY DEVELOPMENT DIRECTOR.**

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

- F. CONSIDERATION OF THE REQUEST TO APPROVE A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND THE JACKSON COUNTY CONTINUUM OF CARE (COC) AND COC'S DESIGNATED HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP) LEAD AGENCY, COMMUNITY ACTION AGENCY, REGARDING THE COORDINATION OF THE HPRP FUNDING AND ACTIVITIES IN THE CITY, AND AUTHORIZATION FOR THE MAYOR TO EXECUTE THE APPROPRIATE DOCUMENT(S), AND AUTHORIZATION FOR STAFF TO MAKE MODIFICATIONS, IN ACCORDANCE WITH THE RECOMMENDATION OF THE COMMUNITY DEVELOPMENT DIRECTOR.**

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

- G. CONSIDERATION OF THE APPROVAL OF THE HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM SUBGRANTEE AGREEMENT, AND AUTHORIZATION FOR THE CITY ATTORNEY TO MAKE MINOR MODIFICATIONS IF NEEDED, AND FOR THE MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE DOCUMENT(S), IN ACCORDANCE WITH THE RECOMMENDATION OF THE COMMUNITY DEVELOPMENT DIRECTOR.**

Motion was made by Councilmember Frounfelker and seconded by Councilmember Polaczyk to approve the Agreement, authorize the City Attorney to make minor modifications if needed and for the Mayor and City Clerk to execute the appropriate document(s). 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.

- H. CONSIDERATION OF THE FOLLOWING REQUESTS REGARDING THE HAYES HOTEL CLOSURE:**

- 1. AUTHORIZATION FOR THE CITY ATTORNEY AND CITY MANAGER TO GIVE NOTICE TO THE CHRISTIAN SCIENCE READING ROOM OF THE TERMINATION OF THE MONTH-TO-MONTH LEASE, AND ORDER VACATION OF THE BUILDING BY THE END OF THE LEASE TERM; AND**

Motion was made by Councilmember Polaczyk and seconded by Councilmember Howe to authorize the City Attorney and City Manager to give notice of the termination of the lease. 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.

- 2. AUTHORIZATION FOR THE CITY MANAGER TO TAKE ALL NECESSARY ACTION TO CLOSE THE BUILDING ONCE THE BUILDING IS VACATED.**

Motion was made by Councilmember Polaczyk and seconded by Councilmember Howe to authorize the City Manager to take all necessary action to close the building once it is vacated. 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.

I. CONSIDERATION OF THE REQUEST TO FORGIVE AN OWNER-OCCUPIED HOUSING REHABILITATION LOAN, COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS, IN THE AMOUNT OF \$4,500.00 IN LIEU OF FULL PAYMENT OF \$9,998.30 FOR 306 N. GORHAM STREET, AND AUTHORIZATION FOR STAFF TO DISCHARGE THE RELATED MORTGAGE, IN ACCORDANCE WITH THE RECOMMENDATION OF THE COMMUNITY DEVELOPMENT DIRECTOR.

Motion was made by Councilmember Greer and seconded by Councilmember Howe to approve the request, in accordance with the recommendation of the Community Development Director. 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 Gaiser inquired about the status of appointed officials' evaluations and if we have received a response from the State regarding Jackson's placement on a financial "watch list."

Councilmember Frounfelker reported on a meeting regarding the JACTS street re-prioritization plan. He inquired about the status of the amnesty program and the Neighborhood Resource Center. The City Manager responded. He also announced that on Thursday he and the Mayor will be pumping gas at the West and High Mobil station for the United Way campaign kick-off.

Councilmember Greer asked if the JACTS street re-prioritization plan will come back before the City Council. The City Manager responded that it will.

CITY MANAGER'S COMMENTS.

No comments.

ADJOURNMENT.

No further business being presented, a motion was made by Councilmember Greer and seconded by Councilmember Howe to adjourn the meeting. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0. The meeting adjourned at 8:58 p.m.

Lynn Fessel
City Clerk



City Clerk

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

September 16, 2009

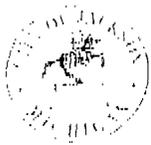
TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk *Angela*
RE: Jackson High School Homecoming Parade

Jackson High School is requesting closure of Brown Street from Michigan Avenue to Wildwood Avenue and Wildwood Avenue from Daniel Road to Lydia Street, to hold their annual Homecoming Parade on Friday, October 16, 2009, with police assistance, beginning at 6:00 p.m.

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

Please place this request on the Council's September 22nd consent calendar for their consideration.

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: _____ Time: _____ By: _____

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

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

Organization Address: 544 Wildwood Ave

Organization Agent: Barbara Baird-Pauli Title: Principal

Phone: Work (517) 841-3701 Home _____ During event 206-5659

Agent's Address: _____

Agent's E-Mail Address: bbairdpa@psmail.org

Event Name: Homecoming Parade

Please give a brief description of the proposed special event: Parade - marching band - Floats School Students - Army Vehicle - School Superintendent board members.

Event Day(s) & Date(s): Friday Oct 16, 2009 Event Time(s): 6:00p.m ~ 7:00p.m.

Set-Up Date & Time: Friday Oct 16, 09 ~ 5:00p.m. Tear-Down Date & Time: Friday Oct 16, 09 7:00

Event Location: Brown Street down Wildwood to Jackson High School

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

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

STREET CLOSURES: Start Date/ Time: October 16 5:30 PM through Date/ Time: Oct 16 6:30 PM

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

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

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



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

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

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

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 Department assistance

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

N/A

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

9-2-09
Date

[Signature]
Signature of Sponsoring Organization's Agent

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



JACKSON HIGH SCHOOL

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

August 21, 2009

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



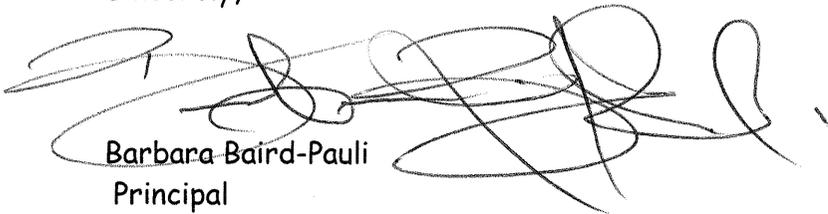
Honorable Mayor Jerry Ludwig
Members of the City Council:

The Jackson High School Student Government would like to hold this year's Homecoming Parade on Friday, October 16, 2009 at 6:00 p.m. The parade will consist of cars and floats. The Jackson High School band will lead the parade. The route for the parade, which begins at Immanuel Lutheran Church (Brown and Michigan Ave), is explained on the enclosed map.

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

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

Sincerely,



Barbara Baird-Pauli
Principal

BBP/nfn

Enclosure: Parade Route

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

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 High School Homecoming Parade – Friday, October 16, 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: <u>C. Simpson</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u> </u>
Fire Dept.: <u>L. Bosell</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>-0-</u>
Traffic Eng.: <u>R. Dietz</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>201.38</u>
Public Services: <u>FYI</u>	Recommend Approval: YES NO	Est. Economic Impact: \$ <u>-0-</u>
Parks/Forestry: <u>FYI</u>	Recommend Approval: YES NO	Est. Economic Impact: \$ <u>-0-</u>
DDA: <u>FYI</u>	Recommend Approval: YES NO	Est. Economic Impact: \$ <u>-0-</u>

Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

Insurance/Indemnification Received: 9/16//2009 Insurance Approved: 9/16//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

September 16, 2009

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk *Angela*
RE: Jackson Junior Welfare League 2009 Gala

The Jackson Junior Welfare League is requesting closure of the 100 block of N. Mechanic Street and Pearl Street from Mechanic Street to west of Night Light (145 Pearl Street) from 12:00 p.m. through 12:00 a.m. to have a "mini" antique car display. They are also requesting use of municipal lots number 5 and 14. The Jackson Junior Welfare League is requesting approval of the above in order to hold their annual fundraiser event on Sunday, October 11, 2009, at the Michigan Theatre.

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

Please place this request on the Council's September 22nd consent calendar for their consideration.

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: 8/28/09 Time: 9 AM 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 Junior Welfare League

Organization Address: P.O. Box 565, Jackson, MI 49204

Organization Agent: Christine Gorton Title: House Entertainment Chair

Phone: Work 517 673-6480 Home same During event same

Agent's Address: 305 Duryeas Point, Michigan Center, MI

Agent's E-Mail Address: clgorton@gmail.com 49204

Event Name: Jackson Junior Welfare League 2009 Gala

Please give a brief description of the proposed special event: Annual Fundraising event - street closure to accommodate antique car display in front of theatre (mechanic) * Pearl St.

Event Day(s) & Date(s): Sunday, Oct. 11, 2009 Event Time(s): 5 - 8 pm

Set-Up Date & Time: 10/11/2009 8am Tear-Down Date & Time: 10/11/2009 8:30pm

Event Location: Michigan Theatre, 124 N. Mechanic St.

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? Various locations @ 30

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: 10/11/2009 noon through Date/ Time: 10/11/2009 midnight

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:
P2 P3 Lot 14, Lot 5

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 - liquor license through the Michigan Theatre,
 If yes, what time? _____ until _____ alcohol will be served inside the theatre only.

* for restaurant load-in to rear theatre entrance



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? 350 guests

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.)
Request street closure as indicated on attached map.

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

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

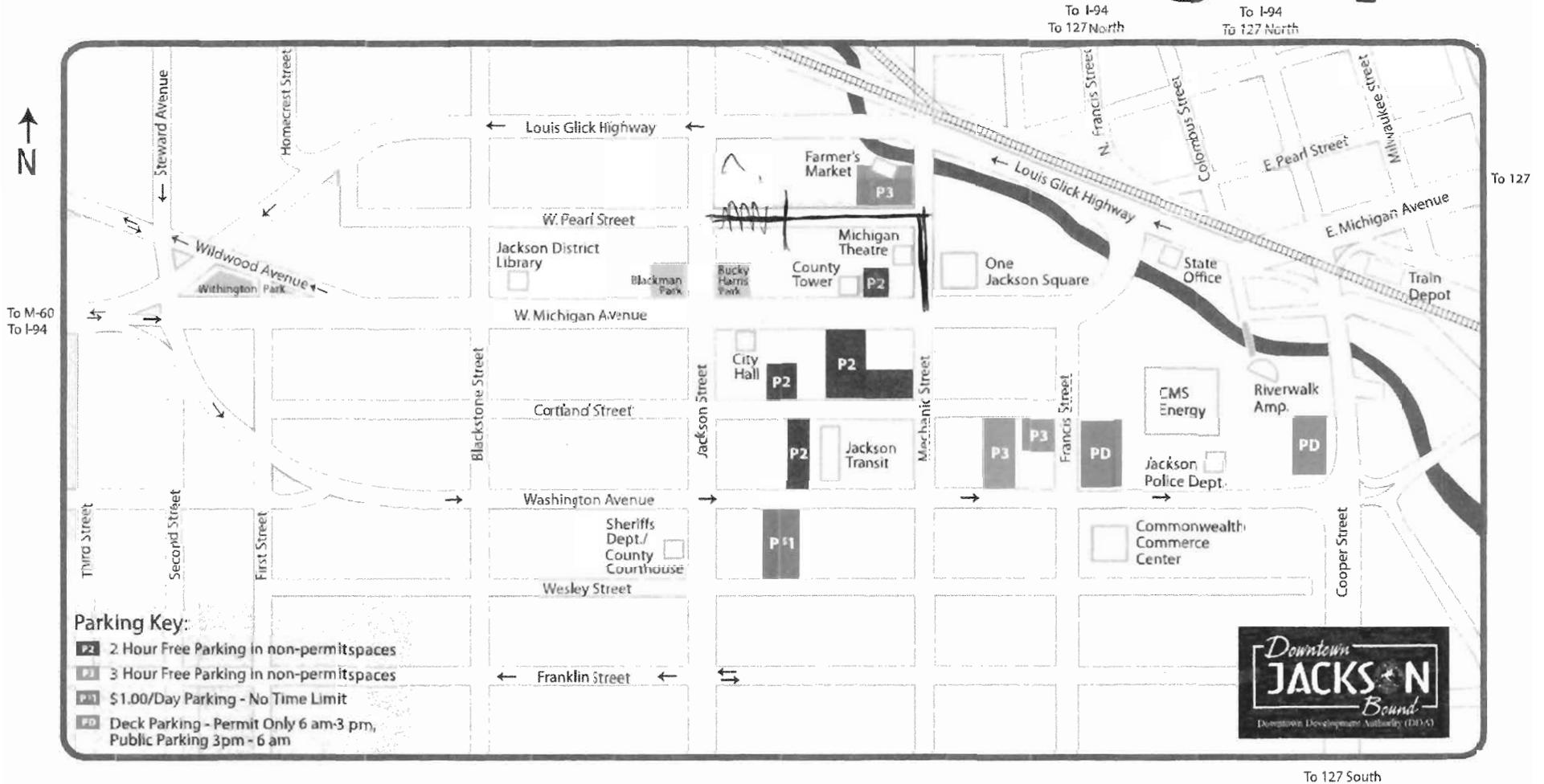
8/24/2009
 Date

Christine L. Gordon
 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

Jackson Junior Welfare League 2009 Gala 10/11/2009
 (517) 673-6480
 Christine Gorton

Downtown Jackson Parking Map



indicates requested street closures & parking lots

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

Event Title: Junior Welfare League 2009 Gala – Sunday, October 11, 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: <u>C. Simpson</u>	Recommend Approval: <u>YES</u>	NO	Est. Economic Impact: \$ <u>-0-</u>
Fire Dept.: <u>L. Bosell</u>	Recommend Approval: <u>YES</u>	NO	Est. Economic Impact: \$ <u>-0-</u>
Traffic Eng.: <u>R. Dietz</u>	Recommend Approval: <u>YES</u>	NO	Est. Economic Impact: \$ <u>540.00</u>
Public Services: <u>S. Porter</u>	Recommend Approval: <u>YES</u>	NO	Est. Economic Impact: \$ <u>-0-</u>
Parks/Forestry: <u>T. Steiger</u>	Recommend Approval: <u>YES</u>	NO	Est. Economic Impact: \$ <u>-0-</u>
DDA: <u>J. Greene</u>	Recommend Approval: <u>YES</u>	NO	Est. Economic Impact: \$ <u>-0-</u>

Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

Insurance/Indemnification Received: 8/28//2009 Insurance Approved: 8/28//2009

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



161 W. Michigan Avenue - Jackson, MI 49201

Telephone: (517) 788-4060 — Facsimile: (517) 780-4781

September 16, 2009

TO: William R. Ross, City Manager
FROM: Carol L. Konieczki, Community Development Director
RE: **Sale of Vacant Lot on Colfax St, Assessor's Stencil 3-3222.5**

The City has received an offer of \$1,500 for the vacant lot located on Colfax St, parcel # 3-3222.5. The lot is .20 acres and was used as a City tree nursery. The purchaser plans to use it to increase the size of his current yard at 409 Colfax. The City purchased the property in 1957 for \$1.00. No SEV has been established by the City Assessor, however, an estimated TCV is \$3,700.00.

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

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

Sale of this Class B lot deviates from current policy requiring a development agreement, as the purchaser will be required to combine this lot with his adjacent parcel.

Action requested is to approve the Offer to Purchase City-Owned Property for the stated sum of \$1,500.00 and to waive the requirement for a development agreement, conditioned upon the homeowner's combining this parcel with their current property. Further, approval is requested to authorize the Mayor and City Clerk sign all documents necessary to close the sale, subject to approval and minor modifications by the City Attorney. Please add this item to the September 22, 2009 agenda.

Offer to Purchase City Owned Property

RECEIVED

AUG 28 2009

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

Date August 28, 2009

I, JACK D GARBRY
(Name or Names as desired on deed),
409 COLFAX ST. 517 740 3372
Address, City State Telephone Number

am submitting an offer to purchase City-owned property located at:
Parcel 3-3222.5000 (NEXT TO 409 COLFAX), hereinafter "Property"
(Address) (Assessor's Stencil Number)

for the sum of \$ 1,500 cash.

If purchased, I would use the Property for the following purpose:
Since property values have decreased, I wanted to purchase this vacant lot next to my house to add value and maintain this vacant lot mowing, landscaping.

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

Jack D Garbry
(Purchaser Signature)

(Purchaser Signature)

Acceptance of Offer to Purchase

For the City: _____

Date: _____

Its: _____

Prepared Under the Supervision of Julius Giglio, City Attorney
Revised: December 10, 2003

9/14/09
OKAY
GJM



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

DATE: September 15, 2009
TO: William R. Ross, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
RE: Request for Water Service Connection in Summit Township at 908, 1002, and 1018 S. Brown Street

The Summit Township residents at 908, 1002, and 1018 S. Brown Street do not have municipal water service. Each of these resident has expressed an interest in connecting to the Brown Street watermain and becoming a City customer. Summit Township is not able to provide service to this location and has indicated that they do not object to these residents connecting to the City of Jackson Water System.

It is the Department of Engineering's recommendation, in concurrence with the Water Services Supervisor, that the water service extension to the following Summit Township home owners be granted:

1. Nancy P. Whipple, 908 S. Brown Street;
2. Joe Bentschneider, 1002 S. Brown Street; and
3. Patricia Hildreth, 1018 S. Brown Street.

It is also the Department of Engineering's recommendation that the water service extension should be granted under the following conditions:

1. The rate to be charged for water service shall be 200 percent of the rate so charged within the City of Jackson.
2. This water extension does not constitute any form of precedent set by the City.
3. All costs of construction and related work in regards to the installation of the water service will be the responsibility of the property owner.
4. In all other respects, regulations applying to the City of Jackson users will apply to this water extension.

With your concurrence, I am requesting that the request for water service extensions be placed on the City Council agenda for their approval. If you have any questions, please do not hesitate to contact me at 788-4160.

JD:tjs

c: Randall T. McMunn, P.E., Assistant City Engineer
Ron Shaw, Water Services Supervisor



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

DATE: September 16, 2009
TO: William R. Ross, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
RE: Traffic Control Orders 2030 and 2031

Upon review of our records, the Department of Engineering determined that Traffic Control Orders (TCO) do not exist for the current No Parking Signs located in the 400 and 500 block of N. East Avenue. The Department of Engineering submits the following TCOs for Council approval as a matter of housekeeping:

TCO 2030: Parking shall be prohibited on the east side of N. East Avenue from Homewild Avenue to Burr Street.

TCO 2031: Parking shall be prohibited on the east side of N. East Avenue from Burr Street to Ganson Street.

With your concurrence, I am requesting that TCO 2030 and 2031 be placed on the City Council agenda for their approval. If you have any questions, please do not hesitate to contact me at 788-4160.

JD:tjs

c: Randall T. McMunn, P.E., Assistant City Engineer
Bob Dietz, Parking Manager/Engineering Assistant
Matt Heins, Chief of Police
Larry Bosell, Fire Chief

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order No. 2030

LOCATION: N. East Avenue

DATE: September 11, 2009

ASSIGNED TO: Engineering

TCO DESCRIPTION

As a matter of housekeeping present to City Council a Traffic Control Order for the approval of an existing No Parking zone in the 400 block of N. East Avenue.

BY JON H. DOWLING, P.E.

RECOMMENDATION

Parking shall be prohibited on the east side of N. East Avenue from Homewild Avenue to Burr 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. 2031

LOCATION: N. East Avenue

DATE: September 11, 2009

ASSIGNED TO: Engineering

TCO DESCRIPTION

As a matter of housekeeping present to City Council a Traffic Control Order for the approval of an existing No Parking zone in the 500 block of N. East Avenue.

BY JON H. DOWLING, P.E.

RECOMMENDATION

Parking shall be prohibited on the east side of N. East Avenue from Burr Street to Ganson 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



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

DATE: September 16, 2009
TO: William R. Ross, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
RE: Request to Approve Traffic Control Order Nos. 2032 and 2033, Hill Street and Hill Place

The Department of Engineering has received a request from a constituent to place stop signs at the intersections of Hill Street and Spring Street, and at Hill Place and Hill Street. The constituent believes that stop signs existed at these locations prior to watermain construction in 2001. Upon review of the Traffic Control Orders (TCO), and pre-construction photos, no evidence stop signs at these locations exists.

It is the Department of Engineering's opinion that since both intersections are "Tee" in design placing signs for establishing right-of-way is not necessarily required, but are allowed. The Department of Engineering does present the following TCOs:

TCO 2032: Hill Street and Spring Street: Create TCO to install device to establish right-of-way at the intersection of Hill Street and Spring Street. Department of Engineering recommends that northbound traffic on Spring Street shall be required to yield the right-of-way to vehicles traveling on Hill Street.

TCO 2033: Hill Place and Hill Street: Create TCO to install device to establish right-of-way at the intersection of Hill Place and Hill Street. Department of Engineering recommends southbound traffic on Hill Place shall be required to yield the right-of-way to vehicles traveling on Hill Street.

With your concurrence, I request Traffic Control Orders 2032 and 2033 be placed on the Council agenda for their approval. If you have any questions, please do not hesitate to contact me directly at 788-4160.

JD:tjs

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

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order No. 2032

LOCATION: Hill Street and Spring Street

DATE: September 14, 2009

ASSIGNED TO: Engineering

TCO DESCRIPTION

Create Traffic Control Order to install device to establish right-of-way at the intersection of Hill Street and Spring Street.

BY JON H. DOWLING, P.E.

RECOMMENDATION

Northbound traffic on Spring Street shall be required to yield the right-of-way to vehicles traveling on Hill 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. 2033

LOCATION: Hill Place and Hill Street

DATE: September 14, 2009

ASSIGNED TO: Engineering

TCO DESCRIPTION

Create Traffic Control Order to install device to establish right-of-way at the intersection of Hill Place and Hill Street.

BY JON H. DOWLING, P.E.

RECOMMENDATION

Southbound traffic on Hill Place shall be required to yield the right-of-way to vehicles traveling on Hill 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

9/01/09

Honorable Mayor and City Council:

It is my duty to report to you on a quarterly basis, the investments of the City of Jackson. This report will cover the fourth quarter of the fiscal year 2008/2009.

The financial picture is still pretty bleak for the City of Jackson. The Stock Market has recovered somewhat. The Bailout Plan for the lending institutions still doesn't seem to have much of a positive effect on the economy and the interest rates are still the lowest in history, for this length of time. Our funds are in highly liquid Cd's, Money Funds, Overnight Sweep Accounts, Government bond Accounts and some Commercial Paper. Interest rates are down under 1%, mattress levels. We're searching for higher rates that maintain the integrity of the funds.

Idle cash is dwindling except for an infusion of cash from the County Revolving Tax Fund in May. Idle cash will start picking up with Property Tax Revenue starting in August. Next quarter should show higher amounts in total balance invested.

There were some negative interest rates in a bond fund during May and June with Smith Barney, bringing the quarterly investment down to 1.8% for the quarter. These bonds were liquidated to refinance the Water Bonds at a lower rate. The remaining program was used to purchase short term, commercial Paper with a higher interest rate.

Banks are charging more for services. This eats up our interest also. We must maintain a higher amount of compensating balances to offset the charges. Banks charge for every transaction coming in or out. We choose to pay for these charges with soft money (no direct cash outlay) but offsetting the charges with part of our earned interest. Right now bank charges credits are outpacing interest rates. This means less to invest in other instruments and more in compensating balance.

It is the policy of the City of Jackson to invest funds in a manner which will provide the highest investment return with the maximum security, while meeting the daily cash flow demands of the City and conforming to all state statutes and local ordinances governing the investment of the funds. Every dollar we have is invested and earning interest daily. All investments are invested in accordance with Michigan Public Act 20 of the Public Acts of 1943, as amended.

Sincerely,
Andrew J. Wrozek, Jr.
City Treasurer

Pooled Cash and Investments

	City of Jackson				
	Treasurer Office				
	Daily Investment Balances				
	Pooled Account		Apr-09		
			(Exclude Interest)		
		Beg	Investment	Investment	Rolled Over
		Balance	Buys	Maturities	Interest
	Investments	20,992,973.54			
	1		530,296.67	530,296.67	11,367.20
	2				
	3				
	4				
	5				
	6			300,000.00	
	7		500,000.00	500,000.00	1,890.82
	8				
	9				
	10				
	11			624,992.22	
	12			1,000,000.00	
	13				
	14				
	15				
	16				
	17				
	18				
	19				
	20				
	21		1,107,052.41	1,107,052.41	12,738.69
	22				
	23				
	24				
	25				
	26				
	27	Smith Barney			2,576.14
	28	TCF			2,551.99
	29	Citizens MM			260.64
	30	County National			4,466.87
	31	Comerica			0.05
			2,137,349.08	4,062,341.30	35,852.40

Pooled Cash and Investments

	City of Jackson					
	Treasurer Office					
	Daily Investment Balances					
	Pooled Account		May-09			
				(Exclude Interest)		
		Beg	Investment	Investment	Rolled Over	End
		Balance	Buy	Maturities	Interest	Balance
	Investments	19,103,833.72				19,103,833.72
	1					19,103,833.72
	2					19,103,833.72
	3					19,103,833.72
	4					19,103,833.72
	5					19,103,833.72
	6					19,103,833.72
	7					19,103,833.72
	8					19,103,833.72
	9					19,103,833.72
	10					19,103,833.72
	11					19,103,833.72
	12					19,103,833.72
	13			450,000.00		18,653,833.72
	14					18,653,833.72
	15					18,653,833.72
	16					18,653,833.72
	17					18,653,833.72
	18		2,000,000.00			20,653,833.72
	19		1,000,000.00	1,000,000.00	27,517.81	20,681,351.53
	20					20,681,351.53
	21					20,681,351.53
	22					20,681,351.53
	23					20,681,351.53
	24					20,681,351.53
	25					20,681,351.53
	26	Smith Barney			-484.12	20,680,867.41
	27	TCF			1,884.13	20,682,751.54
	28	Citizens MM			352.99	20,683,104.53
	29	County National			3,589.97	20,686,694.50
	30	Comerica			0.04	20,686,694.54
	31					20,686,694.54
			3,000,000.00	1,450,000.00	32,860.82	

Pooled Cash and Investments

	City of Jackson				
	Treasurer Office				
	Daily Investment Balances				
	Pooled Account		Jun-09		
			(Exclude Interest)		
		Beg	Investment	Investment	Rolled Over
		Balance	Buys	Maturities	Interest
	Investments	20,686,694.54			
	1				20,686,694.54
	2				20,686,694.54
	3				20,686,694.54
	4				20,686,694.54
	5			2,305,000.00	18,381,694.54
	6				18,381,694.54
	7				18,381,694.54
	8		1,055,649.15	1,055,649.15	8,534.92
	9				18,390,229.46
	10				18,390,229.46
	11				18,390,229.46
	12				18,390,229.46
	13				18,390,229.46
	14				18,390,229.46
	15				18,390,229.46
	16				18,390,229.46
	17				18,390,229.46
	18				18,390,229.46
	19		871,716.73	871,716.73	8,358.93
	20				18,398,588.39
	21				18,398,588.39
	22				18,398,588.39
	23				18,398,588.39
	24				18,398,588.39
	25				18,398,588.39
	26 Smith Barney				-284.74
	27 TCF				2,052.17
	28 Citizens MM				316.52
	29 County National				3,996.27
	30 Comerica				0.06
	31				18,404,668.67
			1,927,365.88	4,232,365.88	22,974.13



Department of Community Development

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

Administrative Services
(517) 788-4060

Building Inspection
(517) 788-4012

Rehabilitation Services & Information
(517) 788-4070

Date: September 15, 2009

To: Building Code Board of Examiners and Appeals Members

From: Frank Donovan, Chief Building Official

Subject: Dangerous Building Report

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

Page 1	Dangerous Building Report Summary Sheet
Page 2 - 13	Condemned Properties (Dangerous and Unsafe) 2009
Page 14 - 23	Condemned Properties (Dangerous and Unsafe) 2008
Page 24 - 25	Hazardous Properties (Secured and Released)
Page 26	Unfit for Human Habitation (Notice to Vacate)

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

FD/smp



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

CONDEMNED PROPERTIES (DANGEROUS AND UNSAFE)											2009	
Jan-09	Feb-09	March-09	April-09	May-09	June-09	July-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	YTD Total
1	6	0	1	6	2	6	4					26
CONDEMNED PROPERTIES (DANGEROUS AND UNSAFE)											CARRIED OVER FROM 2008	14

Total Condemned properties on report 40

CONDEMNED PROPERTIES THAT HAVE BEEN REPAIRED												
Jan-09	Feb-09	March-09	April-09	May-09	June-09	July-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	YTD Total
2	6	4	4	1	1	1	2					21

CONDEMNED PROPERTIES THAT HAVE BEEN DEMOLISHED												
Jan-09	Feb-09	March-09	April-09	May-09	June-09	July-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	YTD Total
0	3	1	3	1	4	2	4					18

HAZARDOUS PROPERTIES (OPEN AND ACCESSIBLE)												
Jan-09	Feb-09	March-09	April-09	May-09	June-09	July-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	YTD Total
5	9	2	5	9	10	4	11					55

UNFIT FOR HUMAN HABITATION (NOTICE TO VACATE)												
Jan-09	Feb-09	March-09	April-09	May-09	June-09	July-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	YTD Total
0	2	1	2	1	1	0	3					10

This page has been revised to provide an accurate count of the properties that have been condemned each month this year, and those carried over from 2008. The balance of the report has remained the same but we broke the categories out for easier reading.

CITY OF JACKSON

CONDEMNED PROPERTIES 2009

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
527-29 N Blackstone St (1-0245) Christopher Real Estate LLC House	07/24/09 Fire damage throughout. Unsafe gas/mechanical systems.	07/24/09 Condemned house. 07/26/09 Notice and Order mailed to owner(s). Owner was given 4 months to complete repairs or demolish structure. 11/30/09 Reinspection scheduled. Permit Information: No permits issued to date. Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 12/18/09 if the owner does not comply with the Notice and Order.
353 N Dwight St (8-0153) Catherine Williams Single Family Dwelling	05/07/09 Fire damage throughout.	05/07/09 Condemned house. 05/14/09 Notice and Order mailed to owner(s). Owner was given 90 days to complete repairs or demolish. 08/17/09 Reinspection conducted, owner making progress. Permit Information: Building, electrical and plumbing permits issued 08/13/09; no inspections. Current Status: Property is being monitored by Inspection Division. Owner was given 2-month extension by Building Inspector. Will go before Building Code Board of Appeals on 11/20/09 if the owner does not comply with the Notice and Order.

CITY OF JACKSON

CONDEMNED PROPERTIES 2009

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
910 Fourth St (3-1519) Mark/Angela Coleman Single Family Dwelling	02/02/09 Fire damage to 2 nd floor bedroom and closet area. Attic window above air conditioner unit open and accessible.	02/02/09 Condemned house. 02/17/09 Inspection scheduled for interior of dwelling. 02/26/09 Notice and Order mailed to owner(s). Owner given 1 month to pull permits and 3 months to complete repairs 05/27/09 Reinspection conducted, owner is making progress and administrative extension granted. Permit Information: Building permit issued 04/15/09; finalized 08/12/09. Electrical permit issued 04/17/09; final partial approved 08/10/09. Plumbing permit finalized 08/17/09. Current Status: Property has been repaired by owner, released from condemnation.
804 Greenwood Ave (4-0475) James/Carol Oliver Trust Garage	08/26/09 Fire damage to detached garage. Fire damage to roof and wall systems.	08/26/09 Condemned garage. 09/02/09 Notice and Order mailed to owner(s). Owner was given 30 days to complete repairs or demolish. 10/05/09 Reinspection scheduled. Permit Information: No permits issued to date. Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 11/20/09 if the owner does not comply with the Notice and Order.

CITY OF JACKSON

CONDEMNED PROPERTIES 2009

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
519 Harris St (7-0697) Robert Konkel Garage	08/03/09 Detached garage has collapsed.	08/03/0905/07/09 Condemned garage. 08/14/09 Notice and Order mailed to owner(s). Owner was given 30 days to complete demolition. 09/14/09 Reinspection scheduled. Permit Information: Demolition permit for garage issued 08/26/09; no inspections. Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 10/16/09 if the owner does not comply with the Notice and Order.
711 Leroy St (8-1454) Mark Zaborowski Garage	05/08/09South roof area has open voids in roof system. Rafter support system weather damaged and buckling.	05/06/09 Condemned garage. 05/19/09 Notice and Order mailed to owner(s). Owner given 60 days to complete repairs. 07/20/09 Reinspection conducted, no change in condition/no work. 08/21/09 Staff recommended UPHOLDING Notice and Order. 08/21/09 Board UPHELD Notice and Order, bids to be requested for demolition. Permit Information: Demolition permit for garage issued 09/03/09; no inspections. Current Status: Notice and Order UPHELD, bids for demolition to be requested 09/14/09.

CITY OF JACKSON

CONDEMNED PROPERTIES 2009

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
113-15 W Mason St (4-0774) Anthony Gittens/Harvey Love Multi-Family Dwelling	05/06/09 South rear foundation wall collapsed. Brick wall falling/collapsing. Interior bearing soil falling away from foundation wall undermining footings length of wall. Front porch support column, wall collapsing.	05/06/09 Condemned house. 05/07/09 Notice and Order mailed to owner(s). Owner given 60 days to complete repairs. 07/17/09 Reinspection conducted, no repairs, property continues to deteriorate. 07/17/09 Staff recommended UPHOLDING Notice and Order. 07/17/09 Board UPHELD Notice and Order, bids to be requested for demolition. Permit Information: Building permit issued 07/29/09. Current Status: Owner came into office requesting reconsideration. Property scheduled for 09/18/09 BCBA agenda.
137 W Mason St (4-0785) Eric/Laura Springborn Garage/Shed	07/21/09 Structure(s) deteriorated and decayed. Open and accessible.	07/21/09 Condemned garage/shed. 07/22/09 Notice and Order mailed to owner(s). Owner given 2 weeks to get permit and 30 days to complete repairs. 08/24/09 Reinspection conducted, no progress. Permit Information: No permits issued to date. Current Status: Property is scheduled for 09/18/09 BCBA hearing.

CITY OF JACKSON

CONDEMNED PROPERTIES 2009

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
1317 E Michigan Ave (6-0382) Jose Delossantos Stairs	07/09/09 South stairway and south 2 nd story guardrail is structurally unsafe.	07/09/09 Condemned stairs. 07/15/09 Notice and Order mailed to owner(s). Owner was given 30 days to complete repairs. 10/14/09 Reinspection scheduled. Permit Information: No permits issued to date. Current Status: Publication required. Scheduled for the 11/20/09 Building Code Board of Appeals meeting.
1421 E Michigan Ave (6-0566) Hakim/Chaudhri Bashir LLC House	08/06/09 Open and accessible. Porch rotted with open holes through floor system.	08/06/09 Condemned house. 08/14/09 Notice and Order mailed to owner(s). Owner was given 45 days to complete repairs. 09/29/09 Reinspection scheduled. Permit Information: No permits issued to date. Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 10/16/09 if the owner does not comply with the Notice and Order.

CITY OF JACKSON

CONDEMNED PROPERTIES 2009

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
1204 Mound Ave (3-1837) Marc/Charlene Crance Single Family Dwelling	05/04/09 Fire damage throughout structure.	05/04/09 Condemned house. 05/07/09 Notice and Order mailed to owner(s). Owner given 60 days to pull permits and 6 months to complete repairs. 11/09/09 Reinspection scheduled. Permit Information: Demolition permit for porch issued 05/05/09; finalized 05/19/09. Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 12/18/09 if the owner does not comply with the Notice and Order.
416 Oak St (7-0715) Gary Cox Single Family Home	05/22/09 Foundation deteriorated and decayed and structure open and accessible.	05/22/09 Condemned house. 05/28/09 Notice and Order mailed to owner(s). Owner was given 90 days to complete repairs. 08/31/09 Reinspection conducted, owner making progress. Permit Information: No permits issued to date. Current Status: Property is being monitored by Inspection Division. New owner (Jamie Cox) as of 07/13/09. Building Inspector gave administrative extension until 10/01/09. Will go before Building Code Board of Appeals on 10/16/09 if the owner does not comply with the Notice and Order.

CITY OF JACKSON

CONDEMNED PROPERTIES 2009

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
119 Orange St (7-1139) US Bank NA, Trustee Deck	04/03/09 Rear deck has fallen and is collapsing due to weather damaged material.	04/03/09 Condemned deck. 04/09/09 Notice and Order mailed to owner(s). Owner was given 30 days to have deck demolished. 05/11/09 Reinspection conducted revealed no progress. 06/19/09 Staff recommended UPHOLDING Notice and Order. 06/19/09 Board UPHELD Notice and Order, bids to be requested for demolition. Permit Information: Demolition permit for shed issued 08/06/09, finalized 08/13/09. Current Status: New owner demolished deck.
604 Page Ave (6-0752) Fat Jimmy's LLC Commercial	05/21/09 Property deteriorated and decayed.	05/21/09 Condemned structure. 05/28/09 Notice and Order mailed to owner(s). Owner was given 90 days to complete repairs. 08/31/09 Reinspection conducted, owner making progress. Permit Information: No permits issued to date. Current Status: Property is being monitored by Inspection Division. Owner given extension until 10/01/09 to allow for demolition of condemned areas. Will go before Building Code Board of Appeals on 10/16/09 if the owner does not comply with the Notice and Order.

CITY OF JACKSON

CONDEMNED PROPERTIES 2009

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
551 N Pleasant St (8-0297) Dawn Feldpausch Porches	02/02/09 Front and rear porches have structural failure.	02/02/09 Condemned porches. 2/10/09 Notice and Order mailed to owner(s). Owner was given 6 months to complete repairs. 08/10/09 Reinspection conducted, no change. Permit Information: Demolition permit issued 07/22/09, finalized 08/21/09. Current Status: Porches have been demolished by owner. Released from condemnation.
310 Seventh St (3-0325) Gary Plumb Porch	07/01/09 Fire damage to rear porch.	07/01/09 Condemned porch. 07/08/09 Notice and Order mailed to owner(s). Owner was given 30 days to pull permit and 60 days to repair. 09/09/09 Reinspection scheduled. Permit Information: Building permit issued 07/16/09, no inspections. Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 10/16/09 if the owner does not comply with the Notice and Order.

CITY OF JACKSON

CONDEMNED PROPERTIES 2009

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
544 Seymour Ave (8-0946) Lois Wild Trust Garage	07/01/09 Tree collapsed on garage.	07/01/09 Condemned garage. 07/08/09 Notice and Order mailed to owner(s). Owner was given 2 weeks to repair or demolish. 08/10/09 Reinspection conducted, no change. Permit Information: Demolition permit issued 07/10/09, finalized 08/05/09. Current Status: Garage demolished by owner. Released from condemnation.
317-19 Union St (4-1208) Dale Bartell Garage	07/21/09 Rear lean too roof system of barn collapsing. Support structure collapsed into center area of roof.	07/21/09 Condemned garage. 07/08/09 Notice and Order mailed to owner(s). Owner was given 60 days to complete repairs or demolish. 09/25/09 Reinspection scheduled. Permit Information: No permits issued to date. Current Status: Property is being monitored by Inspection Division. Will go before Building Code Board of Appeals on 10/16/09 if the owner does not comply with the Notice and Order.

CITY OF JACKSON

CONDEMNED PROPERTIES 2009

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
326 W Wesley St (4-0300) Christina Wright-Stockard Garage	06/23/09 Tree has fallen onto southwest corner of garage breaking hip rafters. West side garage open with holes through roof and weather damaged rafters.	06/23/09 Condemned garage. 07/01/09 Notice and Order mailed to owner(s). Owner was given 90 days to complete repairs. 10/14/09 Reinspection scheduled. Permit Information: No permits issued to date. Current Status: Property is being monitored by Inspection Division. Publication required. Scheduled for 11/20/09 Building Code Board of Appeals meeting.
313 N West Ave (2-0714) Thomas Darrow Garage	05/05/09 Fire damage to garage. 3 walls collapsed and roof system falling.	05/05/09 Condemned garage. 05/07/09 Notice and Order mailed to owner(s). Owner given 30 days to pull permit and demolish structure. 06/08/09 Reinspection revealed no change in status. 07/17/09 Staff recommended UPHOLDING Notice and Order. 07/17/09 Board UPHELD Notice and Order, bids to be requested for demolition. Permit Information: Demolition permit issued 06/12/09, finalized 08/12/09. Current Status: Garage demolished by owner. Released from condemnation.

CITY OF JACKSON

CONDEMNED PROPERTIES 2009

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
605 Williams St (4-0777) Starting Point Financial Porch	08/06/09 Front porch system rotted. Second story stair system fire damaged and unsafe. Rotted floor landing (2 nd story).	08/06/09 Condemned porch. 08/13/09 Notice and Order mailed to owner(s). Owner was given 30 days to complete repairs. 10/14/09 Reinspection scheduled. Permit Information: No permits issued to date. Current Status: Property is being monitored by Inspection Division. Publication required. Scheduled for 11/20/09 Building Code Board of Appeals meeting.
1228 Williams St (4-0998) Christopher Lloyd-Bowser Garage	02/20/09 Roof system is rotted and caving in; open holes throughout roof system. Entry doors missing.	02/20/09 Condemned garage. 02/27/09 Notice and Order mailed to owner(s). Owner was given 45 days to demolish. 04/17/09 Reinspection revealed owner has pulled permit and work has started. Permit Information: Building permit to repair roof issued 05/08/09, no inspections. Current Status: Property is being monitored by Inspection Division. Owner given administrative extension until 09/01/09 to complete. Will go before Building Code Board of Appeals on 10/16/09 if the owner does not comply with the Notice and Order.

CITY OF JACKSON

CONDEMNED PROPERTIES 2009

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
113 Wren St (5-1030) Bryce Peters Financial Corp Garage	05/29/09 Open holes through roof system. Roof sheeting/rafters damaged by weather.	05/29/09 Condemned garage. 06/05/09 Notice and Order mailed to owner(s). Owner was given 90 days to complete repairs. 08/21/09 Staff recommended UPHOLDING Notice and Order. 08/21/09 Board UPHELD Notice and Order, bids to be requested for demolition Permit Information: No permits issued to date. Current Status: Notice and Order UPHELD, bids for demolition to be requested 09/14/09.

CITY OF JACKSON

CONDEMNED PROPERTIES 2008

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
320 W Biddle St (4-0549) MoHawk United LLC (new owner) Deutsche Bank Natl Trust Single Family Dwelling	10/17/08 Open front and back door and broken windows. Interior unfit for human habitation.	10/17/08 Condemned house. 10/24/08 Emergency Order signed. 10/27/08 Property secured by DPW. 10/29/08 Notice and Order mailed to owner(s). 12/08/08 Reinspection conducted; property is secured and roof is tarped. 01/23/09 Staff recommended UPHOLDING Notice and Order. 01/23/09 Board UPHELD Notice and Order, bids to be requested for demolition. Permit Information: No permits issued to date. Current Status: Bid for demolition awarded 08/24/09..
605 W Biddle St (3-1943) Lowe Agnes Pearline Porch	11/26/08 Improper support of porch roof and deteriorated porch roof.	11/26/08 Condemned porch. 12/12/08 Notice and Order mailed to owner(s). 02/19/09 Reinspection scheduled. 03/20/09 Staff recommended UPHOLDING Notice and Order. 03/20/09 Board UPHELD Notice and Order, bids to be requested for demolition. 06/19/09 Staff recommended continuing until August for CAA to assist owner in making repairs. 06/19/09 Board continued until the August BCBA hearing. Permit Information: Building permit issued 06/17/09, footing approved 07/20/09. Current Status: Property is being repaired through permits. Released into open permit status.

CITY OF JACKSON

CONDEMNED PROPERTIES 2008

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
1019 Chittock Ave (5-0674) Montez/Jennifer Smith Single Family Dwelling	10/29/08 Fire damage and open window on upper level and wall space.	10/29/08 Condemned house. 11/04/08 Emergency Order signed. 11/05/08 Property secured by DPW. 11/12/08 Notice and Order mailed to owner(s). 01/05/09 Reinspection conducted; no change in status. 01/23/09 Staff recommended UPHOLDING Notice and Order. 01/23/09 Board UPHELD Notice and Order, bids to be requested for demolition. Permit Information: No permits issued to date. Current Status: Funding approved, bids for demolition due 08/17/09. ACT 495 Funds have not been received.
122 N Dwight St (7-1233) Mervin Halsey Two Unit Dwelling	08/14/08 Open doors, windows and basement windows, unfit for human habitation.	08/14/08 Condemned house. 08/25/08 Emergency Order signed. 08/26/08 Property secured by DPW. 09/04/08 Notice and Order mailed to owner(s). 01/23/09 Staff recommended UPHOLDING Notice and Order. 01/23/09 Board continued until the February meeting to try and contact owner. 02/20/09 Staff recommended UPHOLDING Notice and Order. 02/20/09 Board UPHELD Notice and Order, bids to be requested for demolition. Permit Information: No permit issued to date. Current Status: Funding approved, bids for demolition due 08/17/09.

CITY OF JACKSON

CONDEMNED PROPERTIES 2008

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
815 Francis St (5-0589) Christopher Robinson Two Unit Dwelling	11/14/08 Fire damage and open windows.	11/14/08 Condemned house. 11/18/08 Emergency order signed. 11/19/08 Property secured by DPW. 11/26/08 Notice and Order mailed to owner(s). 01/05/09 Reinspection conducted; no change in status. 01/23/09 Staff recommended UPHOLDING Notice and Order. 01/23/09 Board UPHELD Notice and Order, bids to be requested for demolition. Permit Information: No permits issued to date. Current Status: Funding approved, bids for demolition due 08/17/09. ACT 495 Funds have not been received.

CITY OF JACKSON

CONDEMNED PROPERTIES 2008

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
310 W Mason St (4-0331) Deutsche Bank Natl Trust Two Unit Dwelling	08/14/08 Open back door and broken window.	08/14/08 Condemned house. 08/25/08 Emergency Order signed. 08/26/08 Property secured by DPW. 09/03/08 Notice and Order mailed to owner(s). 12/08/08 Reinspection conducted; no change in status. 12/19/08 Staff had no recommendation. 12/19/08 Board continued until the January Board meeting. 01/23/09 Staff recommended UPHOLDING Notice and Order. 01/23/09 Board UPHELD Notice and Order, bids to be requested for demolition. Permit Information: No permits issued to date. Current Status: Funding approved, bids for demolition due 08/17/09.

CITY OF JACKSON

CONDEMNED PROPERTIES 2008

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
316 W Mason St (4-0337) Robert/Sarah Cain Two Unit Dwelling	09/26/08 Fire damage to back porch and kitchen.	09/26/08 Condemned house. 10/07/08 Notice and Order mailed to owner(s). 11/24/08 Reinspection conducted; porch has been removed. 12/19/08 Staff recommended continuing until January to see if we receive ACT 495 Funds. 12/19/08 Board continued until the January Board meeting. 01/23/09 Staff recommended continuing until the February meeting for contractor to pull permit and start repairs. 01/23/09 Board continued until the February Board meeting. 02/20/09 Staff had no recommendation. 02/20/09 Board UPHELD Notice and Order, action failed due to lack of majority of vote. 02/20/09 Board continued until the March Board meeting. 03/20/09 Staff recommended continuing until April to allow owner/contractor time to get permits pulled and start repairs. 03/20/09 Board continued until the April Board meeting. 04/17/09 Staff recommended continuing until May for owners to get required permits pulled. 04/17/09 Board continued until the May Board meeting. 05/22/09 Staff recommended continuing until July for owners to continue with repairs. 05/22/09 Board continued until the July Board meeting. 07/17/09 Staff recommended continuing until August for owner to get deed and apply for lead rehab. 07/17/09 Board continued until the August Board meeting.

CITY OF JACKSON

CONDEMNED PROPERTIES 2008

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
316 W Mason St (4-0337) (continued)		<p>08/21/09 Staff recommended continuing until 10/16/09 for owner to get deed signed and apply for rehab loan. 08/21/09 Board continued until the October Board meeting.</p> <p>Permit Information: Building permit issued 05/11/09, no inspections.</p> <p>Current Status: Property scheduled for BCBA hearing on 10/16/09. ACT 495 Funds have not been received.</p>
800 S Mechanic St (4-0600) Gregory Cole Multi Family Dwelling	08/06/08 Open doors and windows, damaged walls and floor in back bathroom on first floor.	<p>08/06/08 Condemned house. 08/08/08 Emergency Order signed. 08/08/08 Property secured by DPW. 08/13/08 Notice and Order mailed to owner(s). 09/17/08 Reinspection conducted; no change in status.</p> <p>02/20/09 Staff recommended continuing until March. 02/20/09 Board continued until the March Board meeting.</p> <p>03/20/09 Staff recommended UPHOLDING Notice and Order. 03/20/09 Board UPHELD Notice and Order, bids to be requested for demolition.</p> <p>06/19/09 Staff recommended UPHOLDING Notice and Order. 06/19/09 Board UPHELD Notice and Order, bids to be requested for demolition.</p> <p>Permit Information: Electrical permit issued 12/23/08; 01/14/09 rough approved. Building permit reinstated 04/22/09, no inspections.</p> <p>Current Status: Owner filed papers in Circuit Court.</p>

CITY OF JACKSON

CONDEMNED PROPERTIES 2008

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
1316 Page Ave (6-1523) Joseph Kurpinski Single Family Dwelling	10/09/08 Deteriorated and decayed roof, open windows and full of junk and debris.	10/09/08 Condemned house. 10/27/08 Notice and Order mailed to owner(s). 01/05/09 Reinspection conducted; no change in status. Permit Information: No permits issued to date. 01/23/09 Staff recommended UPHOLDING Notice and Order. 01/23/09 Board UPHELD Notice and Order, bids to be requested for demolition. Current Status: Bids for demolition awarded 08/27/09.
1322 Page Ave (6-1524) Joseph Kurpinski Single Family Dwelling	10/09/08 Deteriorated and decayed structure.	10/09/08 Condemned house. 10/17/08 Notice and Order mailed to owner(s). 01/05/09 Reinspection conducted; no change in status. 01/23/09 Staff recommended UPHOLDING Notice and Order. 01/23/09 Board UPHELD Notice and Order, bids to be requested for demolition. Permit Information: No permits issued to date. Current Status: Bids for demolition awarded 08/27/09.

CITY OF JACKSON

CONDEMNED PROPERTIES 2008

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
707 Second St (3-0022) US Bank NA, Trustee Single Family Dwelling	10/02/08 Fire damage throughout structure.	10/02/08 Condemned house. 10/15/08 Notice and Order mailed to owner(s). 12/08/08 reinspection conducted; no change in status. 05/06/09 ACT 495 funds received. 01/23/09 Staff recommended UPHOLDING Notice and Order. 01/23/09 Board continued until the February meeting. 02/20/09 Staff recommended continuing until the March meeting to see if bank responds. 02/20/09 Board continued until the March meeting. 03/20/09 Staff recommended UPHOLDING Notice and Order. 03/20/09 Board UPHELD Notice and Order, bids to be requested for demolition. Permit Information: No permit issued to date. Current Status: Bids awarded for demolition 08/24/09.

CITY OF JACKSON

CONDEMNED PROPERTIES 2008

(Dangerous and Unsafe)

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

CITY OF JACKSON

CONDEMNED PROPERTIES 2008

(Dangerous and Unsafe)

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

CITY OF JACKSON

HAZARDOUS PROPERTIES

(Secured and Released)

Property Address (Stencil #)	Date of Compliant	Date Owner Notified	Date Referred to DPW or Contractor	Date Secured
324 Clinton St (2-0550) Beverly Smith House	08/06/09	08/13/09	08/31/09	09/02/09
125 S Forbes St (6-0790) Ryan Jackson House	07/31/09	08/13/09	08/20/09	09/04/09
1100-02 Francis St (5-0693) Multi Distressed Asset Fund VIII House	08/26/09	09/02/09	Awaiting 72 hour reinspection	
1109 Francis St (5-1069) John Colvin House	09/02/09	09/04/09	Awaiting 72 hour reinspection	
1248 Fourth St (3-1682) Kenneth Lewis House	08/06/09	08/13/09	08/20/09	09/04/09
1223 Maple Ave (4-0939) Elisabeth McKinch House	08/25/09	08/28/09	Awaiting 72 hour reinspection	
620 Gilbert St (8-0799) Deutsche Bank National Trust House	08/06/09	08/13/09	08/31/09	09/02/09
1210 Merriman St (5-1218) Bryce Peters Financial Corp House	07/31/09	08/13/09	08/31/09	09/02/09

CITY OF JACKSON

HAZARDOUS PROPERTIES

(Secured and Released)

Property Address (Stencil #)	Date of Compliant	Date Owner Notified	Date Referred to DPW or Contractor	Date Secured
210 Orange St (7-1048) Michel/Audrey Tenaglia House	07/21/09	07/22/09	08/04/09	08/19/09
1435 Whitney St (8-1915) Scott Holmes House	07/21/09	07/22/09	08/04/09	08/21/09
1040 Woodbridge St (4-1268) Gerald/Donna Klima House/Garage	06/18/09	07/01/09	08/04/09	08/13/09

CITY OF JACKSON

UNFIT FOR HUMAN HABITATION

(Notice to Vacate)

Property Address (Stencil #)	Reason Vacated	Date of Complaint	Date Vacated	Reported by	Vacated by	Date Released
225 W Franklin St (4-0254) Kaaied Remmses Single Family Dwelling	Lack of essential services	08/25/09	08/25/09	Tenant	Brian Taylor	
701-03 Page Ave (6-1562) Lori Kleven Commercial	Lack of essential services	09/02/09	09/02/09	Neighbor	Brian Taylor	
301 Steward Ave (2-0557) Jackson Housing Commission Apartment #A2	Fire damage to apartment	08/26/09	08/26/09	JFD	Brian Taylor	



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

September 16, 2009

Honorable Mayor and City Council
City of Jackson, Michigan

Subject: **Cell Towers and Cell Antennas**

Dear Mayor and Councilpersons:

The City Planning Commission (CPC) recently reviewed informally proposed amendments to the City's Zoning Ordinance addressing cell towers and cell antennas. Currently, cell towers are regulated as "radio and television broadcasting studios with transmitter" (Sec. 28-71 (128) a). There are no regulations regarding cell antennas attached to buildings. A request by Metro PCS earlier this year to install cell antennas at Nelson Towers prompted the need for the proposed regulations:

Add to definitions:

Cell Antennas and supporting structure: equipment mounted to a building.

Cell Tower: a separate structure fastened to an independent foundation for the sole purpose of mounting antennas.

Add to regulations:

Cell antennas and supporting structures should be permitted in all zoning districts so long as the following applies:

1. a building permit for structural mounting of antennas and associated equipment AND an electrical permit for any service or feeder required for the associated equipment are approved
2. the antennas will not violate the height requirements in the respective zoning district OR exceed the height of the existing building -- whichever is greater
3. cell antennas or supporting structures that hang over the right-of-way must have a revocable license
4. cell antennas must comply with airport/FAA requirements.

Cell Towers should be permitted only in the C-4, I-1, and I-2 districts and comply with the following:

1. meet the required set back
2. obtain and get approval of a building permit
3. obtain and get approval of an electrical permit for any service or feeder
4. not exceed the building height in the respective zoning district
5. comply with airport/FAA requirements

The City Planning Commission is seeking permission to establish a public hearing on the proposed amendments.

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". The signature is fluid and cursive, with a long horizontal stroke at the end.

Grant E. Bauman, AICP
Principal Planner



Jackson Brownfield Redevelopment Authority

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

September 16, 2009

TO: William R. Ross, City Manager

FROM: Carol Konieczki, Community Development Director

RE: Setting a Public Hearing to Hear Public Comments for the Submittal of a United States Environmental Protection Agency Site Assessment Grant for Hazardous Substances

Community Development Staff is preparing a \$200,000 application for a United States Environmental Protection Agency (EPA) Brownfield Re-development Grant.

The United States Environmental Protection Agency Site Assessment Grant provides funds to identify and prioritize Brownfield sites for redevelopment and conduct environmental site assessments including Phase I and Phase II Eligibility Determinations (ED) and Baseline Environmental Assessments (BEA).

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

Staff is requesting that City Council hold a public hearing to be held on the 6th of October, 2009, at 7:00 pm, during a regularly scheduled Council Meeting, to consider a grant application in the amount of \$200,000 to the United States Environmental Protection Agency for Hazardous Substance Assessments. This hearing will be held in Council Chambers of City Hall, 161 West Michigan Avenue, Jackson, Michigan. Notice of such a hearing will be published in an official paper of general circulation not less than ten (10) days prior to the hearing. Interested parties shall have the opportunity to be heard relative to the application.

Recommended action is for Council to establish Tuesday, October 6th, 2009, at 7:00pm, in Council Chambers, as the time and place to hold a public hearing regarding the EPA Site Assessment Grant.

CK/bh

MEMORANDUM

Rules & Personnel Committee

Councilmember Andrew Frounfelker, Chair
Councilmember Daniel Greer and Councilmember Carl Breeding

September 17, 2009

TO: Honorable Mayor and City Councilmembers

SUBJECT: Consideration of the Recommendation from the Rules & Personnel Committee Regarding the ICMA-RC 401 (a) Qualified Retirement Plan

On September 16, 2009, the Rules & Personnel Committee met with Councilmembers Frounfelker, Greer and Breeding in attendance. On a vote of 2-1, the Committee recommended approval of the proposed, necessary changes to the ICMA –RC (a) Qualified Retirement Plan for compliance with the IRS. This matter was referred to the Rules and Personnel Committee at the September 8, 2009. City Council meeting.

C: City Manager

MEMORANDUM

CITY OF JACKSON
PERSONNEL AND LABOR RELATIONS
161 West Michigan Avenue
Jackson, MI 49201
(517) 788-4046 * Facsimile (517) 768-5824

TO: William Ross, City Manager
FROM: Christopher W. Lewis, ^{*CWL*} Director of Personnel
DATE: September 1, 2009
RE: Pick Up Resolution Relating to ICMA-RC, 401(a) Qualified Retirement Plan

In 2004 the City Council passed a resolution establishing a 401(a) "Money Purchase Retirement Plan" through the ICMA-Retirement Corporation. This plan allows employees to invest funds into the plan while actively employed as well as to contribute tax-free, up to 100% of their sick leave and vacation balance payouts at the time of retirement. The plan participants include the City Manager, Ms. Lynn Fessel, City Clerk, Mr. Julius Giglio, City Attorney and Mr. Dave Taylor, City Assessor.

Since the original resolution was adopted, the IRS has made several rulings which could have a negative impact on our current plan unless changes are adopted. In order to comply with IRS rulings, ICMA-RC suggests the City make the following changes. First, ensure that the individual plan accounts do not commence only in the employees' final year with the final pay contribution and, that employees make annual contributions to the plan. The IRS indicated that these annual contributions must be made through an employer non-elective contribution unrelated to the final pay feature.

Under the 401(a) plan, the City may elect to "pick-up" employee contributions and treat them as pre-tax employer contributions, thus allowing them to be excluded from the employees' gross income. The primary requirement for this "pick-up" provision is that the City must formally declare its intention that contributions, although designated as employee contributions, are being paid by the employer. The City will make the required designation by adopting the attached resolution.

Please contact me if you have any questions.

RESOLUTION
ICMA-RC 401(a) Qualified Retirement Plan

RESOLUTION OF THE CITY OF JACKSON ("Employer).

WHEREAS, the City of Jackson has employees rendering valuable services; and

WHEREAS, the City of Jackson maintains a retirement plan administered by the ICMA Retirement Corporation which is qualified under section 401(a) of the Internal Revenue Code (the "Plan"), and which provides retirement benefits for eligible employees;

WHEREAS, the Employer has previously authorized the Plan to "pick-up" and treat employee contributions for Federal income tax purposes as contributions made to the Plan by the employer; and

WHEREAS, Internal Revenue Service Revenue Ruling 2006-43 (1) requires that the Employer take contemporaneous action evidencing an intent to establish a proper "pick-up" under section 414(h) (2) of the Internal Revenue Code, and (2) provides transition relief for employing units which take formal action respecting future pick-ups in writing prior to January 1, 2009, and Employer wishes to take such additional action to avoid doubt with respect to this issue:

NOW THEREFORE BE IT RESOLVED:

The City of Jackson hereby agrees that Plan contributions, although designated as employee contributions, shall henceforth be treated as Employer contributions and shall be made by the Employer in lieu of contributions by the employee

The undersigned individual, duly authorized, hereby certifies that the foregoing resolution was properly enacted by

_____ (Employer).

Signed: _____

Title: _____

MEMORANDUM

Rules & Personnel Committee

Councilmember Andrew Frounfelker, Chair
Councilmember Daniel Greer and Councilmember Carl Breeding

September 17, 2009

TO: Honorable Mayor and City Councilmembers

SUBJECT: Consideration of the recommendation from the Rules & Personnel Committee to Approve the Employment Agreement Between the City and David Taylor, City Assessor

On September 16, 2009, the Rules & Personnel Committee met with Councilmembers Frounfelker, Greer and Breeding in attendance. On a vote of 3-0, the Committee recommended approval of the Employment Agreement between the City and David Taylor, City Assessor. The Agreement has a beginning date of August 15, 2009, and ending date of June 30, 2012, with annual compensation of \$75,253.00. The Agreement is attached for your review.

C: City Manager

EMPLOYMENT AGREEMENT

THIS AGREEMENT, made on this _____ day of September, 2009, between the *City of Jackson*, a Michigan Municipal corporation with offices located at 161 West Michigan Avenue, Jackson, Michigan 49201 (hereinafter referred to as "*the City*"), as Employer, and *David Taylor* of 119 S Grinnell St, Jackson, Michigan 49203 (hereinafter referred to as "*Mr. Taylor*"), as Employee.

WITNESSETH:

WHEREAS, the city desires to retain Mr. Taylor as City Assessor in exchange for compensation and other benefits referred to herein: and

WHEREAS, the City and Mr. Taylor, wish to enter into an employment agreement, setting forth the below in this Agreement.

NOW, THEREFORE, the City and Mr. Taylor do hereby agree that the terms for employment for Mr. Taylor shall be set forth below in this Agreement.

1) **TERMS AND DUTIES**. Mr. Taylor shall serve as the City Assessor for the City of Jackson for a term beginning on August 15, 2009 and ending on June 30, 2012. Mr. Taylor's powers and duties as City Assessor shall be generally be as outlined in Section 11.6 of the City Charter, which provides:

The City Assessor shall have all power vested in, and shall be charged with, all duties imposed upon Assessing officers by statute. The Assessor shall prepare all regular and special assessment rolls in the manner prescribed by this charter, by ordinance, and by statute.

It is further understood that such other duties and responsibilities shall be performed as may be assigned from time to time by the City Council or as may be required from time to time by federal or state law, or by City ordinance.

2) **SALARY**. As payment for his services as City Assessor, the City will pay Mr. Taylor the base salary of Seventy Five thousand Two Hundred and Fifty Three dollars (75,253) per year, during the term of this contract, which sum shall be paid in bi-weekly installments, in the same manner as all other City employees are paid; provided, however, that the City Council shall review this compensation prior to June 30, 2010 and based on his performance, Council may adjust his salary. Should the City grant other non-union employees a 3% pay raise for the 2009 2010 budget year Mr. Taylor would also get that raise. Compensation would also be retroactive to start date of August 15, 2009.

3) **ADDITIONAL COMPENSATION.** As additional compensation for his services, Mr. Taylor shall also receive the following:

- a) Payment of dues and expenses related to Mr. Taylor's participation in any professional organization, includes workshops, educational and professional conferences. These expenses will be delineated and approved in advance by the City Council, or submitted as part of the budget process.
- b) The City's existing vacation policies relative to general salaried employees shall apply to Mr. Taylor.
- c) Mr. Taylor will continue to participate in the City's general employees' retirement fund.
- d) Mr. Taylor will receive all other benefits provided to other City employees who are administrative, non union personnel, including health care, sick leave, insurance, education benefits, holiday or other benefits provided to that category of employees. In addition he will be eligible to receive special health care benefits upon his separation from City service pursuant to Ordinance No. 458, adopted October 22, 2002.

4) **RESIDENCY.** It is understood and agreed that Mr. Taylor shall maintain his residence within twenty (20) miles of the City limits of the City of Jackson, Michigan, during his entire tenure of office.

This residency requirement shall be defined as follows:

The establishment and occupancy of a 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, drivers license address, tax address, and in all manners maintain as your normal residence.

5) **TERMINATION.** Should the City terminate Mr. Taylor's employment, all compensation and benefits provided under this contract, to its ending effective date, shall be paid to Mr. Taylor. The City also agrees that if Mr. Taylor's contract is not renewed, he shall be given at least 90 days notification of that non-renewal. Additionally, upon resignation or termination, Mr. Taylor shall receive payment for his accrued, unused sick leave up to 90 days, and all accrued, unused vacation leave.

6) **AT WILL EMPLOYMENT.** Mr. Taylor and the City agree that the employment of Mr. Taylor shall be "at will", and may be terminated by either party, at any time, with or without cause, upon ninety (90) days written notice directed to their respective addresses as set forth herein.

IN WITENSS WHEREOF, the parties hereto have executed this Agreement this
_____ day of _____ 2009

In the presence of:

THE CITY OF JACKSON

By _____
Jerry Ludwig, Mayor

By _____

In the presence of:

_____ David Taylor

MEMORANDUM

Rules & Personnel Committee

Councilmember Andrew Frounfelker, Chair
Councilmember Daniel Greer and Councilmember Carl Breeding

September 17, 2009

TO: Honorable Mayor and City Councilmembers

SUBJECT: Consideration of the recommendation from the Rules & Personnel Committee to Approve the Amendments to the Employment Agreement Between the City and Julius A. Giglio, City Attorney

On September 16, 2009, the Rules & Personnel Committee met with Councilmembers Frounfelker, Greer and Breeding in attendance. On a vote of 3-0, the Committee recommended that the City Attorney's salary be placed at a Class Grade 21, Step 10 and that his contract be extended for one year for an ending date of June 30, 2012. The compensation for a Class Grade 21, Step 10 is \$107,394. Further provided if the City Council increases the pay rates for other Administrative and Supervisory employees, Mr. Giglio will be paid at his class grade and step as amended. The City Attorney shall continue to receive an automobile allowance as long as other City employees also receive a similar allowance or if his automobile allowance is provided for in the City budget. An addendum to Mr. Giglio's employment agreement outlining these amendments is attached.

C: City Manager

ADDENDUM TO EMPLOYMENT AGREEMENT

THIS ADDENDUM, made on this ____ day of _____, 2009, by and between *the City of Jackson*, a Michigan municipal corporation, with offices located at 161 West Michigan Avenue, Jackson, Michigan 49201 (hereinafter referred to as "*the City*"), as Employer, and *Julius A. Giglio*, of 8780 Churchill Road, Jackson, Michigan 49201 (hereinafter referred to as "*Mr. Giglio*"), as Employee.

WITNESSETH:

WHEREAS, the City and Mr. Giglio entered into a certain Employment Agreement dated June 30, 2005 ("Agreement"); and

WHEREAS, the City and Mr. Giglio have made amendments to the Agreement through previous Addendums; and

WHEREAS, the City and Mr. Giglio wish to make certain additional amendments to the Agreement as provided herein.

NOW, THEREFORE, the City and Mr. Giglio hereby agree that the Agreement shall be amended as follows:

- 1) Paragraph 1, **TERM AND DUTIES**, the first sentence shall be amended as follows: Mr. Giglio shall serve as City Attorney for the City of Jackson for a term beginning on July 1, 2009 and ending on June 30, 2012.
- 2) Paragraph 2, **SALARY**, shall be amended as follows: As payment for his services as City Attorney, the City will pay Mr. Giglio the base salary at the rate of Class Grade 21, Step 10, in the amount of One Hundred Seven Thousand Three Hundred Ninety Four and 00/100 Dollars (\$107,394.00) per year, during the term of this contract, which sum

shall be paid in bi-weekly installments, in the same manner as all other City employees are paid; provided, however, that the City Council shall review this compensation prior to June 30, 2010 and June 30, 2011, and, based on his performance, Council may adjust his salary for the second and third years of his term. Further provided, however, if the City Council increases the pay rates for other administrative and supervisory employees, Mr. Giglio will be paid at his class grade and step, as amended.

3) Paragraph 3, **ADDITIONAL COMPENSATION**. Subsection (a) shall be amended to read as follows: Mr. Giglio shall continue to receive an automobile allowance as long as other City employees also receive a similar allowance, or if his automobile allowance is provided for in the City budget.

4) Except as modified herein, the Agreement, as amended, between the parties shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Addendum this _____ day of _____, 2009, with an effective date of July 1, 2009.

In the presence of:

THE CITY OF JACKSON

By _____
Jerry F. Ludwig, Mayor

In the presence of:

Julius A. Giglio

MEMORANDUM

Rules & Personnel Committee

Councilmember Andrew Frounfelker, Chair
Councilmember Daniel Greer and Councilmember Carl Breeding

September 17, 2009

TO: Honorable Mayor and City Councilmembers

SUBJECT: Consideration of the recommendation from the Rules & Personnel Committee to Approve the Amendments to the Employment Agreement Between the City and Lynn Fessel, City Clerk

On September 16, 2009, the Rules & Personnel Committee met with Councilmembers Frounfelker, Greer and Breeding in attendance. On a vote of 3-0, the Committee recommended that the City Clerk's salary be placed equal to a Class Grade 17, Step 9 (\$84,408) and that her contract be extended for one year for an ending date of June 30, 2011. In addition, if the City Council adopts a new compensation ordinance for Administrative and Supervisory Employees after September 16, 2009, for the 2009-2010 fiscal year, Mrs. Fessel will be paid equal to a Class Grade 17, Step 9, in accordance with that ordinance. An addendum to Mrs. Fessel's employment agreement outlining these amendments is attached.

C: City Manager

ADDENDUM TO EMPLOYMENT AGREEMENT

THIS ADDENDUM, made on this _____ day of _____, 2009, by and between *the City of Jackson*, a Michigan municipal corporation, with offices located at 161 West Michigan Avenue, Jackson, Michigan 49201 (hereinafter referred to as "the City"), as Employer, and Lynn Fessel, 2203 Creglow Drive, Jackson, Michigan 49203 (hereinafter referred to as "Mrs. Fessel"), as Employee.

WITNESSETH:

WHEREAS, the City and Mrs. Fessel entered into a certain Employment Agreement dated June 28, 2005 ("Agreement"); and

WHEREAS, the City and Mrs. Fessel wish to make certain modifications to the Agreement as provided herein.

NOW, THEREFORE, the City and Mrs. Fessel hereby agree that the Agreement shall be modified as follows:

- 1) Paragraph 1, **TERMS AND DUTIES**, the first sentence shall be amended as follows: Mrs. Fessel shall serve as City Clerk for the City of Jackson for a term beginning on July 1, 2009, and ending on June 30, 2011.

- 2) Paragraph 2, **SALARY**, shall be amended as follows: As payment for her services as City Clerk, Mrs. Fessel will be placed, as a guide, on the Administrative and Supervisory Compensation Schedule, Class Grade 17, Step 9 (Ordinance attached). Effective July 1, 2009, the City will pay Mrs. Fessel the base salary of Eighty-Four Thousand Four-Hundred and Eight Dollars (\$84,408.00) which is equal to a Class Grade 17, Step 9 per year, during the term of this contract, which sum shall be paid in bi-weekly installments, in the same manner as all other City employees are paid. Provided, however, if the City Council adopts a new compensation ordinance for Administrative and Supervisory Employees after September 16, 2009, for the 2009-2010 fiscal year, Mrs. Fessel will be paid equal to a Class Grade 17, Step 9, in accordance with that ordinance. The City Council shall review this compensation prior to June 30, 2010, and, based on her performance, Council may adjust her Step and salary.

- 3) Except as modified herein, the Agreement between the parties shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Addendum this _____ day of _____, 2009, with an effective date of July 1, 2009.

In the presence of :

THE CITY OF JACKSON

By _____
Jerry F. Ludwig, Mayor

Lynn Fessel



Community Development

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

September 16, 2009

TO: William R. Ross, City Manager

FROM: Carol L. Konieczki, Community Development Director

RE: **Public Hearing for CDBG/HOME Program Performance and Request for Authorization to Submit the Consolidated Annual Performance Evaluation Report (CAPER) to HUD**

City Council established September 22, 2009 to conduct a Public Hearing to obtain citizen comment on the City's performance during the 2008-2009 CDBG/HOME program year. The attached CAPER, a draft of which was submitted to Council on September 8, 2009, summarizes program performance from the past fiscal year and since 2005, the beginning of the Five-Year Consolidated Plan.

The Citizens Advisory Council (CAC) met on Tuesday, September 15, 2009 for CAPER review and comment. Not enough members attended to take action, however, time was spent answering questions about specific programs and outcomes. One e-mail was received from a CAC member who was unable to attend the meeting. That member expressed an opinion that more resources should be obligated toward job placement and less for code enforcement, as he didn't understand how enforcing code violations created more affordable housing for Jackson. Staff responded to the e-mail explaining new economic development activities were in the planning stages and would be presented to City Council in the near future. Staff also explained the code enforcement budget paid for a majority of Community Development staff to not only cite blight ordinances, but to provide decent, affordable housing to the community through rental inspections and the rehabilitation program.

Once the Public Hearing is closed, requested action is for City Council to authorize submittal of the CAPER to HUD as written or with modifications as Council may direct. As an entitlement community, we are required by 24 CFR 91.520 to submit the CAPER to HUD within 90 days after the close of the program year. All publication and comment periods will have been met by September 21, 2009, allowing sufficient time for remittance to HUD.

Please place this item on the September 22, 2009 City Council agenda to hold the public hearing and, upon closure, authorize submission of the CAPER to HUD before September 30, 2009.

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

S:\Michelle Pultz\CDBG\FY 08-09\CAPER\CAPER Public Hrg & Req to Submit.doc

Executive Summary

This Consolidated Annual Performance and Evaluation Report (CAPER) will cover those Community Development Block Grant (CDBG) and Home Investment Partnerships Program (HOME) activities undertaken by the City of Jackson or by one of its subrecipients during the 2008-2009 fiscal year. It will provide information regarding the program's strengths and weaknesses, as well as specific project accomplishments and ways the program can be improved.

The City of Jackson is an entitlement community and has been since the inception of the CDBG program in 1975. The City remains committed to meeting community needs of providing decent, safe, and sanitary affordable housing, improving the living conditions, and expanding the economic opportunities for low- and moderate-income persons. The City Council carefully weighs the applications for funding received every year against the ever-changing needs of the community. As many cities are similarly experiencing, the current declining economy, foreclosure rate, and job market has harshly impacted the City and its citizens. By carefully selecting entities that will provide the greatest benefit to low- and moderate-income persons and families, the Council is able to sustain, and oftentimes improve, their quality of life.

Public Services

Funding was allocated to entities that provided youth counseling and mentoring, adult dental care, families in need of disaster relief assistance, foreclosure prevention and homeownership training, information and referral services, and utility assistance. By supporting these agencies with CDBG funds, the low- and moderate-income persons living in the City were able to access and utilize services they may not have been able to afford on their own.

Code Enforcement and Rehabilitation

From July 1, 2008 through June 30, 2009, the Community Development Department continued its efforts to provide decent, affordable housing through its rental inspection and rehabilitation programs. In addition, enforcement of the City's blight ordinances provided a more suitable living condition in its residential neighborhoods.

The City's rental inspection program initiated 640 new inspections among its three code enforcement officers. Those initial inspections resulted in 1,638 individual units being monitored to bring them up to local code. In addition, 1,343 follow up inspections were scheduled (total unit number not available). If code compliance was not achieved within 90 days of the initial inspection and the property owner was making progress but needed additional time, they had an opportunity to appeal to the Building Code Board of Examiners and Appeals (BCBA) for an extension of time to complete repairs. Among other mitigating factors, should the property owner choose not to present their case before the BCBA, or if hazardous conditions remained, such as smoke detectors not being installed by the first reinspection, a Violation and Notice of Hearing was issued mandating they appear at the City's Administrative Hearings Bureau (AHB). During FY 2008-2009, 140 AHB cases involving rental housing were initiated.

To help alleviate blight, the City's inspectors wrote 1,588 garbage, trash, and debris citations that resulted in 61.15% voluntary compliance. Those properties not in compliance on reinspection were referred to the Department of Public Works for cleanup. Three hundred fourteen inoperable or unlicensed vehicles were cited that resulted in 83.76% voluntary

compliance. Dead or fallen trees were cited 184 times resulting in a 57.07% voluntary compliance rate. The City's AHB was utilized to gain compliance; 157 blight ordinance cases were initiated during FY 2008-2009.

The City's Housing Rehabilitation Program completed 22 rehabilitation projects and 28 emergency hazard cases during FY 2008-2009. Five additional rehabilitation projects were started before June 30, 2009 and are currently in progress.

World Changers had to cancel their planned week of providing assistance to the City's low- and moderate-income residents for the first time in 13 years due to economic hardships of its youth families. However, the City of Jackson has been slated for a week in July, 2010. In June 2008, the City also hosted for the first time a similar youth organization called Mission Serve. They also had to cancel their planned youth activities, but sent 17 adults from the insurer for Mission Serve, Brotherhood Mutual Insurance, to get a better understanding of how this program works. From June 24 through 27, 2009, these adults completed two painting projects; CDBG funds were used to provide the materials while the adults provided the labor. From their highly satisfactory experience of the projects, good news was recently received that Mission Serve has already recruited 105 youths and adults to come to the City in June 2010. World Changers currently has 55 youths and adults signed up for 2010 projects.



Before



After



Before



After

Jobs Creation Initiative

The Community Development Department continued to market the Jobs Creation Initiative Program for new development projects throughout 2008-2009. The City's Economic Development Project Manager continues to present this economic development incentive to eligible businesses. However, businesses are not currently willing to provide the type of investments required to receive these loans. City staff is exploring alternate means of providing economic development incentives for eligible businesses and persons to help overcome the declining economy and job market using CDBG funds. Community Development staff monitored two loans that were closed in previous years (Daryl's Downtown and Anesthesia Business Consultants).

Other Projects

CDBG funds were utilized to assist the Downtown Development Authority's (DDA) Façade Improvement Loan program. In July 2008, the DDA financed a façade loan that added an additional entryway to an existing building, allowing the owners additional points of ingress/egress to better utilize the facility.



Before



After

The John George Home, a home for 35 elderly, indigent men, received funding to install a new elevator. Completion of this project, which also includes a new emergency stairwell, will provide much improved access to second floor rooms for the disabled residents and emergency personnel. The City's Parks, Recreation, and Grounds Department was able to resurface the basketball and tennis courts at Rotary Park and remove/replace 100 ash trees desecrated by the Emerald Ash Borer. Funds were provided to the Michigan Theatre to perform much needed plumbing repairs and to Grace Haven Center, a homeless shelter, for a new roof. Finally, the City's Department of Public Works received an allocation of funds to start a handicap curb ramp installation program as required by 28 CFR 35.150(d)(2). Before project sites were identified, the DPW director met with representatives of diSability Connections, a local non-profit organization serving nearly 1,100 individuals and families annually in their efforts to lead independent, fulfilling and productive lives.

Summary of Resources and Distribution of Funds

During the reporting period of July 1, 2008 through June 30, 2009, the following funds were made available from the U.S. Department of Housing and Urban Development (HUD) to the City of Jackson:

Community Development Block Grant	\$1,768,509
Entitlement Grant B-08-MC-26-0021	\$1,369,903
Program Income	\$105,200
Reprogrammed Funds	\$293,406
 HOME Investment Program	 \$332,848
Entitlement Grant M07-MC260214	\$329,548
Reprogrammed Funds	\$3,300
Total:	<u>\$2,101,357</u>

CDBG funds were allocated as follows:

Activity	Amount	Approx. %
Public Services	\$191,773	10.85%
Administration & Planning	248,600	14.06%
Code Enforcement	500,000	28.27%
Rehabilitation	365,230	20.65%
Public Improvements	328,906	18.60%
Economic Development	34,000	1.92%
Other	<u>100,000</u>	<u>5.65%</u>
Total:	<u>\$1,652,638</u>	<u>100.00%</u>

HOME funds were allocated as follows:

Activity	Amount	Approx. %
Rehab Assistance	\$113,048	33.96%
CD Administration	32,000	9.61%
Downpayment Assistance	40,000	12.02%
CHDO Operating Costs	12,000	3.61%
Acquisition/Rehab/Resale (CHDO)	60,000	18.03%
Administration (JAHC)	6,000	1.80%
Habitat for Humanity	<u>69,800</u>	<u>20.97%</u>
Total:	<u>\$332,848</u>	<u>100.00%</u>

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

CDBG

Date	Description	Amount
7/15/08	Reallocate demolition – Building Inspection (Year 31) to Demolition/Acquisition – CAA (Year 31)	\$22,103
8/12/08	Reallocate owner-occupied rehab funds (Year 33) to John George Home (Year 33) for emergency sewer repair	\$8,416
12/16/08	Reallocate owner-occupied rehab funds (Year 34) to Emergency Hazard (Year 34)	\$100,000
6/9/09	Budget excess program income from Year 32 and reallocate various unspent funds from Years 31, 32, 33 and 34 to Grant River ArtsWalk (Year 34)	\$328,906

HOME

Date	Description	Amount
10/7/08	Budget excess Program Income from Year 32 to Habitat for Humanity (Year 34)	\$3,300

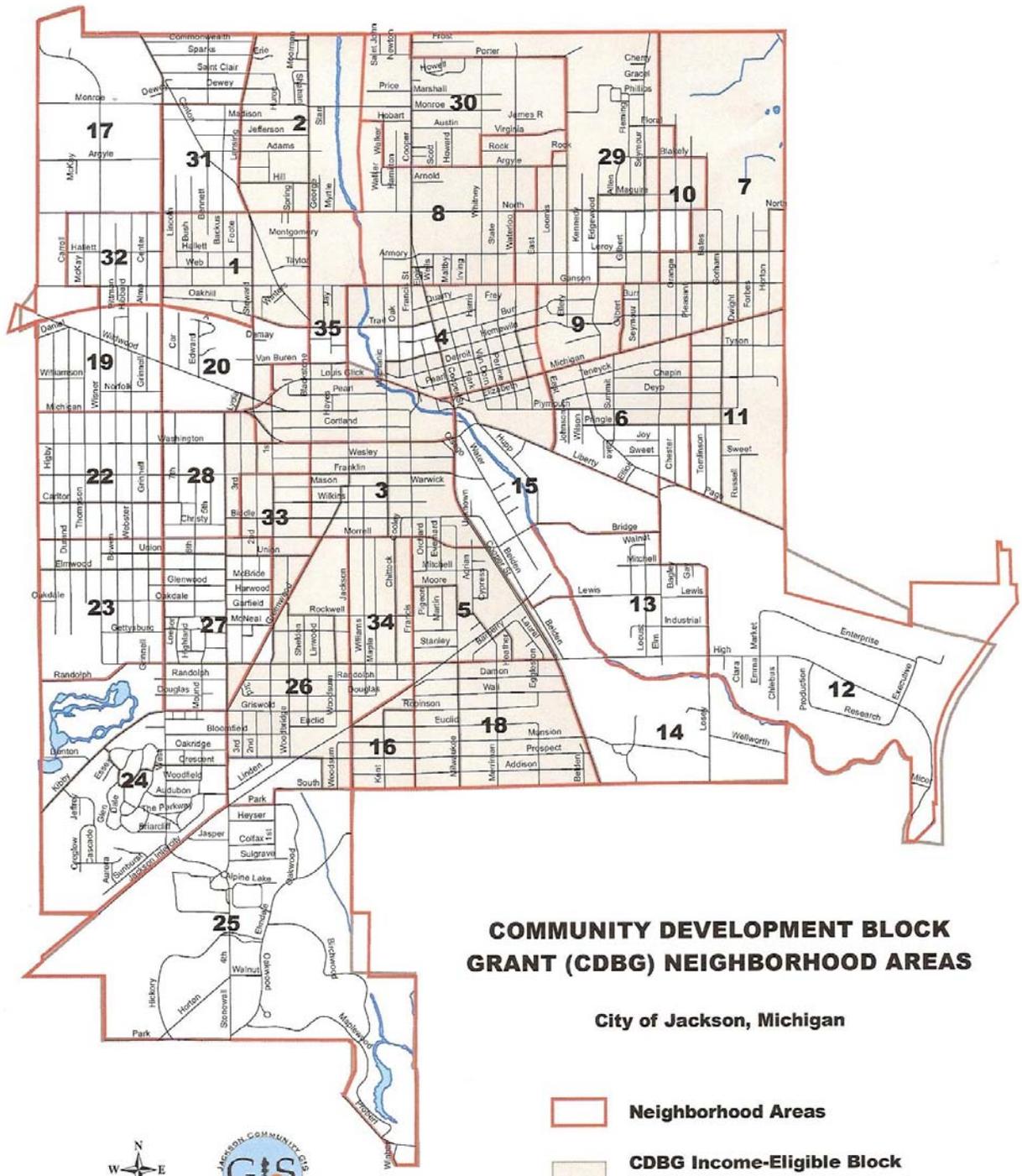
A complete listing of the funds committed during the reporting period and the total amount expended appears below.

Agency Receiving Funds	Allocated	Expended	Percentage
CDBG			
American Red Cross	\$ 2,000	\$ 1,899	94.95%
Big Brothers/Big Sisters	2,000	2,000	100.00%
Center for Family Health	25,000	25,000	100.00%
Neighborhood Resource Center	12,000	12,000	100.00%
Partnership Park Neighborhood Ass'n	5,000	5,000	100.00%
Family Services and Children's Aid	5,000	5,000	100.00%
Florence Crittenton – Transitional Program	4,788	rescinded*	n/a
Florence Crittenton – Reporting Center	5,400	rescinded*	n/a
Human Relations Commission Youth Council	1,000	-0-	-0-
Jackson Affordable Housing – Homeowner Training	3,000	3,000	100.00%
Jackson Affordable Housing – Foreclosure Prevention	27,273	11,381	41.73%
Jackson School of the Arts	1,500	1,500	100.00%
The Salvation Army	63,000	63,000	100.00%
MLK Center Summer Program	35,000	35,000	100.00%
United Way 211 Call Center	10,000	10,000	100.00%
Community Development – Administration	248,600	146,268	58.84%
Community Development - Code Enforcement	500,000	365,454	73.09%
Community Development - Rehabilitation	275,230	97,478	35.42%
Community Development – Jobs Creation	34,000	-0-	-0-
Dept. of Public Works	40,000	11,347	28.37%

Agency Receiving Funds	Allocated	Expended	Percentage
Downtown Development Authority	18,000	-0-	-0-
John George Home	50,000	50,000	100.00%
Parks & Recreation – Rotary Park	35,000	35,000	100.00%
Michigan Theatre	4,000	4,000	100.00%
Jackson Friendly Home	30,000	rescinded*	n/a
Grace Haven Center	18,000	-0-	-0-
Forestry	25,000	19,258	77.03%
Engineering – Grand River ArtsWalk	328,906	199,878	60.77%
HOME			
Jackson Affordable Housing - CHDO Reserve	\$60,000	-0-	-0-
Jackson Affordable Housing - CHDO Operating Costs	12,000	7,190	59.92
Jackson Affordable Housing – Down Payment Assistance	40,000	10,494	26.23
Jackson Affordable Housing – Administration	6,000	5,528	92.13
Community Development – Rehabilitation	113,048	-0-	-0-
Community Development – Administration	32,000	-0-	-0-
Habitat for Humanity	66,500	49,200	73.98%

As demonstrated above, two agencies receiving 2008-09 allocations had to rescind their funding. Florence Crittenton Services, which was founded in 1919, provided assistance to pregnant and parenting teens and homeless youths. The facility struggled with financial issues since at least 2006 when the State of Michigan began cutting back funding. Florence Crittenton board members closed satellite homes and cut programs in an attempt to work within the budget constraints but were unable to divert the ultimate closure.

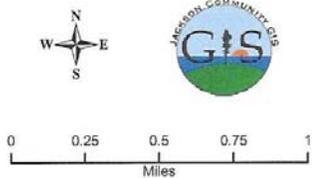
The Jackson Friendly Home provides a home-like atmosphere for up to 45 women over the age of 60. The Jackson Friendly Home moved to its present location in 1908 and requested funding to install a new elevator to replace the present elevator system, which had been installed in the late 1950s. Board members from the Jackson Friendly Home soon realized charitable contributions they were counting on did not materialize due to the economic downturn. Even estimates to just repair the elevator back to proper working order were well beyond their grasp at this time. Fundraising for this project is continuing and other financial resources are being sought. The Jackson Friendly Home may again request a CDBG allocation in the future when financing is closer to their goal amount.



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) NEIGHBORHOOD AREAS

City of Jackson, Michigan

- Neighborhood Areas**
- CDBG Income-Eligible Block Group (per 2000 U.S. Census)**



General CAPER Narratives

Assessment of the Five-Year Goals and Objectives

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

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

Examining each goal separately, information is provided below:

Goal 1

Rehabilitation/Emergency Hazard/World Changers

Along with much of the country, the City of Jackson has seen a significant increase in mortgage foreclosures in the past few years with foreclosure proceedings being initiated on approximately 556 properties in the City during fiscal year 2008-2009. Over one-half (54%) of foreclosures commenced went through to Sheriff's sale. While these homes sit vacant, they are extremely vulnerable to break-ins to strip them of copper pipe and wire and other devastating damage causing them to be uninhabitable, providing a resource for thieves, youths, vagrants, drug dealers, prostitutes, and other criminals, increasing the crime rate and blight in the neighborhood. While the City's various departments attempt to keep on top of the major issues surrounding the vacancies, oftentimes the damage has been done before action to secure a building can be taken.

With the continued downturn in the housing market, Community Development's rehabilitation staff has seen a significant increase in emergency hazard and rehabilitation applications as homeowners are choosing to remain in their current housing. Rehabilitation staff members have continued to retool the rehabilitation program to reflect the current trends and conditions. While it is still a work in progress, policies and procedures have been updated and adopted, software to track cases has been implemented, and the rehabilitation staff strives to increase its production even while funding has declined and the division is short staffed.

Since 2005, the City has completed 114 rehabilitation projects, funded as follows:

Year	No. Cases	CDBG Funds			Total
		Reg. Rehab	Emerg. Hazard	HOME	
31	16	\$ 65,974	\$ 44,434	\$ 32,585	\$142,993
32	23	46,890	49,834	151,014	247,738
33	25	44,279	101,861	286,490	432,630
34	50	188,991	139,313	143,694	471,998
Total:		\$346,134	\$335,442	\$613,783	\$1,295,359

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

Down Payment Assistance/Foreclosure Prevention/Homeownership Counseling

Jackson Affordable Housing Corporation (JAHC) received HOME funding to provide Down Payment Assistance and CDBG funding for Foreclosure Prevention and Homeownership Counseling and Training. A total of 422 households received homeownership information and referrals. Of these, 93 households were extremely low-income, 166 very low-income, 150 were low-income. In addition, 24 households closed mortgages with assistance from JAHC. Six (6) of the new homeowners were very low-income, 16 were low-income and two (2) moderate- to high-income, and were made up of 22 white families, and two (2) black/African-American. JAHC has recently taken action to modify its Foreclosure Prevention program guidelines to include "situations beyond the control of the homeowner" as a crisis criterion, and unemployment income coupled with career advancement (such as attending classes) as part of the recovery criteria.

Goal 2

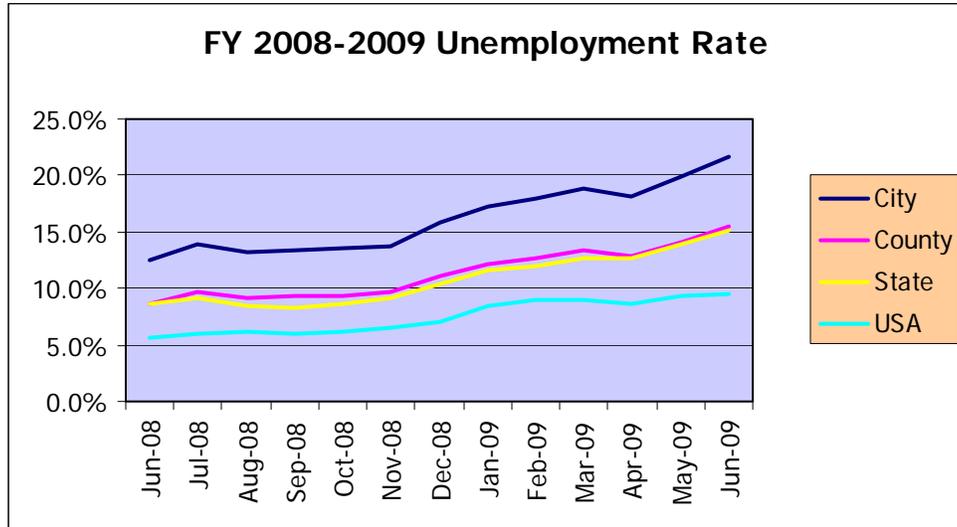
Jobs Creation Initiative

Due to the current economic climate in Jackson, no new businesses sought Jobs Creation Initiative loans. However, two loans made in previous years are still outstanding. A loan was extended to Anesthesia Business Consultants (ABC) to redevelop the former Jacobson's Department Store in downtown Jackson, which had been vacant for eight years. Together with other economic development incentives, ABC invested over \$3.5 million in the building. Under the City's guidelines, the amount of ABC's loan would require the creation of 20 full time equivalent positions, however, ABC promised to create 50 or more new jobs within five years.

Also, on October 4, 2005, the Jackson City Council approved a Jobs Creation Initiative loan to Lindar, LLC with the intent to assist in the redevelopment of a 5,660 square foot banquet facility at Daryl's Downtown Restaurant. Lindar was required to invest more than \$600,000 of private equity and create 16 new full time equivalent jobs.

The City's Economic Development Project Manager continues to present this economic development incentive to eligible businesses. However, businesses are not currently willing to provide the type of investments required to receive these loans. City staff is exploring alternate means of providing economic development incentives for eligible businesses and persons to

help overcome the declining economy and job market using CDBG funds. The City's unemployment rate in July 2008 was 13.9%; in June 2009 it had swelled to an astounding 21.7%.



Jackson has historically been a manufacturing town with a majority of the manufacturing being directly impacted by the automotive industry. Many companies have been severely impacted by recent automotive-related events, but from that potential tragedy, a community initiative has come to fruition. Collaboration has begun between former auto parts manufacturers and the City's hospital system, Allegiance Health Systems, to retool from supplying auto parts to becoming medical parts suppliers.

Goal 3

Elimination of Blight

City inspectors continued with blight ordinance enforcement activity, citing homeowners for garbage, trash and debris; inoperable or unlicensed vehicles; dead, dying or dangerous trees; and front yard parking violations. Homeowners voluntarily complied with the citations and removed or eliminated the violations, requiring no further action from the City, 61.15% of the time for garbage, 83.76% of the time for inoperable or unlicensed vehicles, and 57.07% of the time with tree or brush issues. When violations remained at reinspection, those matters were brought before the City's Administrative Hearings Bureau (AHB) where final resolution was achieved through eventual compliance or with the homeowner being defaulted. Further, the Administrative Hearings Officer assessed fines and costs in most instances as penalty for not bringing the code violations into compliance voluntarily.

Further efforts to eliminate blighted areas of the City included beautification efforts by removing and replacing diseased, dead or dying ash trees affected by the Emerald Ash Borer, improvements to Rotary Park's basketball and tennis courts, new roofing at a homeless shelter, and implementation of a handicap sidewalk curb ramp installation program.

Goal 4

Public Services

The City of Jackson's youth were provided counseling and mentoring programs due to CDBG funding. Such services included:

- BIGS in School – a one-to-one mentoring program by Big Brothers/Big Sisters for children both during and after school.
- FAST – a family-oriented prevention service with goals of enhancing family functioning, avert children from experiencing failures in school, substance abuse awareness by the children and family, and stress reduction between parents and children from daily life situations.
- Partnership Park Downtown Neighborhood Association – homework assistance, conflict resolution skills, and life skills training in addition to recreational activities.
- Jackson School of the Arts – programs in art, dance and theater.
- Martin Luther King Center Summer Recreation Program – in addition to arts and crafts, swimming lessons and other sports clinics and camps, the youth were given peer pressure practice, life skills training and cultural diversification trips.

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

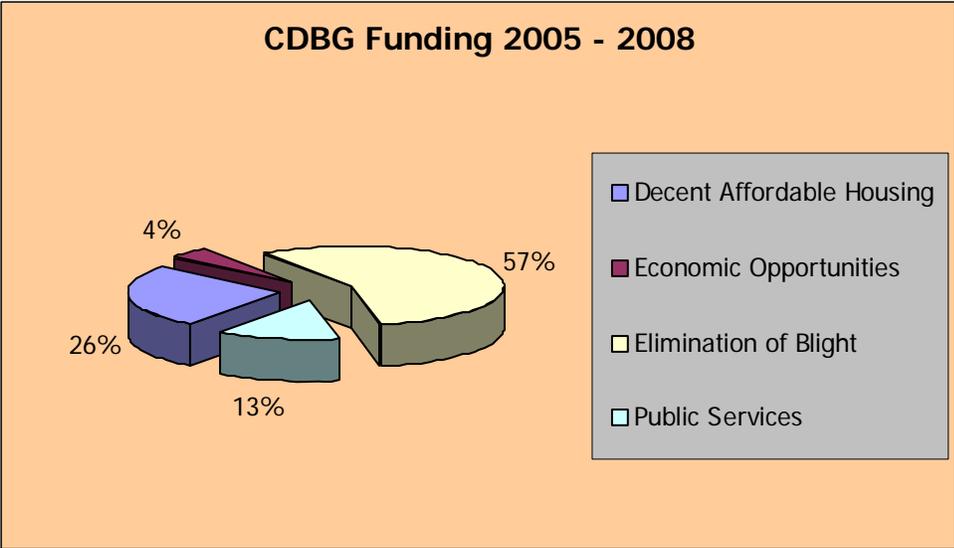
- Dental care through the Center for Family Health.
- Foreclosure prevention and homeowner training and counseling through Jackson Affordable Housing Corporation.
- Utility shutoff prevention through The Salvation Army.
- Disaster relief through the American Red Cross.
- Information and referral services through the United Way's 211 Call Center.

The City of Jackson received \$6,181,291 in CDBG funding since 2005 and has allocated said funds to attain its stated goals as follows:

Goal 1 – Decent, affordable housing.....	\$1,373,181
Goal 2 – Economic Development	103,500
Goal 3 – Elimination of Blight	3,106,121
Goal 4 - Public Services	735,819

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

Goal 1 – Decent, affordable housing.....	\$ 238,954
Goal 2 – Economic Development	172,500
Goal 3 – Elimination of Blight	437,752
Goal 4 - Public Services	86,281



Of the entities listed on Pages 5 and 6 that have not yet expended their 2009-2010 funding, City Council reviewed each request to extend the time within which to spend Year 34 funds as follows:

Subrecipient	Balance	Plans to Rectify
CDBG		
American Red Cross	\$101	Nominal funds were left from 2008-09; Council approved an extension of time to spend the balance to provide one or more families assistance after a fire.
Downtown Development Authority (DDA)	\$2,180 (Year 33) \$18,000 (Year 34)	The DDA experienced a complete change in staffing in early 2009 and requested an extension of time to spend funds until 6/30/10. The DDA currently has three façade loan applications it is reviewing.
Department of Public Works (DPW)	\$28,653	Jackson experienced a cool and rainy spring in 2009; work was not able to begin until late May and funds were not able to be fully expended by June 30, 2009. As DPW received an additional allocation for the 2009-10 grant year, an extension of time to spend the funds was granted until 6/30/10.
Forestry	\$5,742	Forestry successfully completed its plans to remove and replace 100 ash trees and came in under budget. As Forestry received an additional allocation for the 2009-10 grant year, an extension of time to spend the funds was granted until 6/30/10.
Grace Haven	\$18,000	Project completed before 6/30/09; waiting for documentation
Human Relations Commission (HRC)	\$2,496.61 (Year 33) \$1,000	City staff provided significant technical assistance to HRC staff to develop eligible

Subrecipient	Balance	Plans to Rectify
CDBG		
	(Year 34)	activities for the Youth Council. An extension of time to spend the funds was granted until 6/30/10 to develop additional appropriate projects.
Jackson Affordable Housing Corp. (JAHC) – Foreclosure Prev.	\$15,892	Due to the current economic climate, JAHC recently reviewed and modified its program guidelines to broaden its crises and recovery criteria. As JAHC received an additional \$12,500 in 2009-10, an extension of time to spend funds was granted until 6/30/10.
Engineering – Grand River ArtsWalk	\$129,028	Funds to be spent by 6/30/10.
Community Development – Administration	102,332	Continuing to spend down prior year funding; remaining funds carried over to FY 200-010.
Community Development – Jobs Creation Initiative	34,000	Continuing to spend down prior year funding; remaining funds carried over to FY 200-010.
Community Development - Code Enforcement	134,546	Continuing to spend down prior year funding; remaining funds carried over to FY 200-010.
Community Development - Rehabilitation	177,752	Continuing to spend down prior year funding; remaining funds carried over to FY 2009-10.

HOME		
Jackson Affordable Housing Corp. (JAHC) – CHDO Reserve	\$40,544 (Year 33) 60,000 (Year 34)	JAHC is the City's only CHDO and receives no less than 15% of the City's annual HOME entitlement to conduct eligible CHDO reserve activities (acquisition/rehab/resale). JAHC received an additional allocation for 2009-10 in the amount of \$55,000. Rehabilitation of one property is nearly completed; JAHC plans to purchase two additional properties in the near future to rehabilitate and resell. The time to spend funds was extended to 6/30/10.
JAHC – CHDO Operating Expenses	4,810	Operating expenses are tied to CHDO expenses; an extension of time was granted to 6/30/10.
JAHC – Down Payment Assistance (DPA)	29,506	JAHC did not receive a HOME allocation for its DPA program in 2009-10; an extension of time to spend these funds was granted to 6/30/10. JAHC will be receiving \$39,000 from the City's NSP funds to provide financing mechanisms, which includes downpayment assistance.
JAHC – Administration	472	Administrative expenses are tied to JAHC's DPA program; an extension of time was granted to 6/30/10.
Community Development – Rehabilitation	113,048	Continuing to spend down prior year funding; remaining funds carried over to FY 2009-10.
Community Development – Administration	32,000	Funds expended in July 2009.
Habitat for Humanity	17,300	Funds extended to 6/30/10 to complete a new rehabilitation project.

Due to the hardships the City's low- and moderate-income residents are facing, Community Development staff will continue to evaluate its programs. The rehabilitation staff will be continuing to update its program guidelines for rehabilitation projects. As homeowners are unable to afford a housing upgrade by moving to a new home, the rehabilitation staff has experienced a significant increase in applications from residents who want to improve the home they currently own but are unable to meet the expense. The economic development staff will be researching ways to incorporate more opportunities to create jobs, such as funding microenterprises or providing Section 108 loans. Finally, staff will be examining options for mitigating future homelessness.

Affirmatively Furthering Fair Housing

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

The Fair Housing Center of Southeastern Michigan (FHC) recently received a federal grant that allows it to provide fair housing enforcement activities in several counties, including Jackson. The FHC will provide undercover testing, investigation, advocacy, advice, education, and attorney referral. While the Community Action Agency (CAA) has been providing the education and counseling components in the recent past, they did not receive funding from either HUD or the City's CDBG program to continue its program. Until FHC received the grant mentioned above, Jackson had been without an agency to conduct fair housing complaints, investigation, and litigation since 2001.

Some of the impediments to fair housing include:

- Inadequate number of decent, safe, affordable housing units.
- High costs associated with lead-based paint.
- Large concentrations of vacant or abandoned homes in areas of high minority and low-income neighborhoods.
- Limited housing choice available for low-income residents.
- Stringent qualification standards of existing programs making it difficult to purchase a home.

Actions taken to overcome effects of impediments to fair housing include:

- ✓ Offered emergency hazard loans of up to \$10,000 on a 20-year, zero percent interest deferred loan to individuals with limited income.
- ✓ Offered rehabilitation loans of up to \$20,000 on a 20-year, zero percent interest deferred loan to assist property owners.
- ✓ Offered lead-hazard control loans and grants; for owner-occupied residences, a \$20,000 grant; for rental units, \$8,000/unit grant plus \$7,000/unit five-year, zero percent interest deferred loan.
- ✓ Worked in cooperation with local non-profit organizations to rehabilitate additional housing units.

- ✓ Offered credit counseling, foreclosure prevention, and homebuyer education programs.

Affordable Housing

Foster and Maintain Affordable Housing

During fiscal year 2008-2009, the City funded two housing agencies, each serving a different financial level of homebuyers. Habitat for Humanity markets its new or rehabilitated homes to those persons whose income is less than 50% of area median income while JAHC concentrates its efforts on those persons whose income is less than 80% of area median income. The City's Community Development Department provides a rehabilitation program for owner-occupied, low-income households who are unable to access home improvement loans through traditional lenders for repairs. Emergency hazard loans of up to \$10,000 are made available to qualifying households to repair an immediate, urgent need, such as a furnace in the winter, a roof during the rainy season, etc. All of the above programs offer loans, rather than grants, ensuring future funding from program income will be available to assist another low-income family.

Preserving Decent, Affordable Rental Units

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

Eliminate Barriers to Affordable Housing

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

In a demonstration of the great need of the Jackson community, Community Action Agency (CAA) recently publicized the availability of Tenant Based Rental Assistance (TBRA) vouchers. One hundred seventy (170) families went to the Barham Center on the appointed day, some arriving at 10:00 p.m. the night before, to apply for assistance. Eighty-two (82) families were deemed eligible but only two (2) TBRA vouchers were available.

Address Accessibility Needs of Persons with Disabilities

On August 15, 2006, the Jackson City Council took action to waive the inspection fees for work performed by local non-profit charitable organizations, specifically for handicap-accessible ramps. Since that time, 26 ramps have been installed for disabled homeowners by disAbility

Connections, the Rotary Club, and World Changers. Fourteen of those ramps were constructed during fiscal year 2008-2009.



Continuum of Care

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

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

Grace Haven	36 beds (homeless)
Interfaith Shelter	77 beds (homeless)
AWARE Shelter	26 beds at shelter (abused women); 48 transitional
CAA	2 TBRA vouchers, 122 transitional beds, 13 permanent supportive housing
Training & Treatment Innovations	20 permanent supportive housing
MPRI	50 transitional beds (prisoner re-entry)

The CoC receives Emergency Shelter Grants (ESG), Homeless Assistance Recovery Program (HARP), Tenant Based Rental Assistance (TBRA) from the Michigan State Housing Development Authority (MSHDA), and also receives a Supportive Housing Program (SHP) grant from HUD. The CoC applied for over \$225,000 in Homelessness Assistance and Rapid Re-Housing Program (HPRP) funds from MSHDA and the City received over \$500,000 in HPRP entitlement funding through the American Recovery and Reinvestment Act of 2009 and soon plans to implement that program.

Other Actions

Address Obstacles to Meeting Underserved Needs

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

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

More affordable housing units are needed in the community, as many landlords are reluctant to take Section 8 vouchers. While this remains a high priority to the City when allocating its CDBG

and HOME funds, the state and local economy has continued a downward trend with no significant recovery in the foreseeable future.

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

In response to the growing community needs, a collaborative of approximately 30 non-profit organizations came together in the form of "Neighbors in Need." It is anticipated an unprecedented number of individuals and families will require assistance that have never needed to rely on the programs the non-profits have available. According to information obtained from South Central Michigan Works!, the anticipated number of persons exhausting their unemployment insurance benefits in Jackson County are:

Period	Number Exhausting UIA
May 4 – 29, 2009	7
June 1 – 26, 2009	20
June 29 – July 24, 2009	38
July 27 – August 21, 2009	35
August 24 – September 18, 2009	324
September 21 – October 16, 2009	270
October 19 – November 13, 2009	260
November 16 – December 11, 2009	322
December 14, 2009 – January 8, 2010	192

As demonstrated above, it is predicted 1,468 persons will no longer be receiving unemployment benefits by the end of 2009/early 2010, with 93% occurring from August 24 through January 8, 2010.

Neighbors in Need (NiN) endeavors to provide help with navigating the social service system, transportation, food pantries, and housing. While individual donations have not met expected needs, agencies are vigorously pursuing other funding sources. Grants and donations have been received to provide food to local food pantries, assistance to individuals needing to obtain birth certificates and other identification, bus passes, gas cards, utility assistance, etc. The City's HPRP funds will be allocated to NiN, with United Way of Jackson County acting as fiduciary and facilitator of the grant.

Overcome Gaps in Institutional Structures and Enhance Coordination.

The City of Jackson Community Development Department administers CDBG and HOME funds. Funded activities are carried out either by City departments or through written agreements with primarily non-profit agencies. In an effort to increase Community Development staff capacity to effectively administer its programs, training was completed as follows:

- **Environmental Training** (HUD Detroit Field Office – July 30, 2008) – 1 staff member
- **Advanced Environmental Review** (HUD Detroit Field Office – October 23, 2008) – 1 staff member

- **Certified HOME Specialist – Administration** (HUD December 16 – 18, 2008) – 2 staff members; both received their Certificate
- **MCDAs Spring Conference** (MCDAs, SEMCOG, HUD & MSHDA March 5, 2009) – 3 staff members

The City of Jackson supports citizen involvement in all phases of its program and encourages collaborations between for-profit and non-profit entities, and local government departments. In some instances, Community Development involvement is more of a way to channel open communication between agencies to reduce duplicative efforts and to aid in locating other sources of funding or other assistance. The City works closely with the Region II Planning Commission regarding planning and zoning issues, and with The Enterprise Group for economic development.

Further coordination will be accomplished by City staff actively participating in NiN and CoC meetings, as many of the non-profits participate with both collaborations. City staff has recently been elected co-chair of the CoC and will hold that position for the next two years.

Improve Public Housing and Resident Initiatives

The Jackson Housing Commission (JHC) is the City's Public Housing Authority (PHA). The JHC manages 543 units of public housing in 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. The JHC is again updating and rewriting its Admissions and Continued Occupancy Plan, Dwelling Lease, and Grievance procedures to comply with all Quality Housing and Work Responsibility Act (QHWRA) of 1998, and regulatory revisions since including, but not limited to, the Violence Against Women Act and Asset Management provisions. The JHC has established a minimum rent of \$25 and has conducted market rate surveys to establish reasonable flat rents.

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 has sold 10 scattered site units to qualifying low- and moderate-income homebuyers. The remaining 40 scattered site units will be receiving updates and improvements from the \$889,894 made available to JHC under the Public Housing Capital Fund (Entitlement) program from the American Recovery and Reinvestment Act of 2009. Proceeds from sales will be used for supporting housing purposes to include, but not be limited to, development of low-income housing.
- Jointly addressed with the local police and fire departments to develop fire safety and crime prevention programs that adequately meets the needs of its residents.
- Developed an agency-wide Pet Policy that allows any family to have a pet if they follow a set of rules.

- 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.
- Certified that it has and will continue to adhere to all Civil Rights requirements and will affirmatively further fair housing.

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 273 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.

Evaluate and Reduce Lead-Based Paint Hazards

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

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

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

Over the years, the City has utilized a number of certified companies to provide lead risk assessments and clearance reports for its projects. The City also maintains a list of approved

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

IS YOUR CHILD SAFE FROM LEAD POISONING?



The City of Jackson was awarded a \$2,000,000 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 the Community Action Agency, Jackson County Health Department, and the Center for Family Health to promote and implement the program within the City of Jackson and throughout Jackson County. Lead program staff has received specialized training in the areas of lead risk assessment, lead paint testing, and lead clearance testing. The grant was extended to September 2009 and the City has applied for the 2009 Lead-Based Paint Hazard Control Grant Program and Lead Hazard Reduction Demonstration Grant Program. To date, over 115 units have been made lead-safe through this program.

Ensure Compliance With Program and Comprehensive Planning Requirements

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

- Receiving applications for funding and reviewing same for eligibility.
- Performing a risk analysis of applicants requesting funds.
- Preparing reports to the Community Development Director for the Mayor and City Council.
- Performing environmental reviews.
- Staffing Citizen Advisory Council meetings to obtain public comment.
- Preparing the One-Year Action Plan for submission to HUD.
- Preparing Subrecipient Agreements to those entities receiving an allocation.
- Preparing the CAPER.
- Monitoring subrecipients: quarterly desk reviews and annual on-site reviews.
- Reviewing reimbursement requests for eligibility.
- Conducting site visits to projects while in progress.

- Conducting Davis-Bacon interviews on construction sites for Labor Standards compliance.
- Maintaining files and records relating to the overall administration of the programs.

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

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

Reduce the Number of Persons Living Below the Poverty Level

According to the 2000 Census, 19.6% of all persons in the City of Jackson are below the poverty level. Approximately the same percentage of families (23%) were at or below the poverty level.

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, the City provides funding to public service agencies that assist households at or below the poverty level. The U.S. Census Bureau released updated information regarding poverty levels in 2007. The local high unemployment rate, fueled by the downsizing of the automotive industry and rising costs of food and transportation, led to an increase of the number of people living in poverty. While the reported numbers are for Jackson County, it is reasonable to assume the City has experienced the same, if not worse, increase. The statistics also revealed the majority of those living in poverty were women, with the highest concentration being between ages 18 and 24. In addition, one of five children live in poverty, and nearly 60% of those children live in homes without a father. Local agencies that offer assistance to low-income individuals have seen the number of people who seek help rise, but their allocations to serve those people remain the same or are reduced. The State continues to make drastic budget cuts and people who used to donate to food pantries and other charitable organizations are being forced to cut back due to high gas and food costs.

Leveraging Resources

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

As stated above, the City of Jackson was also a recipient of a multi-year \$2,000,000 HUD Office of Healthy Homes Lead Hazard Control grant that works in conjunction with the City's rehabilitation program to improve the current housing conditions and create a healthier living

environment throughout the community and has applied for the 2009 Lead-Based Paint Hazard Control Grant Program and Lead Hazard Reduction Demonstration Grant Program. The City's CDBG and HOME funds do not require matching funds, but consideration is taken regarding the amount of other funds leveraged in a project when making allocation decisions.

Citizen Comment

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

Citizen participation is also encouraged through the use of the Citizens Advisory Council (CAC), which is comprised of a cross-section of the community with at least 51% representation of low- and moderate-income persons residing in CDBG Areas, as well as protected classes, elderly, and disabled citizens. The Mayor recommends new or re-appointments of CAC members to the Jackson City Council, which then takes action to accept or reject the recommendation.

Self-Evaluation

Decent Affordable Housing

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

Economic Opportunities

The City of Jackson has provided successful economic opportunities to businesses in the form of its Jobs Creation Initiative. With the bleak outlook for a positive, quick turn around in the City's, County's and State's economy and unemployment rate, Community Development staff is

pursuing implementation of other CDBG-funded activities, such as microenterprise assistance, to support more job opportunities for the City's low- and moderate-income residents.

Elimination of Slum/Blight

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

Public Services

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

Monitoring

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

Program Narratives

CDBG Program

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

Goal 1 – Safe, Decent and Affordable Housing

Code Enforcement Community Development Dept.	Funding \$500,000 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Improved rental properties (see also Goal 3 for blight citations)	Planned Units	Actual Units 1,638 rental units inspected

Rehabilitation Community Development Dept.	Funding \$275,230 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Improved housing conditions for owner-occupied residences	Planned Units 12 rehab 12 hazard	Actual Units 0 Residential Rehab projects 13 Emergency Hazard projects
<i>Note: In addition to what is reported above, 18 rehab and 15 hazard projects were completed with prior years' funding.</i>		

Rehabilitation - Elevator John George Home	Funding \$50,000 CDBG	Target Area CT000400, BG5
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Improved accessibility to the building	Planned Units 1	Actual Units 1

Goal 2 – Encourage an Economic Climate

Jobs Creation Initiative The Enterprise Group	Funding \$34,000 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Jobs	
Outcome Provide business consulting and research for City residents	Planned Units 1	Actual Units 0

Goal 3 – Prevent and Eliminate Blight

Code Enforcement Community Development Dept.	Funding \$500,000 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Improved neighborhoods (see also Goal 1 for rental housing info)	Planned Units	Actual Units 1,588 garbage citations written 314 Inoperable/Unlicensed Vehicle citations written 184 Dead Trees written

Façade Loan Program Downtown Development Authority	Funding \$18,000 CDBG	Target Area CT000600, BG1
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Improved overall appearance of the downtown	Planned Units 2	Actual Units 0

Rotary Park Improvements Parks & Recreation Dept.	Funding \$35,000 CDBG	Target Area CT001200, BG3
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Improved quality of recreation grounds	Planned Units 1	Actual Units 1

Goal 4 – Public Services

Emergency Services American Red Cross	Funding \$2,000 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Provided emergency services to low-income clients due to a disaster-related emergency	Planned Units 15 people served	Actual Units 37 people served

BIGS in School Big Brothers Big Sisters of Jackson County	Funding \$2,000 CDBG	Target Area CT000600, CT001100, CT000400, CT000900, CT000100
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Provided one-to-one mentoring services to children during and after school	Planned Units 60	Actual Units 55

Emergency Adult Dental Care Center for Family Health	Funding \$25,000 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Provided affordable oral health care	Planned Units 550	Actual Units 925

Neighborhood Resource Center Community Development Dept.	Funding \$15,000 CDBG	Target Area CT001100, BG2
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Food commodity distribution, senior activities, neighborhood meeting place	Planned Units	Actual Units 101 people participated in food commodity distribution

Partnership Park After School Program Partnership Park Neighborhood Association	Funding \$5,000 CDBG	Target Area CT000600, BG1
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Assisted youth in obtaining educational and social skills	Planned Units 40	Actual Units 49

Families and Schools Together Family Service & Children's Aid	Funding \$5,000 CDBG	Target Area CT001300, BG3; CT001000, BG4; CT000600, BG1
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Provided counseling for students and their families to enhance family functioning, prevent student failure, prevent alcohol/drug abuse, and reduce family stress	Planned Units 50	Actual Units 388

Jackson Area Youth Council Human Relations Commission	Funding \$1,000 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Allowed youth to develop confidence, social and leadership skills, and civic responsibility	Planned Units 15	Actual Units 0

Homeownership Counseling & Training Jackson Affordable Housing Corp.	Funding \$3,000 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Provided information and training to prospective homeowners	Planned Units 425	Actual Units 422

Foreclosure Prevention Jackson Affordable Housing Corp.	Funding \$27,273 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Assisted LMI families through a one-time financial crises	Planned Units 7	Actual Units 4

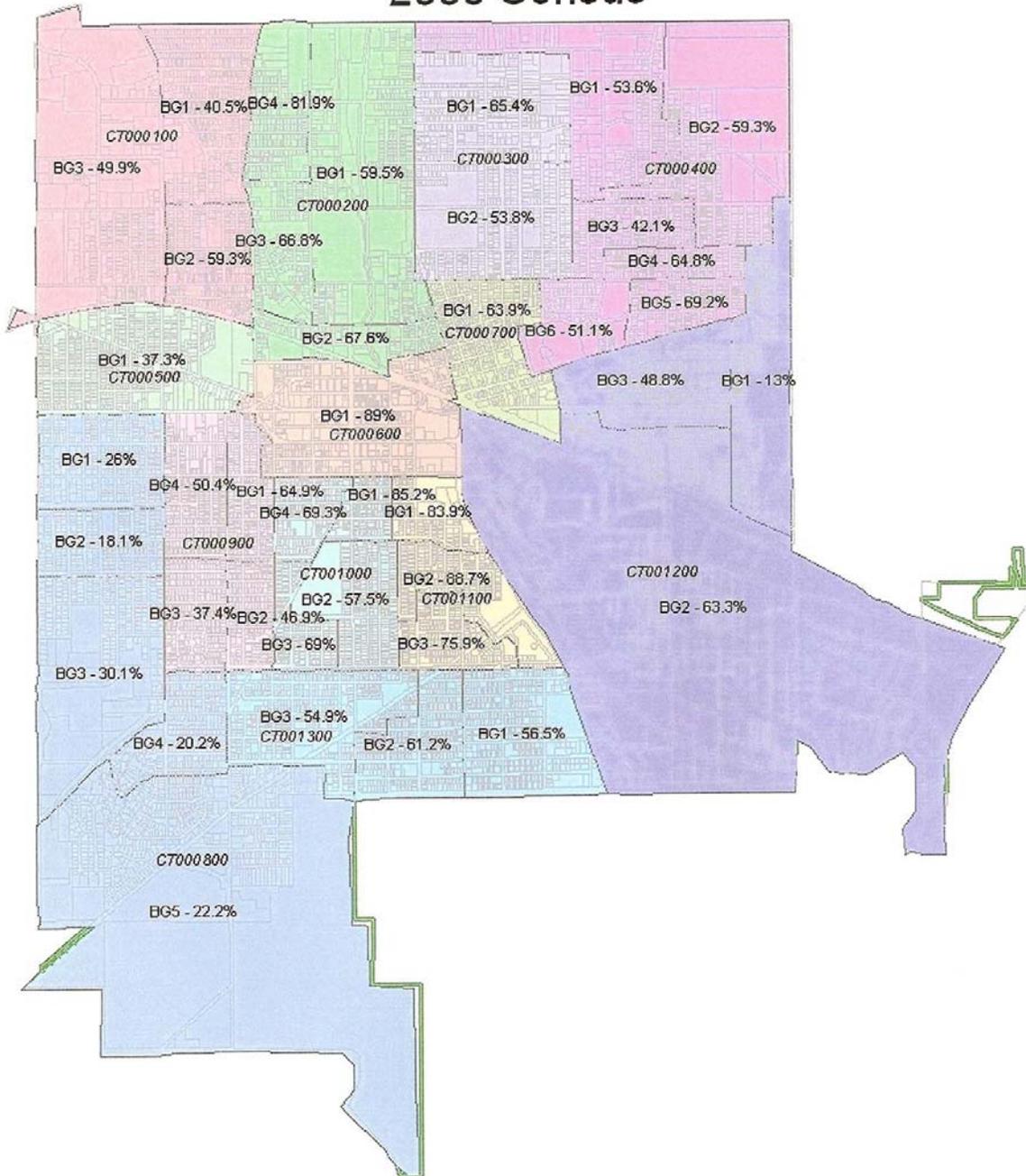
Arts Program for Youth Jackson School of the Arts Association	Funding \$1,500 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Provides arts education programs for youth	Planned Units 60	Actual Units 136

MLK Summer Youth Program Parks & Recreation Dept.	Funding \$25,000 CDBG	Target Area CT001100, BG1, 2 & 3
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Provided staff and operating expenses for summer enrichment program for youth	Planned Units 500	Actual Units 417

Utility Assistance The Salvation Army	Funding \$63,000 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Allowed families to keep their power and heat on	Planned Units 155	Actual Units 141

2-1-1 Call Center United Way of Jackson County	Funding \$10,000 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Provide an information and referral service	Planned Units 9,136	Actual Units 5,632

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



Use of CDBG Funds for National Objectives

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

Anti-Displacement and Relocation

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

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

Low/Mod Job Activities

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

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

Eligibility Requirements:

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

The job growth requirement is monitored through implementation of the Development Agreement. Job growth report as of June 30, 2008 is as follows:

Job Creation Initiative Loan Job Growth Activity		
	Anesthesia Business Consultants	Daryl's Downtown Condominium
Year Loan Closed	2005	2006
Number of Jobs at Closing (includes FT & FTE)	220	64
Number of Jobs Created (includes FT & FTE)	24	5
Number of New Hires- Low/Mod Income	10	14
Total Jobs Retained Plus Created	244	69
Racial Makeup	Information currently not available	New hires: Information currently not available

Program Income Received

Program Income Type	Amount
CDBG	
Sale of Real Property	\$ 32,522
Economic Development Loan Repayments	15,750
Deferred Loan Repayments	16,562
MSHDA PIP Loan/Inspection Fees	300
HOME Administration	30,000
Accounts Receivables, Permits, Code Enf., etc.	53,091
Other Program Income	<u>10,281</u>
Total CDBG Program Income:	<u>\$158,506</u>
HOME	
HOME Program Loan Repayment	<u>\$ 12,039</u>
Total HOME Program Income:	<u>\$12,039</u>

Loans and Other Receivables

As of June 30, 2009, the City of Jackson has the following open outstanding loans:

No. of Loans	Type	Balance
84	CDBG Rehab (repayable)	\$1,007,228.02
9	CDBG Lead (forgivable)	41,858.20
46	CDBG Emergency Hazard (repayable)	245,179.26
67	HOME Rehab (repayable)	908,115.03
13	HOME Lead (forgivable)	90,416.00
1	Section 108 (repayable)	765,000.00

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

No. of Loans	Type	Balance
4	Deposit Loan (repayable)	Information not available

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

Tax ID No.	Address	
5-0591	208 E Morrell	Purchase offer pending
5-1090	140 Stanley	NSP rehab
5-1345	115 Damon	NSP rehab
4-0654	941 S Jackson	NSP rehab
5-0683	1043 Chittock	
8-2248	826 Wells	Sold
6-1104	1906 Plymouth	
7-1194	1911 E Ganson	

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

Tax ID No.	Address	
4-0394	326 W Mason	Sold
7-0229	814 Homewild	Sold
7-0187	1022 Homewild	Sold
5-0223	114 E Biddle	Sold
5-0618	117 E Biddle	Sold
1-0688	339 Jefferson	Sold
5-1820	309 E Robinson	Sold
5-1615	324 E Robinson	Sold
7-0890	1212 Burr	Currently being rehabbed
7-0634	521 Quarry	Rehab to begin soon

HOME Program

Rehabilitation Assistance Community Development	Funding \$113,048 HOME	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Increased availability of improved housing units	Planned Units 6	Actual Units 0

Down Payment Assistance Jackson Affordable Housing Corp.	Funding \$40,000 HOME	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Increased homeownership opportunities	Planned Units 15	Actual Units 5

Acquisition/Rehab/Resale Jackson Affordable Housing Corp.	Funding \$60,000 HOME	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Increased availability of improved housing units	Planned Units 1 - 2	Actual Units 0

Rehabilitation Greater Jackson Habitat for Humanity	Funding \$66,500 HOME	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Increased availability of new or improved housing units	Planned Units 7	Actual Units 5

The goal of using HOME funds in the City of Jackson is to provide decent, affordable housing to low- and moderate-income persons, which is of highest priority. To accomplish this goal, HOME funds were allocated for acquisition, rehabilitation, and resale, and down payment assistance. The City's Community Housing Development Organization (CHDO), JAHC, was able to sell two new constructions and one rehabilitated home completed a couple of years ago. JAHC also purchased a home at 1212 Burr and are currently in the process of completing the rehabilitation for resale. In the coming months, JAHC plans to acquire two more homes to rehabilitate and resell.

Habitat for Humanity completed rehabilitation on five homes, which were sold to homebuyers whose income is less than 50% of area median income. A Section 106 review request was recently sent to the State Historic Preservation Office for another home Habitat plans to rehabilitate and sell to a survivor of domestic violence.

The City of Jackson does not use HOME funds for rental housing, so no on-site inspections of rental units were conducted of HOME funded rental housing, and no affirmative marketing was required. A recent monitoring visit by HUD CPD representatives shed light on the fact the City's procurement procedures need to be tightened up to comply with 24 CFR 85.36. Community Development staff is working with the City's Purchasing Department to review its purchasing

policy procedures, including strengthening the City's outreach to minority business enterprises (MBE) and women business enterprises (WBE). One WBE contractor is on the City's Approved Rehabilitation and Lead Hazard Contractor's List.

No HOME match is required to be paid by the City of Jackson for FY2007 and FY2008 as HUD determined the City is in severe fiscal distress. Forms HUD-40107 (HOME Program Annual Performance Report) and HUD-40107-A (HOME Match Report) are attached to the CAPER as required.

Housing Opportunity for People with Aids (HOPWA) Program

The City of Jackson does not receive HOPWA funding.

Emergency Shelter Grants (ESG) Program

The City of Jackson does not receive ESG funding.



Community Development

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

September 16, 2009

TO: William R. Ross, City Manager

FROM: Carol L. Konieczki, Community Development Director

RE: Public Hearing to Receive Citizen Comment Regarding the Sale of the Incubator at 414 North Jackson Street

The City has received interest from a local businessman to purchase the Incubator at 414 N Jackson Street, including the parking area to the north, for fair market value. This building was acquired in 1986, the parking lot in 1989, and renovations and improvements have been made using CDBG funds. Over the past 23 years, nearly \$1.2 million of CDBG funds have been spent in acquisition and rehabilitation at the Incubator. The purchase offer has not been submitted as of this date, however, conducting the public hearing does not commit the City to sell the property to the interested party.

HUD regulations at 24 CFR 570.505 outline the standards for use of real property and apply to real property within the City's control which was acquired or improved in whole or in part using CDBG funds in excess of \$25,000. The regulation states, in part, that "A recipient may not change the use or planned use of any such property (including the beneficiaries of such use) from that for which the acquisition or improvement was made unless the recipient provides affected citizens with reasonable notice of, and opportunity to comment on, any proposed change . . ." While the potential purchaser currently has no plans to change the use of the building, a public hearing was established to receive citizen comment nonetheless. In addition to a display ad being published in the *Jackson Citizen Patriot* and *The Jackson Blazer* notifying the public of the opportunity to provide comment, notice was also physically posted at the Incubator itself.

Requested action of City Council is to hold a Public Hearing to receive citizen comment regarding the sale of the Small Business Incubator at 414 North Jackson Street. No other action is required at this time after the Public Hearing. Please place this item on the September 22, 2009 agenda for consideration.

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

S:\Michelle Pultz\CDBG\FY 09-10\Agenda Items\PH re Sale of Incubator.doc



Police Department

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

September 9, 2009

TO: William Ross
City Manager

FROM: Matthew R. Heins
Chief of Police

SUBJECT: Edward Byrne Justice Assistance Grant (JAG) Program

An Edward Byrne Memorial grant in the amount of \$45,945 has been awarded to the Jackson Police Department and the Jackson County Sheriff Office, by the Department of Justice, Office of Justice Programs. This grant will be used to purchase equipment for the Jackson County Sheriff Office and to partially fund one Jackson Police Department officer position. A Memorandum of Understanding has been signed by both parties. In addition, it was agreed that the City will continue to be the fiscal agent for the grant.

The police department is now requesting the City Council adopt the attached resolution amending the 2009/2010 fiscal year budget.

Please place this as an agenda item on the City Council agenda for September 22, 2009. I or a representative will be present to answer any questions.

MRH/AP/ap/C:ByrneJAGmmo0812

cc: S. Maga

RESOLUTION

WHEREAS, the City has entered into the federal government's Edward Byrne Memorial 2008/2012 Justice Assistance Grant (JAG) Program, through the Department of Justice, Office of Justice Programs, Bureau of Justice Assistance.

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

NOW, THEREFORE, BE IT RESOLVED, that the 2009/2010 budget be amended as follows:

Byrne JAG Grant Fund

		<u>Increase</u>
REVENUES:		
268-305-210-501.000	Federal Grant	<u>45,945</u>
 EXPENDITURES:		
268-305-210-706.000	Salaries and Wages	24,402
268-305-210-715.000	FICA	354
268-305-210-719.000	Health Insurance	7,064
268-305-210-724.000	Unemployment	108
268-305-210-724.001	Workers' Compensation	366
268-305-210-725.000	Other Fringe Benefits	827
268-305-210-977.001	Equipment County	<u>12,824</u>
		<u>45,945</u>

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

I, Lynn Fessel, Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Jackson City Council on September 22, 2009.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of the City of Jackson, on this 23rd day of September 2009.

City Clerk



City Clerk

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

September 15, 2009

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk *Angela*
RE: Establishment of Public Hearings for Special Assessment Roll Nos. 4181 through 4186

Attached please find resolutions to establish October 20, 2009 as a public hearing date on the following special assessment rolls:

Roll No. 4181 – Delinquent Miscellaneous General Fund Accounts Receivable (alarms, fire permits, weed mowing, and concrete/sidewalks)

Roll No. 4182 – Delinquent Miscellaneous Building Department Fund Accounts Receivable (dangerous structure, demolition and code enforcement inspection fees)

Roll No. 4183 - Delinquent Miscellaneous Community Development Block Grant Fund Accounts Receivable (code enforcement inspection fees)

Roll No. 4184 – Delinquent Miscellaneous Wastewater Fund Accounts Receivable (industrial pre-treatment program monitoring and composite samples)

Roll No. 4185 – Delinquent Miscellaneous Water Fund Accounts Receivable (water meter replacements and overtime service calls)

Roll No. 4186 – Delinquent Miscellaneous Public Works Fund Accounts Receivable (property clean-up, and board up, sidewalk work and snow removal)

If Council adopts the resolutions, a letter announcing the public hearing will be sent to each property owner included on the rolls and a notice will be placed in the Jackson Citizen Patriot.

Thank you.

Attachments

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance Nos. 98-6 and 98-20, it is the policy of the City Council to periodically review and dispose of all unpaid assessable claims; and

WHEREAS, the City Clerk has determined that there are delinquent miscellaneous General Fund accounts receivable totaling, \$3,637.92; and

WHEREAS, the City Clerk requests that said delinquent charges be certified to the City Assessor for the preparation of a special assessment roll.

NOW, THEREFORE, BE IT RESOLVED that the City Council concurs with the recommendation of the City Clerk and hereby directs the City Assessor to prepare for review by the City Council Assessment Roll No. 4181 covering delinquent miscellaneous General Fund accounts receivable.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to give notice that the City Council and the City Assessor will sit as a Board of Review on Tuesday, the 20th day of October, 2009, at the hour of 7:00 p.m. in the Council Chambers, City Hall, 161 West Michigan Avenue, Jackson, and will hear any and all objections and suggestions by interested parties that may be made regarding assessments as contained in said roll.

* * * * *

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 22nd day of September, 2009.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 23rd day of September, 2009.

Lynn Fessel, City Clerk

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance Nos. 98-6 and 98-20, it is the policy of the City Council to periodically review and dispose of all unpaid assessable claims; and

WHEREAS, the City Clerk has determined that there are delinquent miscellaneous Building Department Fund accounts receivable totaling, \$11,237.70; and

WHEREAS, the City Clerk requests that said delinquent charges be certified to the City Assessor for the preparation of a special assessment roll.

NOW, THEREFORE, BE IT RESOLVED that the City Council concurs with the recommendation of the City Clerk and hereby directs the City Assessor to prepare for review by the City Council Assessment Roll No. 4182 covering delinquent miscellaneous Building Department Fund accounts receivable.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to give notice that the City Council and the City Assessor will sit as a Board of Review on Tuesday, the 20th day of October, 2009, at the hour of 7:00 p.m. in the Council Chambers, City Hall, 161 West Michigan Avenue, Jackson, and will hear any and all objections and suggestions by interested parties that may be made regarding assessments as contained in said roll.

* * * * *

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 22nd day of September, 2009.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 23rd day of September, 2009.

Lynn Fessel, City Clerk

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance Nos. 98-6 and 98-20, it is the policy of the City Council to periodically review and dispose of all unpaid assessable claims; and

WHEREAS, the City Clerk has determined that there are delinquent miscellaneous Community Development Block Grant Fund accounts receivable totaling, \$2,247.51; and

WHEREAS, the City Clerk requests that said delinquent charges be certified to the City Assessor for the preparation of a special assessment roll.

NOW, THEREFORE, BE IT RESOLVED that the City Council concurs with the recommendation of the City Clerk and hereby directs the City Assessor to prepare for review by the City Council Assessment Roll No. 4183 covering delinquent miscellaneous Community Development Block Grant Fund accounts receivable.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to give notice that the City Council and the City Assessor will sit as a Board of Review on Tuesday, the 20th day of October, 2009, at the hour of 7:00 p.m. in the Council Chambers, City Hall, 161 West Michigan Avenue, Jackson, and will hear any and all objections and suggestions by interested parties that may be made regarding assessments as contained in said roll.

* * * * *

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 22nd day of September, 2009.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 23rd day of September, 2009.

Lynn Fessel, City Clerk

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance Nos. 98-6 and 98-20, it is the policy of the City Council to periodically review and dispose of all unpaid assessable claims; and

WHEREAS, the City Clerk has determined that there are delinquent miscellaneous Wastewater Fund accounts receivable totaling, \$8,720.41; and

WHEREAS, the City Clerk requests that said delinquent charges be certified to the City Assessor for the preparation of a special assessment roll.

NOW, THEREFORE, BE IT RESOLVED that the City Council concurs with the recommendation of the City Clerk and hereby directs the City Assessor to prepare for review by the City Council Assessment Roll No. 4184 covering delinquent miscellaneous Wastewater Fund accounts receivable.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to give notice that the City Council and the City Assessor will sit as a Board of Review on Tuesday, the 20th day of October, 2009, at the hour of 7:00 p.m. in the Council Chambers, City Hall, 161 West Michigan Avenue, Jackson, and will hear any and all objections and suggestions by interested parties that may be made regarding assessments as contained in said roll.

* * * * *

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 22nd day of September, 2009.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 23rd day of September, 2009.

Lynn Fessel, City Clerk

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance Nos. 98-6 and 98-20, it is the policy of the City Council to periodically review and dispose of all unpaid assessable claims; and

WHEREAS, the City Clerk has determined that there are delinquent miscellaneous Water Fund accounts receivable totaling, \$4,729.97; and

WHEREAS, the City Clerk requests that said delinquent charges be certified to the City Assessor for the preparation of a special assessment roll.

NOW, THEREFORE, BE IT RESOLVED that the City Council concurs with the recommendation of the City Clerk and hereby directs the City Assessor to prepare for review by the City Council Assessment Roll No. 4185 covering delinquent miscellaneous Water Fund accounts receivable.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to give notice that the City Council and the City Assessor will sit as a Board of Review on Tuesday, the 20th day of October, 2009, at the hour of 7:00 p.m. in the Council Chambers, City Hall, 161 West Michigan Avenue, Jackson, and will hear any and all objections and suggestions by interested parties that may be made regarding assessments as contained in said roll.

* * * * *

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 22nd day of September, 2009.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 23rd day of September, 2009.

Lynn Fessel, City Clerk

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance Nos. 98-6 and 98-20, it is the policy of the City Council to periodically review and dispose of all unpaid assessable claims; and

WHEREAS, the City Clerk has determined that there are delinquent miscellaneous Public Works Fund accounts receivable totaling, \$37,850.36; and

WHEREAS, the City Clerk requests that said delinquent charges be certified to the City Assessor for the preparation of a special assessment roll.

NOW, THEREFORE, BE IT RESOLVED that the City Council concurs with the recommendation of the City Clerk and hereby directs the City Assessor to prepare for review by the City Council Assessment Roll No. 4186 covering delinquent miscellaneous Public Works Fund accounts receivable.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to give notice that the City Council and the City Assessor will sit as a Board of Review on Tuesday, the 20th day of October, 2009, at the hour of 7:00 p.m. in the Council Chambers, City Hall, 161 West Michigan Avenue, Jackson, and will hear any and all objections and suggestions by interested parties that may be made regarding assessments as contained in said roll.

* * * * *

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 22nd day of September, 2009.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 23rd day of September, 2009.

Lynn Fessel, City Clerk



Community Development

161 W. Michigan Avenue - Jackson, MI 49201

Telephone: (517) 788-4060 — Facsimile: (517) 780-4781

September 14, 2009

TO: William R. Ross, City Manager
FROM: Carol L. Konieczki, Community Development Director
RE: Resolution to Amend the 2007/2008, 2008/2009 and 2009/2010 CDBG Budgets

Attached is a resolution to amend the Community Development Block Grant (CDBG) budgets for the above referenced fiscal years. This resolution will allocate program income in the amount of \$26,104 received in excess of amounts budgeted to the activities described below.

A City-wide Fall Cleanup campaign is being planned for Saturday, November 14, 2009 in an effort to promote neighborhood cleanliness. Along with recycling bins and dumpsters available to collect items such as tires, batteries and metal, a site will also be setup for leaf and brush drop-off. Staff recommend utilizing CDBG funds in the amount of \$5,000 to cover the costs associated with delivery and removal of the recycling bins and dumpsters, and for any tipping fees associated with the incinerator.

The Neighborhood Resource Center (NRC) located at 1015 Francis Street was awarded \$12,000 of CDBG funds for fiscal year 2008/2009. During the fiscal year, Staff projected the NRC would expend funds in excess of the amount awarded and was awaiting the year-end to determine the actual overage and prepare a final budget amendment for this activity. As of June 30, 2009, the NRC expended \$13,187 for the fiscal year and a budget amendment for the overage should be completed. Staff recommend budgeting \$1,187 of the excess program income to Year 34 for the excess NRC expenditures.

City Council previously allocated CDBG and CDBG-R funds for street construction in the amount of \$300,000 and \$366,000, respectively. Funds will need to be made available to low-income homeowners who receive special assessments on their property due to this work. Staff recommend allocating the balance of the excess program income of \$19,917 to special assessments.

Staff is requesting approval of the attached budget resolution to allocate the additional program income in the total amount of \$26,104 to the Cleanup (\$5,000), the NRC (\$1,187), and Special Assessments (\$19,917). Please place this item for consideration on the September 22, 2009 City Council agenda.

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

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

Whereas, the U.S. Department of Housing and Urban Development approved Community Development Block Grant activities for fiscal years 2007/2008 (Year 33), 2008/2009 (Year 34), and 2009/2010 (Year 35); and

Whereas, in Year 33 receipts from program income in excess of budgeted expenses were received; and

Whereas, the City Council desires to appropriate the additional program income from Year 33 to be made available for use for Year 34 and Year 35 activities and programs.

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

	<u>Current Budget</u>	<u>Revised Budget</u>	<u>Change</u>
Entitlement Year 33 (2007/2008)			
<u>Revenues:</u>			
286.000.033.664.000 Interest	\$ 834	\$ 495	\$ (339)
286.000.033.673.001 Sale of Fixed Assets - Land	10,000	30	(9,970)
286.000.033.696.003 Deferred Loan Repayments	25,500	17,846	(7,654)
286.000.033.696.004 RRP Admin Fees	0	15,000	15,000
286.000.033.696.005 HOME Admin Fees	33,800	28,475	(5,325)
286.000.033.696.006 MSHDA Loan Fees	1,000	1,600	600
286.000.033.696.011 Rehab Loan Repayment	600	153	(447)
286.000.033.696.012 Job Creation Loan Payments	20,000	25,000	5,000
286.000.033.698.003 Code Enforcement Income	15,000	47,614	32,614
286.000.033.698.012 Other Program Income	3,921	546	(3,375)
 <u>Expense:</u>			
286.743.033.969.034 Contribution to Year 34	58,827	60,014	1,187
286.743.033.969.035 Contribution to Year 35	0	24,917	24,917
 Entitlement Year 34 (2008/2009)			
<u>Revenue:</u>			
286.000.034.695.033 Contribution from Year 33	58,827	60,014	1,187
 <u>Expense:</u>			
286.730.034.825.002 Neighborhood Resource Center	12,000	13,187	1,187
 Entitlement Year 35 (2009/2010)			
<u>Revenue:</u>			
286.000.035.695.033 Contribution from Year 33	0	24,917	24,917
 <u>Expenses:</u>			
286.724.035.815.724 Cleanup	0	5,000	5,000
286.725.035.821.035 Special Assessments	2,801	22,718	19,917

* * * * *

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 22nd day of September, 2009.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 23rd day of September, 2009.

Lynn Fessel City Clerk



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

DATE: September 15 2009
TO: William R. Ross, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
RE: Resolution for Approval of Contract with MDOT for N. Mechanic Street

Attached is a resolution to enter into a contract with the Michigan Department of Transportation (MDOT) for the construction work on North Mechanic Street Bridge.

The Department of Engineering proposes remove and replace the current bridge over the Grand River.

The total construction cost for the Mechanic Street Bridge project is estimated at \$1,146,000.

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

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

JD:tjs

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

RESOLUTION

By the City Council:

WHEREAS, Mechanic Street Bridge is in need of reconstruction; and

WHEREAS, the City has received Federal and State Funding for 95% of the reconstruction work; and

WHEREAS, the cost-participation agreement and contract for these projects have been prepared by the Michigan Department of Transportation and forwarded to the City of Jackson for approval; and

WHEREAS, the estimate for the construction work is \$1,146,000 with the Federal and State share being \$1,069,800 and the City Share being \$76,200.

NOW THEREFORE BE IT RESOLVED, that the City of Jackson does approve the reconstruction of the Mechanic Street Bridge; and

BE IT FINALLY RESOLVED, that the City Council does authorize the Mayor and the City Clerk to sign the contract documents on behalf of the City.

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

I, Lynn Fessel, City Clerk, in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 23rd day of September, 2009.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 24th day of September, 2009.

Lynn Fessel, City Clerk



City Clerk

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

September 16, 2009

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk *Angela*
RE: Final Adoption of Ordinance No. 2009.13

Attached is Ordinance No. 2009.13, which amends Chapter 28, Section 28-86, Subsection 6, City Code, allowing handicap accessible ramps within required yards, which Council approved on September 8th.

Please place this item on the Council's September 22nd agenda for final adoption.

Attachment

C: Carol Konieczki, Community Development Director
Frank Donovan, Chief Building Official
Susan Murphy, Deputy City Attorney
Grant Bauman, Region II

ORDINANCE 2009 - 13

An Ordinance amending Section 28-86 in Chapter 28 of the Code of Ordinances, City of Jackson, to allow handicap accessible ramps within required yards.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. That the following subsection be added to Chapter 28, Section 28-86, of the Code of Ordinances, City of Jackson, Michigan:

(6) A ramp may project into the required yards so long as the ramp meets all requirements of the Americans with Disabilities Act and regulations of the American National Standards Institute, and is set back from the front property line a minimum of four (4) feet.

Section 2. This Ordinance takes effect thirty (30) days from the date of adoption.



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

DATE: September 16, 2009

TO: William R. Ross, City Manager

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

RE: Request to Approve Revocable License for Jackson Transportation Authority's Bus Shelters located at Mechanic Street, Lansing Avenue, Reed Manor, Ellery Avenue, United Way, and Argyle Avenue

The Department of Engineering has received six Revocable License requests from the Jackson Transportation Authority (JTA) for six bus shelters on Mechanic Street near Armory Arts Village, on Lansing Avenue near the Jackson County Health Department, Louis Glick Highway near Reed Manor, on Ellery Avenue near Woodland Hills Apartments, on Jackson Street near United Way, and on Argyle in front of Kroger. The normal process for approval of Revocable Licenses, for items in the right-of-way, other than signs, requires a 30 day waiting period. The contractors for all of the bus shelters are ready to begin construction and JTA has requested that approval be expedited. The Department of Engineering has reviewed the site plans for the bus shelters and has received the appropriate insurance and licensing fee from JTA. The City Attorney has reviewed and approved the Revocable License for all of the bus shelters.

At the last Council meeting, two of these bus shelters were brought before Council, but there was a question as to their historical impact. The Department of Engineering has been in communication with JTA. JTA has contacted the State Historic Preservation Office (SHPO) seeking clearance for all six locations.

With your concurrence, the Department of Engineering requests that the attached Revocable Licenses be presented to City Council for their immediate approval contingent upon SHPO clearance, and that the Mayor and City Clerk be allowed to execute the Revocable Licenses on behalf of the City. If you have any questions, please do not hesitate to contact me.

c: Julius Giglio, City Attorney
Lynn Fessel, City Clerk
Randall T. McMunn, P.E., Assistant City Engineer
Troy R. White, P.E., Civil Engineer II

REVOCABLE LICENSE

THE CITY OF JACKSON, a Michigan municipal corporation, with offices located at 161 West Michigan Avenue, Jackson, Michigan 49201, hereinafter called "Licensor", in consideration of the terms, conditions and covenants hereinafter set forth, does hereby grant to The City of Jackson Transportation Authority, a Michigan sole proprietorship/partnership/corporation/limited liability company, with offices at 2350 E. High Street, hereinafter called "Licensee", this REVOCABLE LICENSE, RIGHT and PRIVILEGE to construct and maintain upon the City's Mechanic Street right-of-way ~~adjacent to Licensee's~~ property ~~_____~~, commonly known as Armory Arts / Goodwill, Jackson, Michigan, a Passenger Shelter (hereinafter "structure"). The design, configuration and location of said structure is more precisely described upon EXHIBIT A, attached hereto and incorporated by reference, to be occupied and used by Licensee on the Licensor's Street right-of-way described above, on the terms, conditions, and covenants hereinafter mentioned.

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

1. Licensee shall pay Licensor the sum of Twenty Five Dollars (\$25.00).
2. Licensee agrees that in the design, construction, installation and maintenance of the structure, and throughout the term of this License, it will comply with the restrictions set forth herein and with all statutes, rules, ordinances and regulations pertaining to said structure.
3. The design, configuration, location and specifications for installation of the structure shall be approved by the City of Jackson City Engineer in advance of installation of

the structure, and, upon installation of the structure, shall not be altered without the express written consent of the City Engineer.

4. Licensee agrees to keep the structure in good repair and condition at all times.

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

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

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

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

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

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

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

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

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

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

LICENSOR:
CITY OF JACKSON, a
Michigan municipal corporation

By _____
Jerry F. Ludwig, Mayor

By _____
Lynn Fessel, City Clerk

STATE OF MICHIGAN, COUNTY OF JACKSON, SS:

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

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

Acknowledged and Agreed

LICENSEE:

By _____
Cameron McCollum
Cameron McCollum
Print or Type Name
Its: G.M.

STATE OF MICHIGAN, COUNTY OF JACKSON, SS:

Subscribed and sworn to before me this 25th day of August, 2009, by Cameron McCollum, the General Mgr. of Jackson Transportation Authority, on behalf of the sole proprietorship/partnership/corporation/limited liability company.

Sheila E. Natter
Notary Public
Jackson County, Michigan



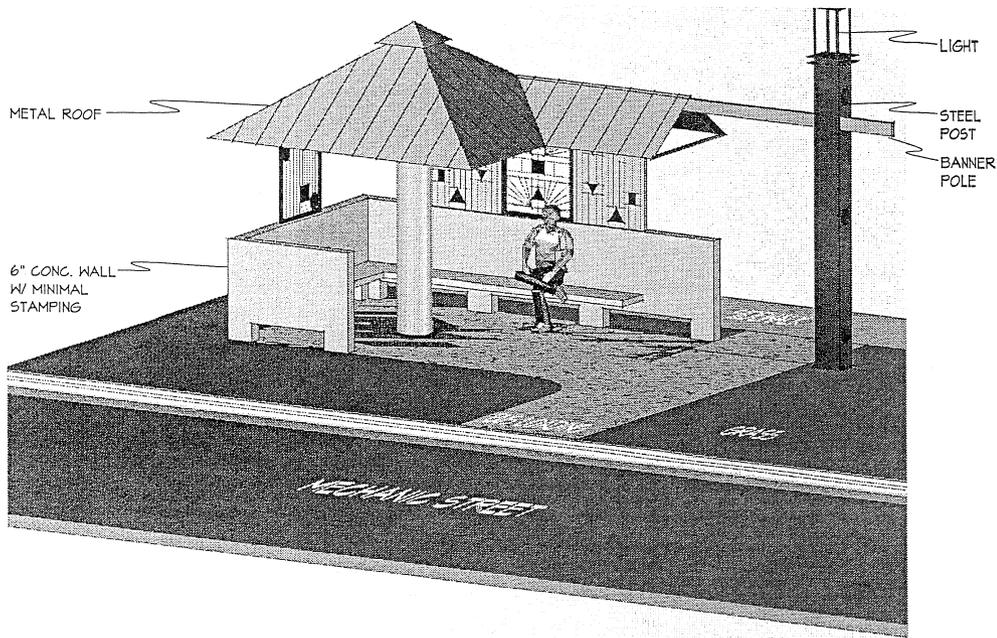
Drafted by:
Julius A. Giglio (P32022)
City Attorney
161 West Michigan Avenue
Jackson, Michigan 49201
(517) 788-4050

My Comm. Exp.: 11/27/2014

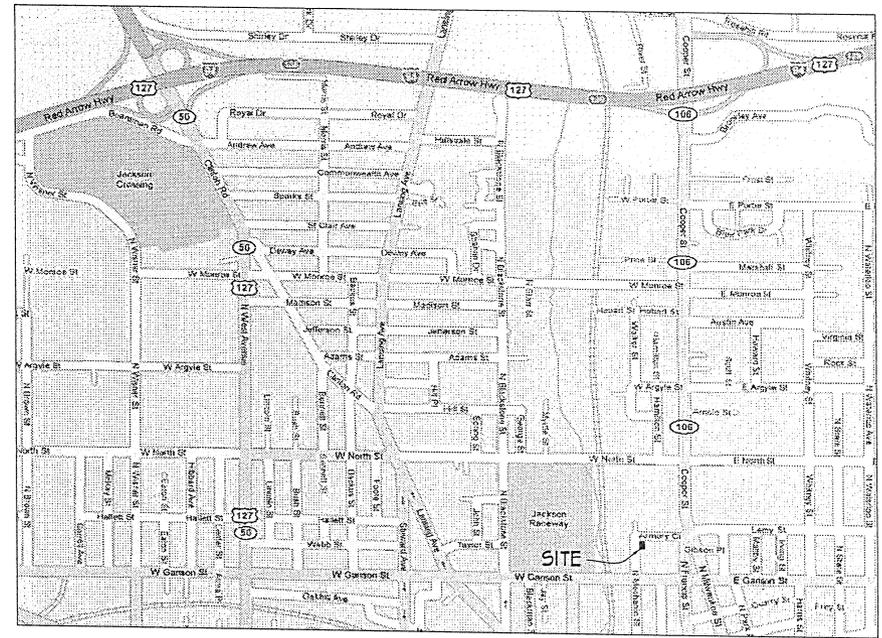
When recorded return to:
City Attorney's Office
161 West Michigan Avenue
Jackson, Michigan 49201

M:\MHopkins\RevocableLicenses\NEW REV.LIC - STRUCTURE.doc

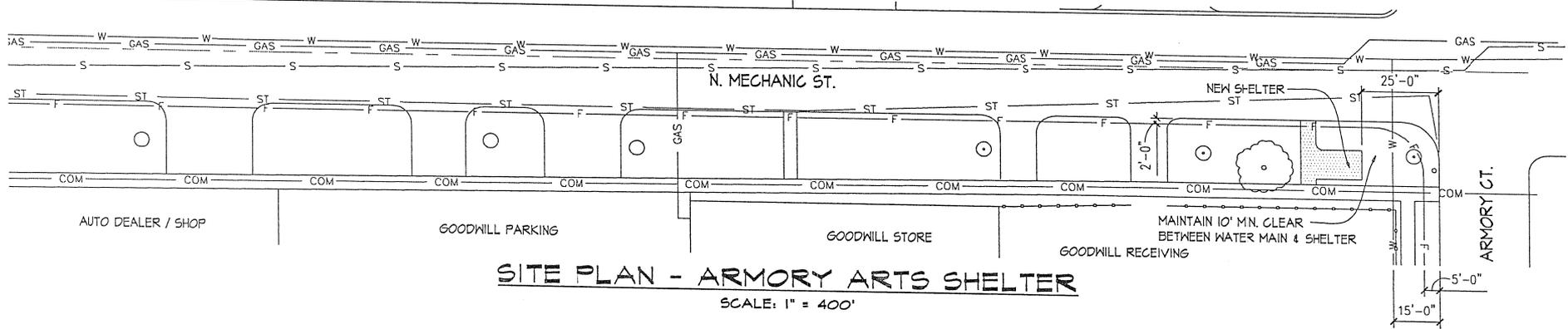
Exhibit A



PERSPECTIVE
SCALE: NONE



VICINITY MAP
SCALE: NONE



SITE PLAN - ARMORY ARTS SHELTER
SCALE: 1" = 400'

REVOCABLE LICENSE

THE CITY OF JACKSON, a Michigan municipal corporation, with offices located at 161 West Michigan Avenue, Jackson, Michigan 49201, hereinafter called "Licensor", in consideration of the terms, conditions and covenants hereinafter set forth, does hereby grant to The City of Jackson Transportation Authority, a Michigan sole proprietorship/partnership/corporation/limited liability company, with offices at 2350 E. High Street, hereinafter called "Licensee", this REVOCABLE LICENSE, RIGHT and PRIVILEGE to construct and maintain upon the City's Lansing Ave Street right-of-way ~~adjacent to Licensee's~~ property ~~located at [redacted] Attached [redacted]~~, commonly known as Health Dept. 1715 Lansing, Jackson, Michigan, a Passenger Shelter (hereinafter "structure"). The design, configuration and location of said structure is more precisely described upon EXHIBIT A, attached hereto and incorporated by reference, to be occupied and used by Licensee on the Licensor's Street right-of-way described above, on the terms, conditions, and covenants hereinafter mentioned.

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

1. Licensee shall pay Licensor the sum of Twenty Five Dollars (\$25.00).
2. Licensee agrees that in the design, construction, installation and maintenance of the structure, and throughout the term of this License, it will comply with the restrictions set forth herein and with all statutes, rules, ordinances and regulations pertaining to said structure.
3. The design, configuration, location and specifications for installation of the structure shall be approved by the City of Jackson City Engineer in advance of installation of

the structure, and, upon installation of the structure, shall not be altered without the express written consent of the City Engineer.

4. Licensee agrees to keep the structure in good repair and condition at all times.

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

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

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

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

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

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

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

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

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

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

LICENSOR:
CITY OF JACKSON, a
Michigan municipal corporation

By _____
Jerry F. Ludwig, Mayor

By _____
Lynn Fessel, City Clerk

STATE OF MICHIGAN, COUNTY OF JACKSON, SS:

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

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

Acknowledged and Agreed

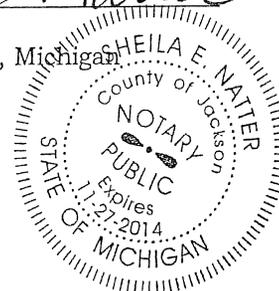
LICENSEE:

By _____
Cameron McCollum
Cameron McCollum
Print or Type Name
Its: B.M.

STATE OF MICHIGAN, COUNTY OF JACKSON, SS:

Subscribed and sworn to before me this 25th day of August, 2009, by Cameron McCollum, the General Mgr. of Jackson Transportation Authority, on behalf of the sole proprietorship/partnership/corporation/limited liability company.

Sheila E. Natter
Notary Public
Jackson County, Michigan



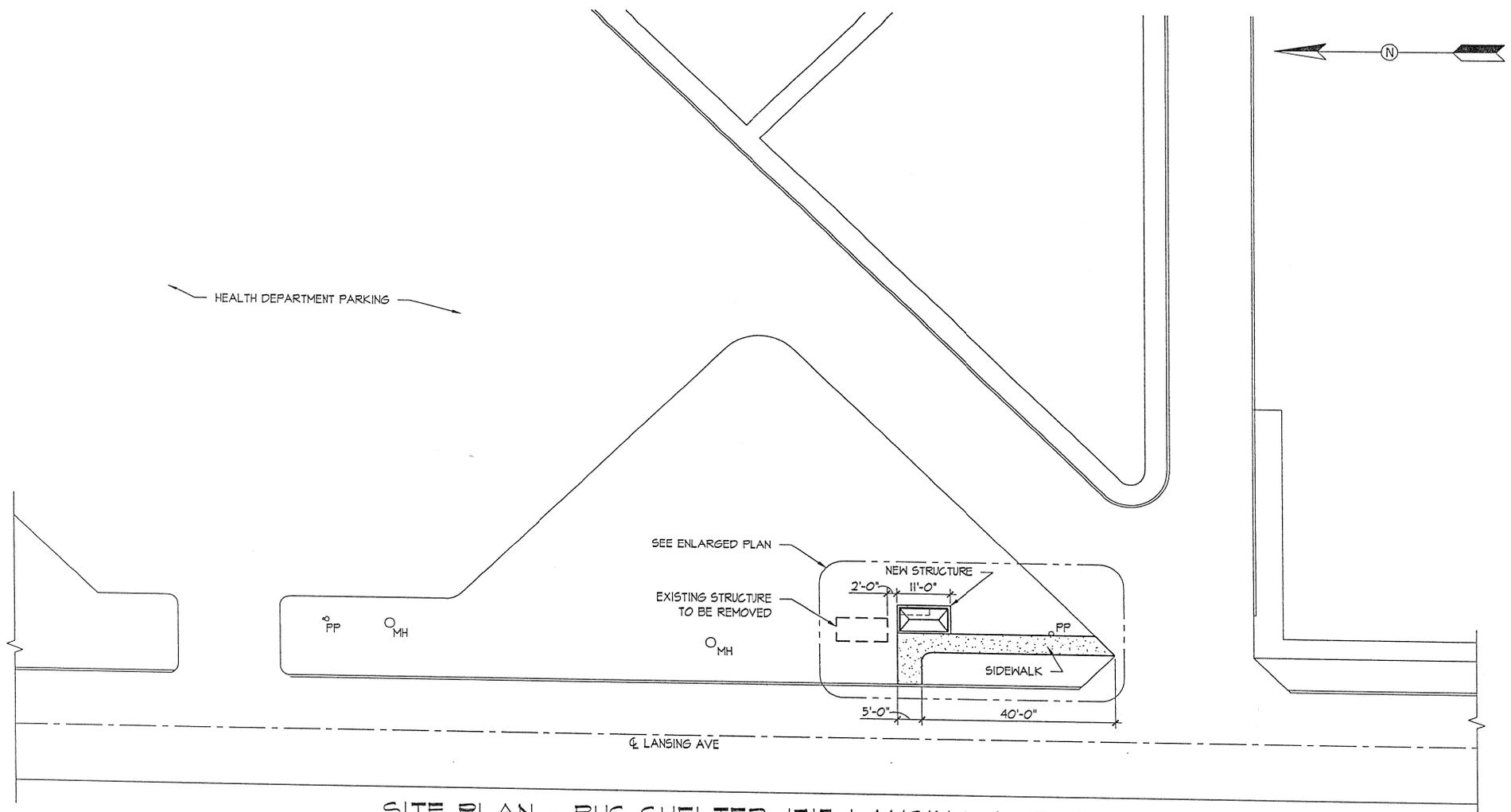
Drafted by:
Julius A. Giglio (P32022)
City Attorney
161 West Michigan Avenue
Jackson, Michigan 49201
(517) 788-4050

My Comm. Exp.: 11/27/2014

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

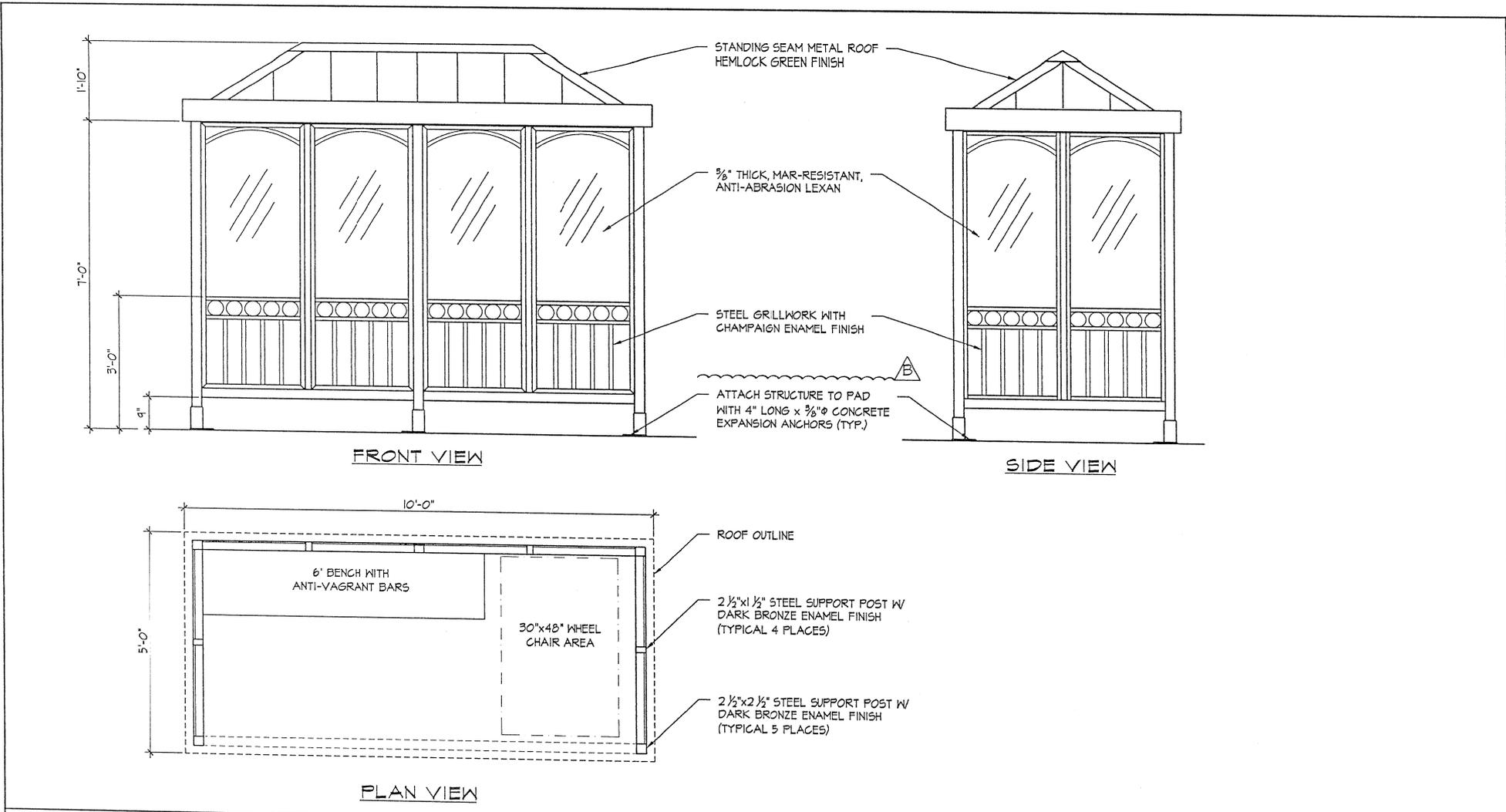
M:\MHopkins\RevocableLicenses\NEW REV.LIC - STRUCTURE.doc

Exhibit A
(Page 1 of 3)



SITE PLAN - BUS SHELTER, 1715 LANSING AVENUE
SCALE: 1" = 20'

Exhibit A
(Page 2 of 3)



Elite Engineering Services, Inc. <i>consultants • design engineers • project managers</i> Jackson, Michigan	Dr	FMH	Date	01/22/2009	CLIENT JACKSON TRANSPORTATION AUTHORITY 2350 E. HIGH STREET JACKSON, MI 49203	Project					
	Des	INJ	Date	01/22/2009		JTA BUS SHELTER RELOCATION JACKSON CO. HEALTH DEPT., 1715 LANSING AVE.					
	Ckr					Scale	1/2" = 1'-0"	Drawing Number	Sheet	Rev	
	App	INDRA N. JHA, PE (MI 40988)			SHELTER CONSTRUCTION		Proj. No.	6447-A-002	6447-C-002	C-2	B

REVOCABLE LICENSE

THE CITY OF JACKSON, a Michigan municipal corporation, with offices located at 161 West Michigan Avenue, Jackson, Michigan 49201, hereinafter called "Licensor", in consideration of the terms, conditions and covenants hereinafter set forth, does hereby grant to The City of Jackson Transportation Authority, a Michigan sole proprietorship/partnership/corporation/limited liability company, with offices at 2350 E. High Street, hereinafter called "Licensee", this REVOCABLE LICENSE, RIGHT and PRIVILEGE to construct and maintain upon the City's Louis Glick Hwy Street right-of-way adjacent to Licensee's property ~~described on Attachment 1~~, commonly known as Reed Manor - Glick Highway, Jackson, Michigan, a Passenger Shelter (hereinafter "structure"). The design, configuration and location of said structure is more precisely described upon EXHIBIT A, attached hereto and incorporated by reference, to be occupied and used by Licensee on the Licensor's Street right-of-way described above, on the terms, conditions, and covenants hereinafter mentioned.

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

1. Licensee shall pay Licensor the sum of Twenty Five Dollars (\$25.00).
2. Licensee agrees that in the design, construction, installation and maintenance of the structure, and throughout the term of this License, it will comply with the restrictions set forth herein and with all statutes, rules, ordinances and regulations pertaining to said structure.
3. The design, configuration, location and specifications for installation of the structure shall be approved by the City of Jackson City Engineer in advance of installation of

the structure, and, upon installation of the structure, shall not be altered without the express written consent of the City Engineer.

4. Licensee agrees to keep the structure in good repair and condition at all times.

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

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

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

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

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

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

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

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

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

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

LICENSOR:
CITY OF JACKSON, a
Michigan municipal corporation

By _____
Jerry F. Ludwig, Mayor

By _____
Lynn Fessel, City Clerk

STATE OF MICHIGAN, COUNTY OF JACKSON, SS:

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

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

Acknowledged and Agreed

LICENSEE:

By _____
Cameron McCollum
Cameron McCollum
Print or Type Name
Its: G.M.

STATE OF MICHIGAN, COUNTY OF JACKSON, SS:

Subscribed and sworn to before me this 25th day of August, 2009, by Cameron McCollum, the General Mgr. of Jackson Transportation Authority, on behalf of the sole proprietorship/partnership/corporation/limited liability company.

Sheila E. Natter
Notary Public
Jackson County, Michigan



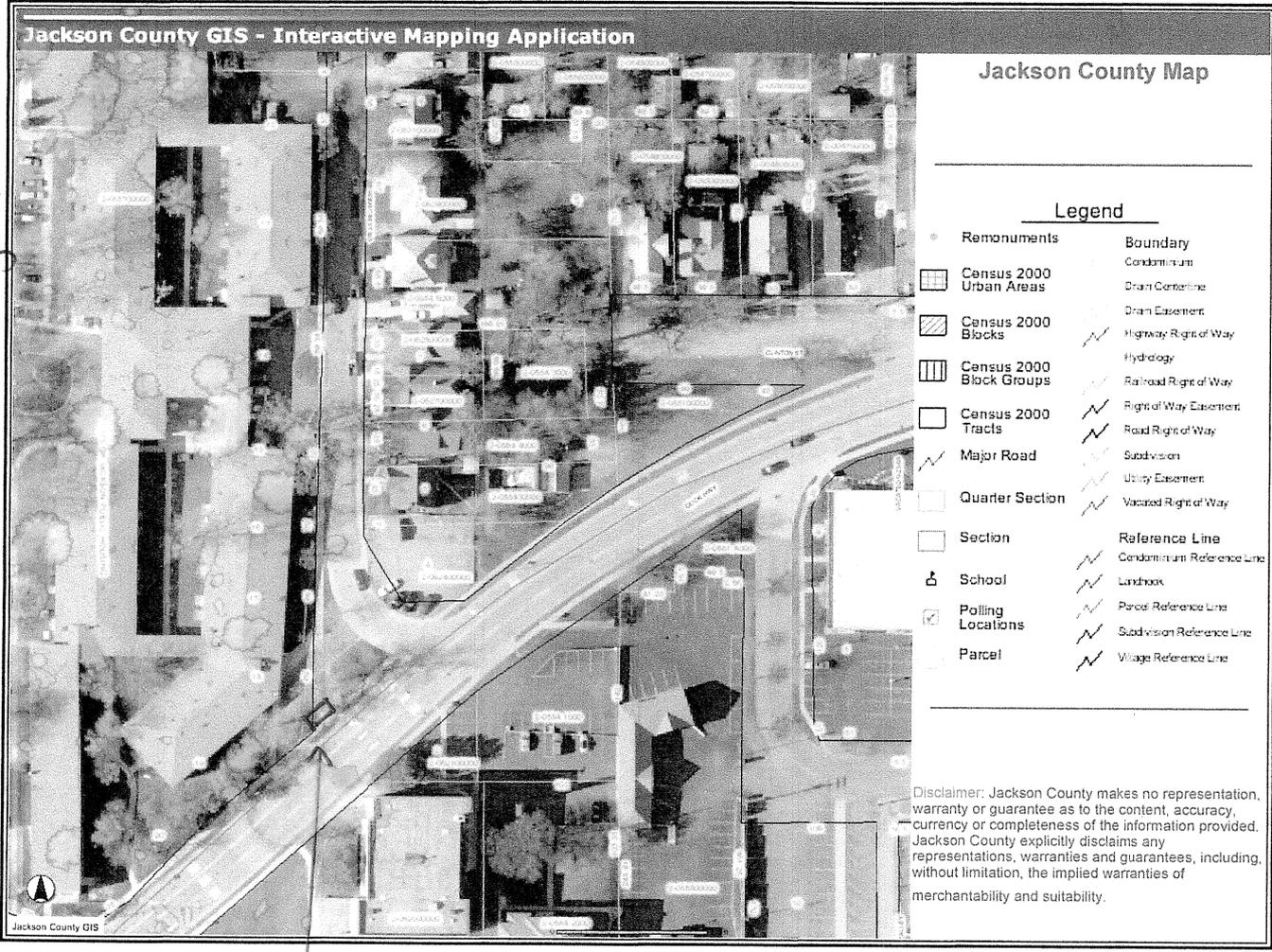
Drafted by:
Julius A. Giglio (P32022)
City Attorney
161 West Michigan Avenue
Jackson, Michigan 49201
(517) 788-4050

My Comm. Exp.: 11/27/2014

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

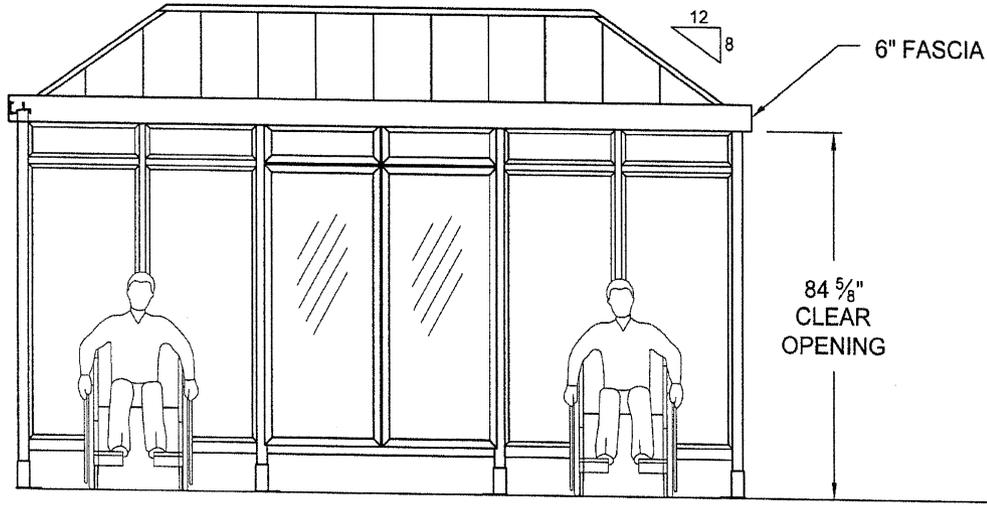
M:\MHopkins\RevocableLicenses\NEW REV.LIC - STRUCTURE.doc

Exhibit A
Page 1 of 3

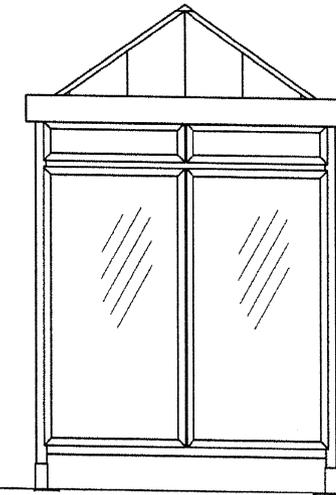


Existing Location
(Reed Manor)

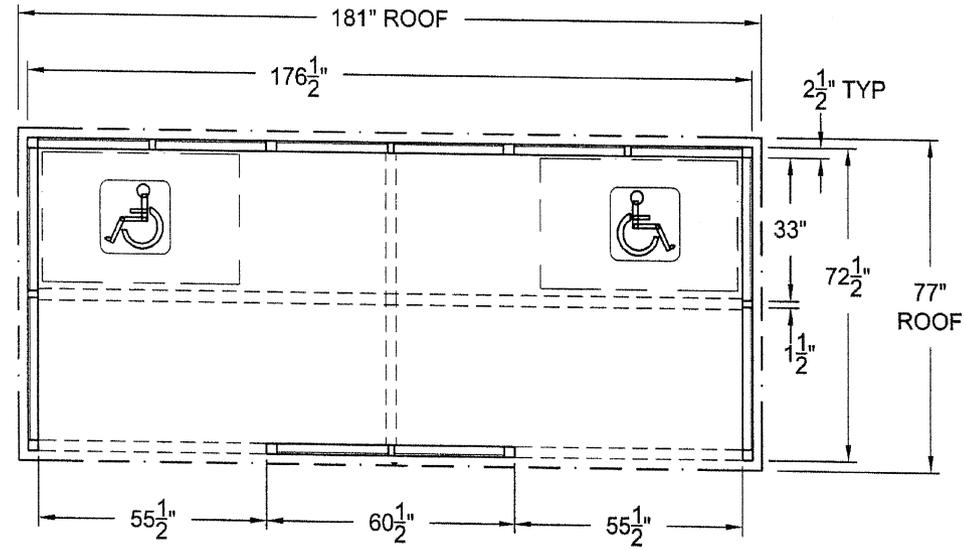
Exhibit A
Page 2 of 3



FRONT ELEVATION



RIGHT SIDE ELEVATION



PLAN VIEW

NOTES:

- GLAZING TO BE 3/8" SOLID POLYCARBONATE; APPROVED BY: _____
- 8" GLAZED TRANSOM TYPICAL ON ALL 4 WALLS; APPROVED BY: _____
- ROOF TO BE 8:12 METAL STANDING SEAM HIP ROOF; APPROVED BY: _____
- ALUMINUM FINISH IS DARK BRONZE ANODIZED; APPROVED BY: _____

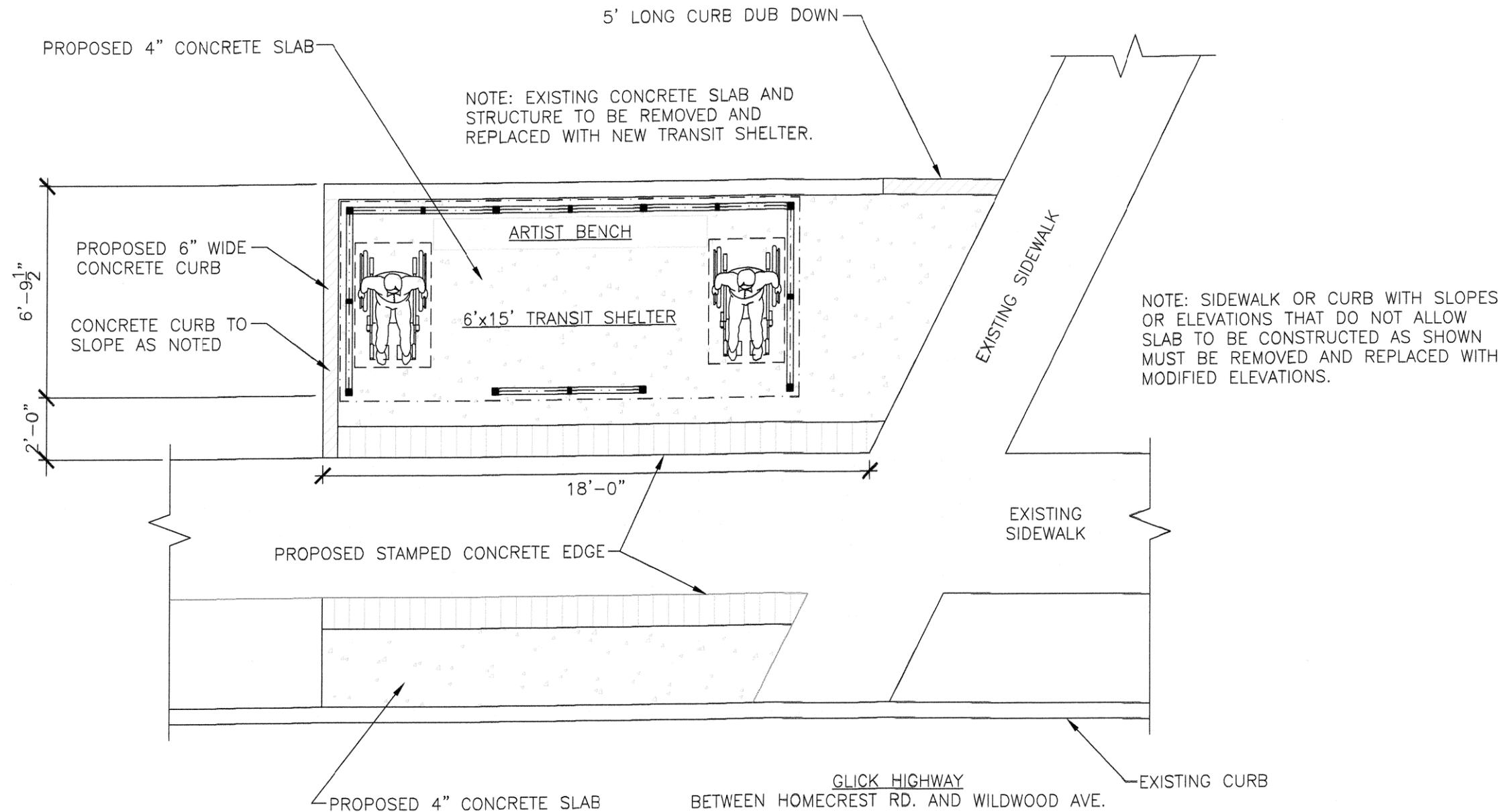
Tel (734) 207-9700 Fax (734) 207-7995
www.duo-gard.com

THIS DRAWING IS PROPRIETARY AND FOR THE SOLE USE OF OUR CUSTOMER AND MAY NOT BE COPIED OR REPRODUCED WITHOUT PRIOR WRITTEN CONSENT FROM DUO-GARD INDUSTRIES, INC. LEAD TIME BEGINS UPON RECEIPT OF SIGNED SHOP DRAWINGS

APPROVAL SIGNATURE _____ DATE _____

X _____

PROJECT NAME		9204 CITY OF JACKSON TRANSPORTATION AUTHORITY - JACKSON, MI	
DESCRIPTION		6' X 15' TRANSIT SHELTER	
PROJECT ENG	PROJECT MGR	DRAWING DATE	REV1
FCK	CW	8/10/09	
SCALE	PAGE	OF	DRAWING #
NTS	2	2	9204



IN COOPERATION WITH:

MERIT
COMMERCIAL
CONTRACTING, LLC

REED MANOR SHELTER

1/4" = 1'-0"

Feller Finch & Associates, Inc.
 Engineers · Architects
 2797 Spring Arbor Road, Suite B · Jackson, Michigan 49203
 Phone: (517) 783-0710
 Fax: (517) 783-0711
 www.fellerfinch.com

JACKSON
 TRANSPORTATION
 AUTHORITY
 TRANSIT SHELTER



SCALE:
 1/4" = 1'-0"

DATE:
 08-20-09

DRAWN BY:
 BPS

PROJECT NO.:
 20A00588_ARCH

SHEET:
 1 OF 1

© 2009 FELLER, FINCH & ASSOC., INC.

REVOCABLE LICENSE

THE CITY OF JACKSON, a Michigan municipal corporation, with offices located at 161 West Michigan Avenue, Jackson, Michigan 49201, hereinafter called "Licensor", in consideration of the terms, conditions and covenants hereinafter set forth, does hereby grant to The City of Jackson Transportation Authority, a Michigan sole proprietorship/ partnership/corporation/limited liability company, with offices at 2350 E. High Street, hereinafter called "Licensee", this REVOCABLE LICENSE, RIGHT and PRIVILEGE to construct and maintain upon the City's Ellery Street right-of-way ~~adjacent to Licensee's property described on Attachment 1,~~ commonly known as Ellery Street, Jackson, Michigan, a Passenger Shelter (hereinafter "structure"). The design, configuration and location of said structure is more precisely described upon EXHIBIT A, attached hereto and incorporated by reference, to be occupied and used by Licensee on the Licensor's Street right-of-way described above, on the terms, conditions, and covenants hereinafter mentioned.

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

1. Licensee shall pay Licensor the sum of Twenty Five Dollars (\$25.00).
2. Licensee agrees that in the design, construction, installation and maintenance of the structure, and throughout the term of this License, it will comply with the restrictions set forth herein and with all statutes, rules, ordinances and regulations pertaining to said structure.
3. The design, configuration, location and specifications for installation of the structure shall be approved by the City of Jackson City Engineer in advance of installation of

the structure, and, upon installation of the structure, shall not be altered without the express written consent of the City Engineer.

4. Licensee agrees to keep the structure in good repair and condition at all times.

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

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

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

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

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

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

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

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

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

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

LICENSOR:
CITY OF JACKSON, a
Michigan municipal corporation

By _____
Jerry F. Ludwig, Mayor

By _____
Lynn Fessel, City Clerk

STATE OF MICHIGAN, COUNTY OF JACKSON, SS:

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

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

Acknowledged and Agreed

LICENSEE:

By: _____
Cameron McCollum
Cameron McCollum
Print or Type Name
Its: GM.

STATE OF MICHIGAN, COUNTY OF JACKSON, SS:

Subscribed and sworn to before me this 25th day of August, 2009, by Cameron McCollum, the General Mgr. of Jackson Transportation Authority, on behalf of the sole proprietorship/partnership/corporation/limited liability company.

Sheila E. Natter
Notary Public
Jackson County, Michigan



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

My Comm. Exp.: 11/27/2014

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

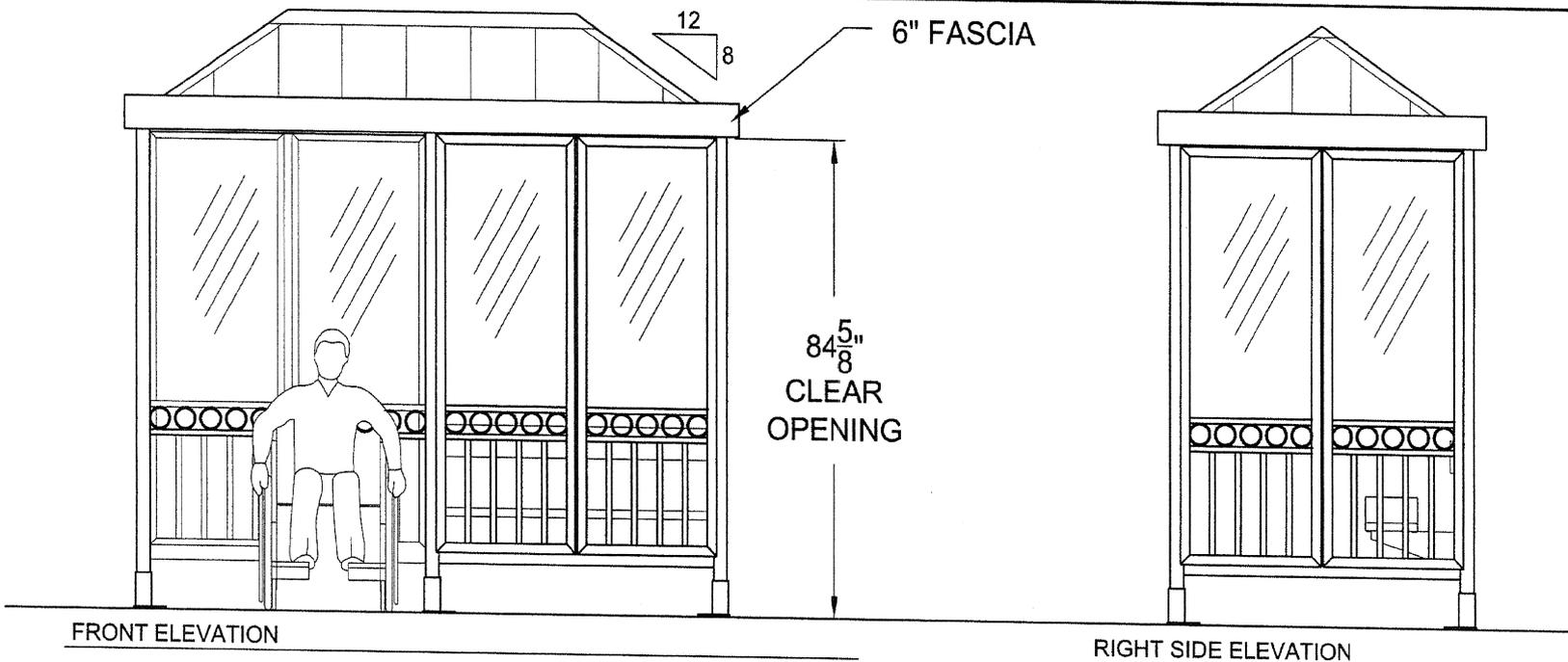
M:\MHopkins\RevocableLicenses\NEW REV.LIC - STRUCTURE.doc



Jackson County GIS

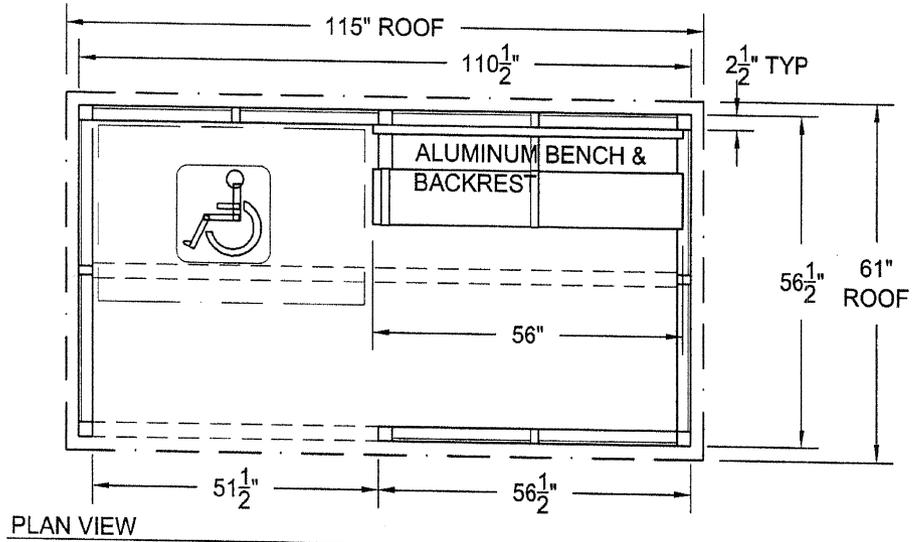
Ellery (Woodland Hills Apts)
Existing Shelter Location

Exhibit A
Page 2 of 3



FRONT ELEVATION

RIGHT SIDE ELEVATION



PLAN VIEW

- NOTES:
- GLAZING TO BE 3/8" SOLID POLYCARBONATE; APPROVED BY: _____
 - ROOF TO BE 8:12 METAL STANDING SEAM HIP ROOF; APPROVED BY: _____
 - ALUMINUM FINISH IS DARK BRONZE ANODIZED; APPROVED BY: _____
 - GRILLWORK FINISH TO BE CHAMPAGNE ANODIZED; APPROVED BY: _____
 - 6' ALUMINUM (ANTI-VAGRANT) BENCH AND BACK; APPROVED BY: _____
 - HALF PANEL DECORATIVE "VICTORIAN" TYPE GRILLWORK; APPROVED BY: _____



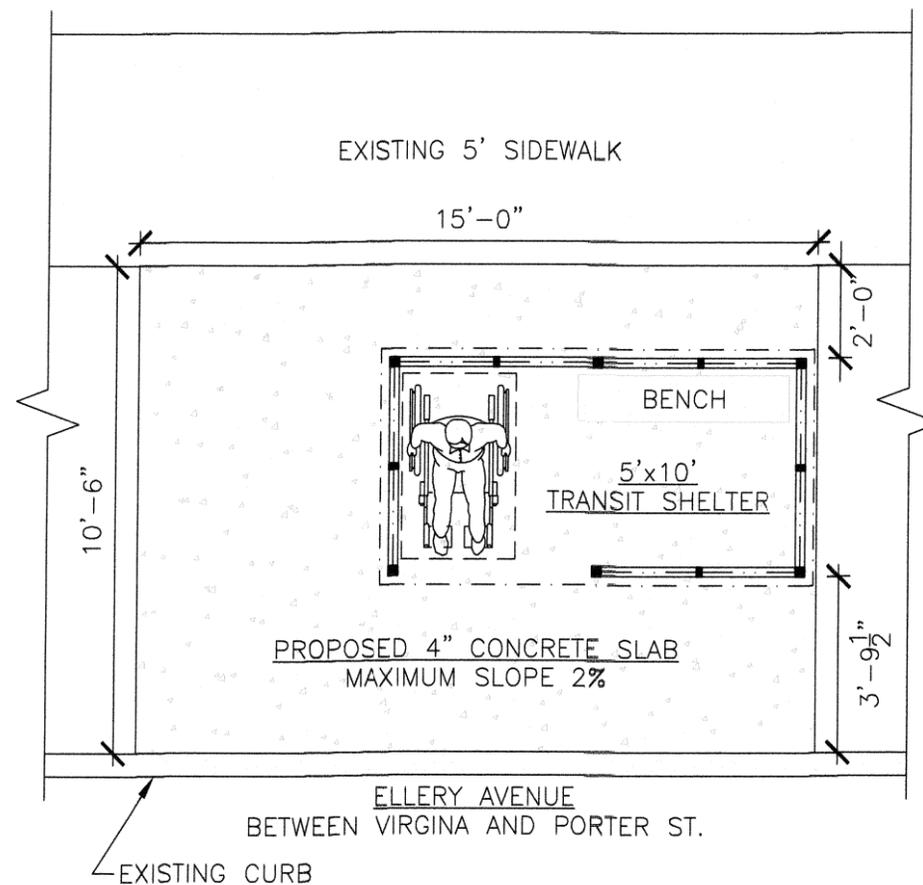
Tel (734) 207-9700 Fax (734) 207-7995
www.duo-gard.com

THIS DRAWING IS PROPRIETARY AND FOR THE SOLE USE OF OUR CUSTOMER AND MAY NOT BE COPIED OR REPRODUCED WITHOUT PRIOR WRITTEN CONSENT FROM DUO-GARD INDUSTRIES, INC. LEAD TIME BEGINS UPON RECEIPT OF SIGNED SHOP DRAWINGS

APPROVAL SIGNATURE _____ DATE _____

PROJECT NAME		9204 CITY OF JACKSON TRANSPORTATION AUTHORITY - JACKSON, MI						
DESCRIPTION		5' X 10' TRANSIT SHELTER QUANTITY (3) THUS						
PROJECT ENG	PROJECT MGR	DRAWING DATE	REV1	REV2	SCALE	PAGE	OF	DRAWING #
FCK	CW	8/10/09			NTS	1	2	9204

NOTE: EXISTING CONCRETE SLAB AND STRUCTURE TO BE REMOVED AND REPLACED WITH NEW TRANSIT SHELTER.



NOTE: SIDEWALK OR CURB WITH SLOPES OR ELEVATIONS THAT DO NOT ALLOW SLAB TO BE CONSTRUCTED AS SHOWN MUST BE REMOVED AND REPLACED WITH MODIFIED ELEVATIONS.

IN COOPERATION WITH:

MERIT
COMMERCIAL
CONTRACTING, LLC

ELLERY AVENUE SHELTER

1/4" = 1'-0"

Feller Finch & Associates, Inc.
Engineers · Architects
2797 Spring Arbor Road, Suite B · Jackson, Michigan 49203
Phone: (517) 783-0710
Fax: (517) 783-0711
www.fellerfinch.com

JACKSON
TRANSPORTATION
AUTHORITY
TRANSIT SHELTER



SCALE:
1/4" = 1'-0"

DATE:
08-20-09

DRAWN BY:
BPS

PROJECT NO.:
20A00588_ARCH

SHEET:
1 OF 1

© 2009 FELLER, FINCH & ASSOC., INC.

REVOCABLE LICENSE

THE CITY OF JACKSON, a Michigan municipal corporation, with offices located at 161 West Michigan Avenue, Jackson, Michigan 49201, hereinafter called "Licensor", in consideration of the terms, conditions and covenants hereinafter set forth, does hereby grant to The City of Jackson Transportation Authority, a Michigan sole proprietorship/partnership/corporation/limited liability company, with offices at 2350 E. High Street, hereinafter called "Licensee", this REVOCABLE LICENSE, RIGHT and PRIVILEGE to construct and maintain upon the City's Jackson Street right-of-way adjacent to Licensee's property ~~described on Attachment 1~~, commonly known as United Way / Jackson Street, Jackson, Michigan, a Passenger Shelter (hereinafter "structure"). The design, configuration and location of said structure is more precisely described upon EXHIBIT A, attached hereto and incorporated by reference, to be occupied and used by Licensee on the Licensor's Street right-of-way described above, on the terms, conditions, and covenants hereinafter mentioned.

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

1. Licensee shall pay Licensor the sum of Twenty Five Dollars (\$25.00).
2. Licensee agrees that in the design, construction, installation and maintenance of the structure, and throughout the term of this License, it will comply with the restrictions set forth herein and with all statutes, rules, ordinances and regulations pertaining to said structure.
3. The design, configuration, location and specifications for installation of the structure shall be approved by the City of Jackson City Engineer in advance of installation of

the structure, and, upon installation of the structure, shall not be altered without the express written consent of the City Engineer.

4. Licensee agrees to keep the structure in good repair and condition at all times.

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

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

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

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

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

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

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

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

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

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

LICENSOR:
CITY OF JACKSON, a
Michigan municipal corporation

By _____
Jerry F. Ludwig, Mayor

By _____
Lynn Fessel, City Clerk

STATE OF MICHIGAN, COUNTY OF JACKSON, SS:

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

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

Acknowledged and Agreed

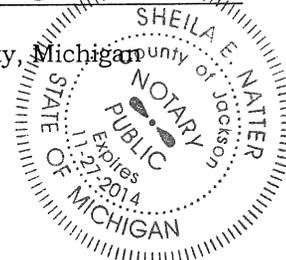
LICENSEE:

By _____
Cameron McCollum
Print or Type Name
Its: G.M.

STATE OF MICHIGAN, COUNTY OF JACKSON, SS:

Subscribed and sworn to before me this 25th day of August, 2009, by Cameron McCollum, the General Mgr. of JACKSON Transportation Authority, on behalf of the sole proprietorship/partnership/corporation/limited liability company.

Sheila E. Natter
Notary Public
Jackson County, Michigan

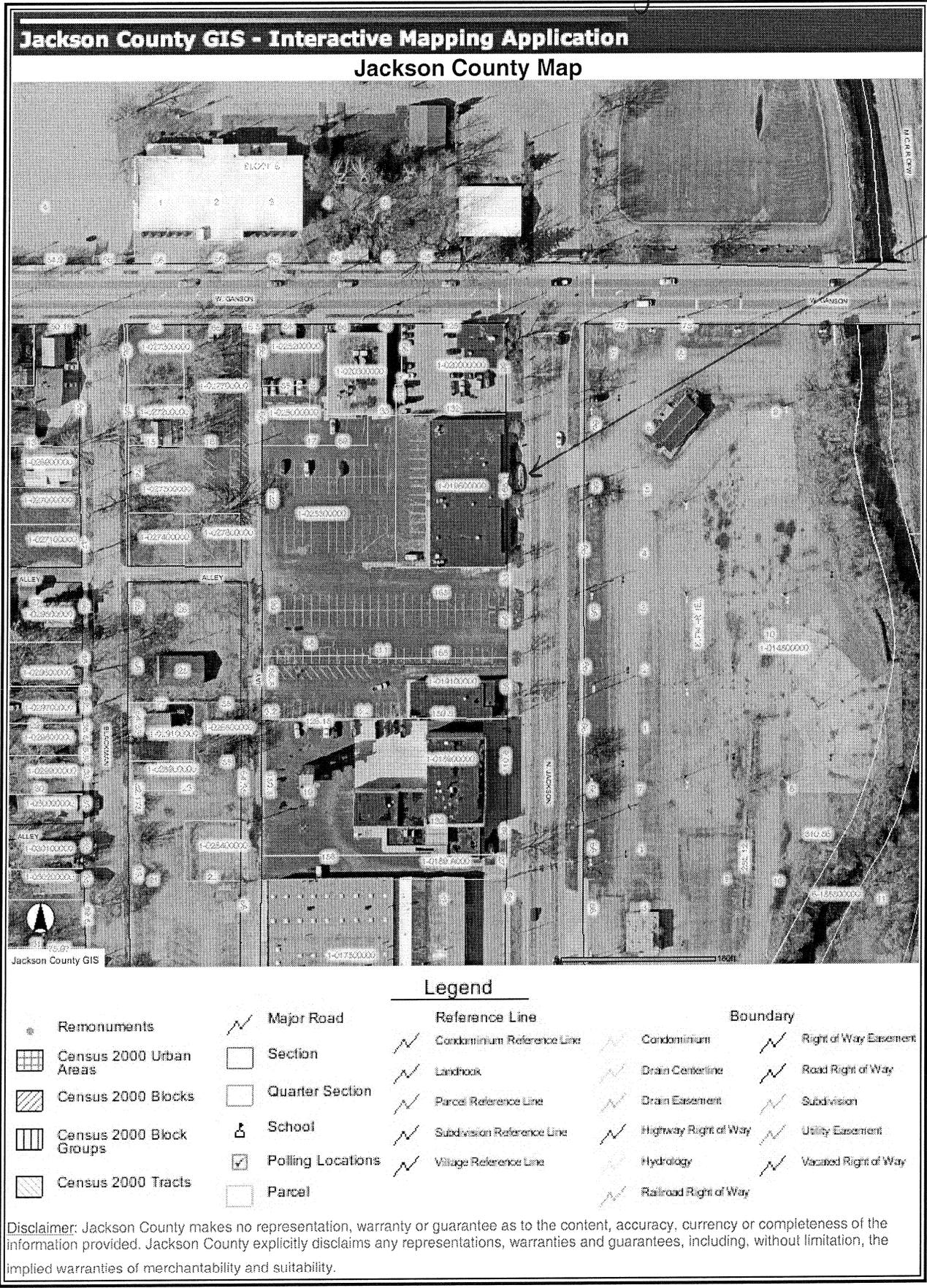


Drafted by:
Julius A. Giglio (P32022)
City Attorney
161 West Michigan Avenue
Jackson, Michigan 49201
(517) 788-4050

My Comm. Exp.: 11/27/2014

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

M:\MHopkins\RevocableLicenses\NEW REV.LIC - STRUCTURE.doc



Pages 2 of 4

Jackson County GIS - Interactive Mapping Application
Jackson County Map

Legend

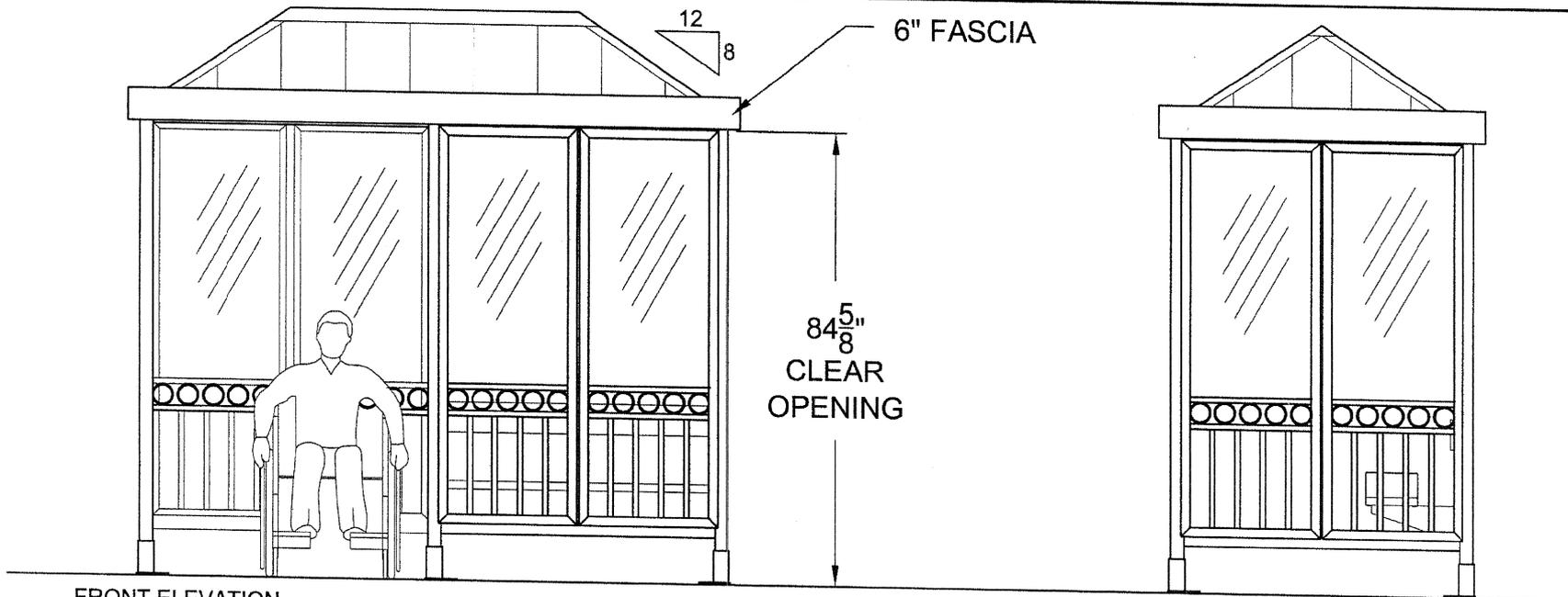
Remonuments	Major Road	Reference Line	Boundary
Census 2000 Urban Areas	Section	Condominium Reference Line	Condominium
Census 2000 Blocks	Quarter Section	Landhook	Drain Centerline
Census 2000 Block Groups	School	Parcel Reference Line	Drain Easement
Census 2000 Tracts	Polling Locations	Subdivision Reference Line	Highway Right of Way
	Parcel	Village Reference Line	Hydrology
		Railroad Right of Way	Right of Way Easement
			Road Right of Way
			Subdivision
			Utility Easement
			Vacated Right of Way

Disclaimer: Jackson County makes no representation, warranty or guarantee as to the content, accuracy, currency or completeness of the information provided. Jackson County explicitly disclaims any representations, warranties and guarantees, including, without limitation, the implied warranties of merchantability and suitability.

Current Bus Stop - NO Shelter

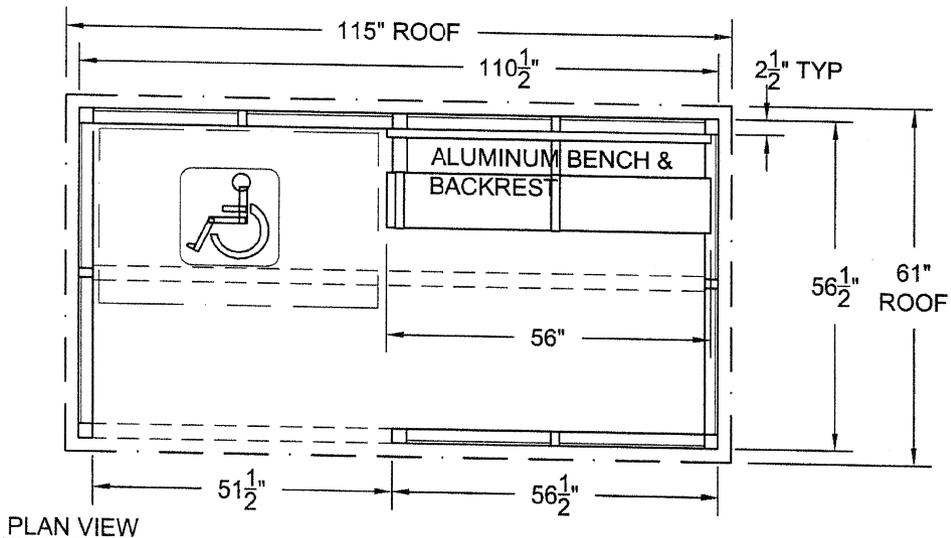
UNITED WAY

Exhibit A
Page 3 of 4



FRONT ELEVATION

RIGHT SIDE ELEVATION



PLAN VIEW

NOTES:

- GLAZING TO BE 3/8" SOLID POLYCARBONATE; APPROVED BY: _____
- ROOF TO BE 8:12 METAL STANDING SEAM HIP ROOF; APPROVED BY: _____
- ALUMINUM FINISH IS DARK BRONZE ANODIZED; APPROVED BY: _____
- GRILLWORK FINISH TO BE CHAMPAGNE ANODIZED; APPROVED BY: _____
- 6' ALUMINUM (ANTI-VAGRANT) BENCH AND BACK; APPROVED BY: _____
- HALF PANEL DECORATIVE "VICTORIAN" TYPE GRILLWORK; APPROVED BY: _____

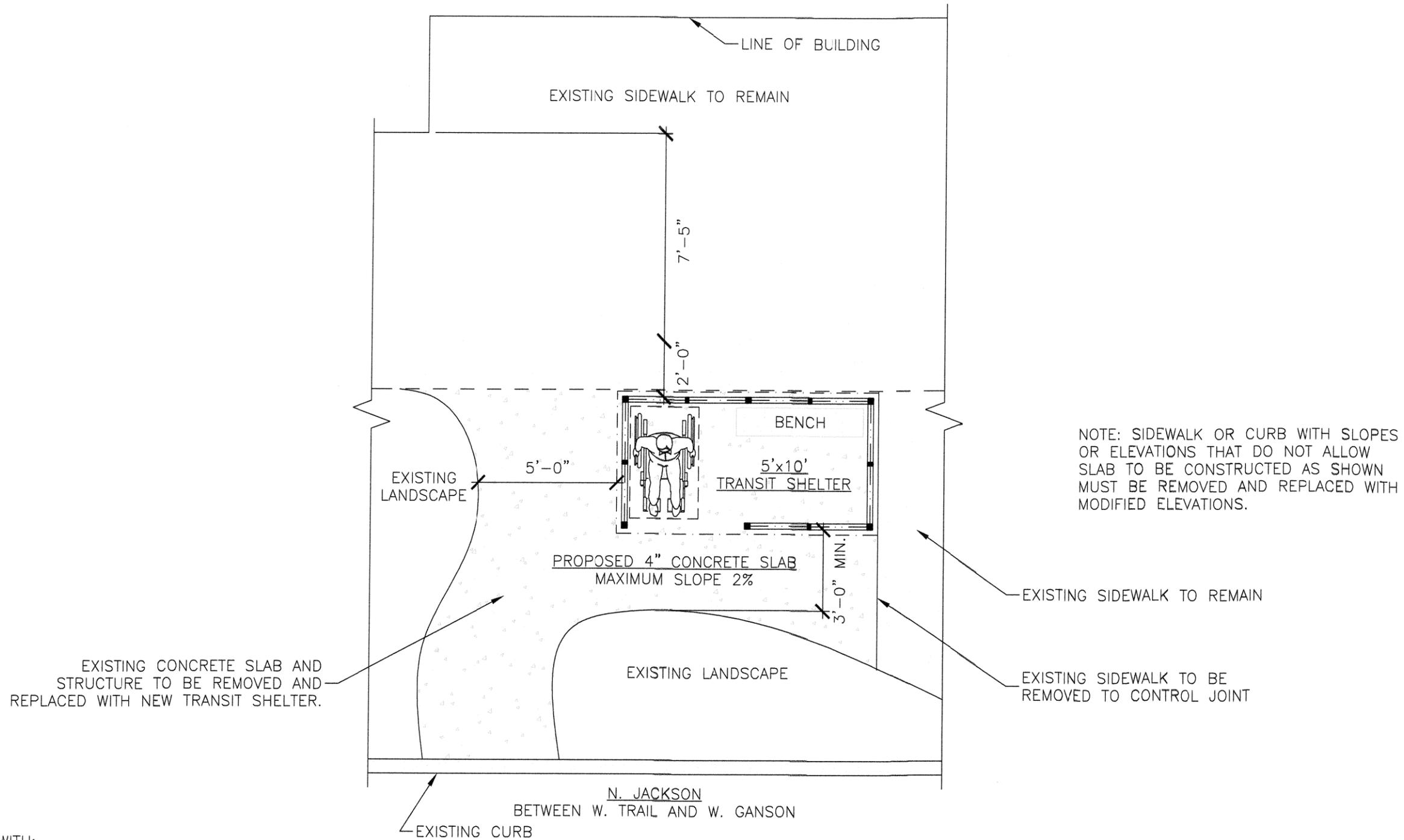
Tel (734) 207-9700 Fax (734) 207-7995
www.duo-gard.com

THIS DRAWING IS PROPRIETARY AND FOR THE SOLE USE OF OUR CUSTOMER AND MAY NOT BE COPIED OR REPRODUCED WITHOUT PRIOR WRITTEN CONSENT FROM DUO-GARD INDUSTRIES, INC. LEAD TIME BEGINS UPON RECEIPT OF SIGNED SHOP DRAWINGS.

APPROVAL SIGNATURE _____ DATE _____

X _____

PROJECT NAME									
9204 CITY OF JACKSON TRANSPORTATION AUTHORITY - JACKSON, MI									
DESCRIPTION									
5' X 10' TRANSIT SHELTER					QUANTITY (3) THUS				
PROJECT ENG	PROJECT MGR	DRAWING DATE	REV1	REV2	SCALE	PAGE	OF	DRAWING #	
FCK	CW	8/10/09			NTS	1	2	9204	



NOTE: SIDEWALK OR CURB WITH SLOPES OR ELEVATIONS THAT DO NOT ALLOW SLAB TO BE CONSTRUCTED AS SHOWN MUST BE REMOVED AND REPLACED WITH MODIFIED ELEVATIONS.

IN COOPERATION WITH:

MERIT
COMMERCIAL
CONTRACTING, LLC

UNITED WAY SHELTER

1/4" = 1'-0"

Feller Finch & Associates, Inc.
 Engineers · Architects
 2797 Spring Arbor Road, Suite B · Jackson, Michigan 49203
 Phone: (517) 783-0710
 Fax: (517) 783-0711
 www.fellerfinch.com

JACKSON
 TRANSPORTATION
 AUTHORITY
 TRANSIT SHELTER



SCALE:
 1/4" = 1'-0"

DATE:
 08-20-09

DRAWN BY:
 BPS

PROJECT NO.:
 20A00588_ARCH

SHEET:
 1 OF 1

© 2009 FELLER, FINCH & ASSOC., INC.

REVOCABLE LICENSE

THE CITY OF JACKSON, a Michigan municipal corporation, with offices located at 161 West Michigan Avenue, Jackson, Michigan 49201, hereinafter called "Licensor", in consideration of the terms, conditions and covenants hereinafter set forth, does hereby grant to The City of Jackson Transportation Authority, a Michigan sole proprietorship/partnership/corporation/limited liability company, with offices at 2350 E. High Street, hereinafter called "Licensee", this REVOCABLE LICENSE, RIGHT and PRIVILEGE to construct and maintain upon the City's Argyle Street right-of-way adjacent to Licensee's property ~~described on Attachment 1~~, commonly known as Argyle Street, Jackson, Michigan, a Passenger Shelter (hereinafter "structure"). The design, configuration and location of said structure is more precisely described upon EXHIBIT A, attached hereto and incorporated by reference, to be occupied and used by Licensee on the Licensor's Street right-of-way described above, on the terms, conditions, and covenants hereinafter mentioned.

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

1. Licensee shall pay Licensor the sum of Twenty Five Dollars (\$25.00).
2. Licensee agrees that in the design, construction, installation and maintenance of the structure, and throughout the term of this License, it will comply with the restrictions set forth herein and with all statutes, rules, ordinances and regulations pertaining to said structure.
3. The design, configuration, location and specifications for installation of the structure shall be approved by the City of Jackson City Engineer in advance of installation of

the structure, and, upon installation of the structure, shall not be altered without the express written consent of the City Engineer.

4. Licensee agrees to keep the structure in good repair and condition at all times.

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

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

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

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

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

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

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

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

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

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

LICENSOR:
CITY OF JACKSON, a
Michigan municipal corporation

By _____
Jerry F. Ludwig, Mayor

By _____
Lynn Fessel, City Clerk

STATE OF MICHIGAN, COUNTY OF JACKSON, SS:

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

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

Acknowledged and Agreed

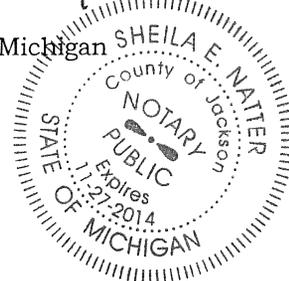
LICENSEE:

By _____
Cameron McCollum
Cameron McCollum
Print or Type Name
Its: G.M.

STATE OF MICHIGAN, COUNTY OF JACKSON, SS:

Subscribed and sworn to before me this 25th day of August, 2009, by Cameron McCollum, the General Mgr. of Jackson Transportation Authority, on behalf of the sole proprietorship/partnership/corporation/limited liability company.

Sheila E. Natter
Notary Public
Jackson County, Michigan

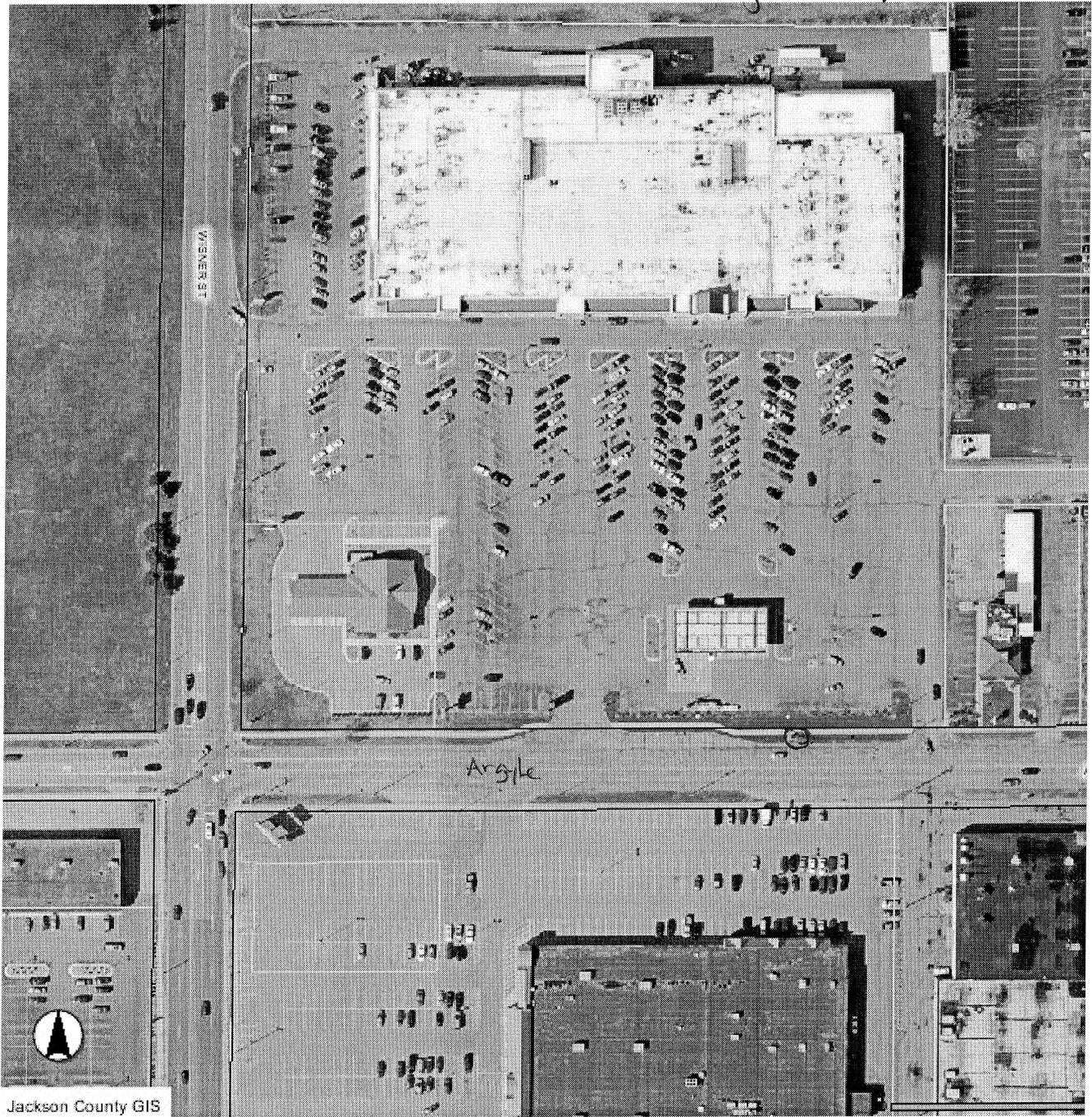


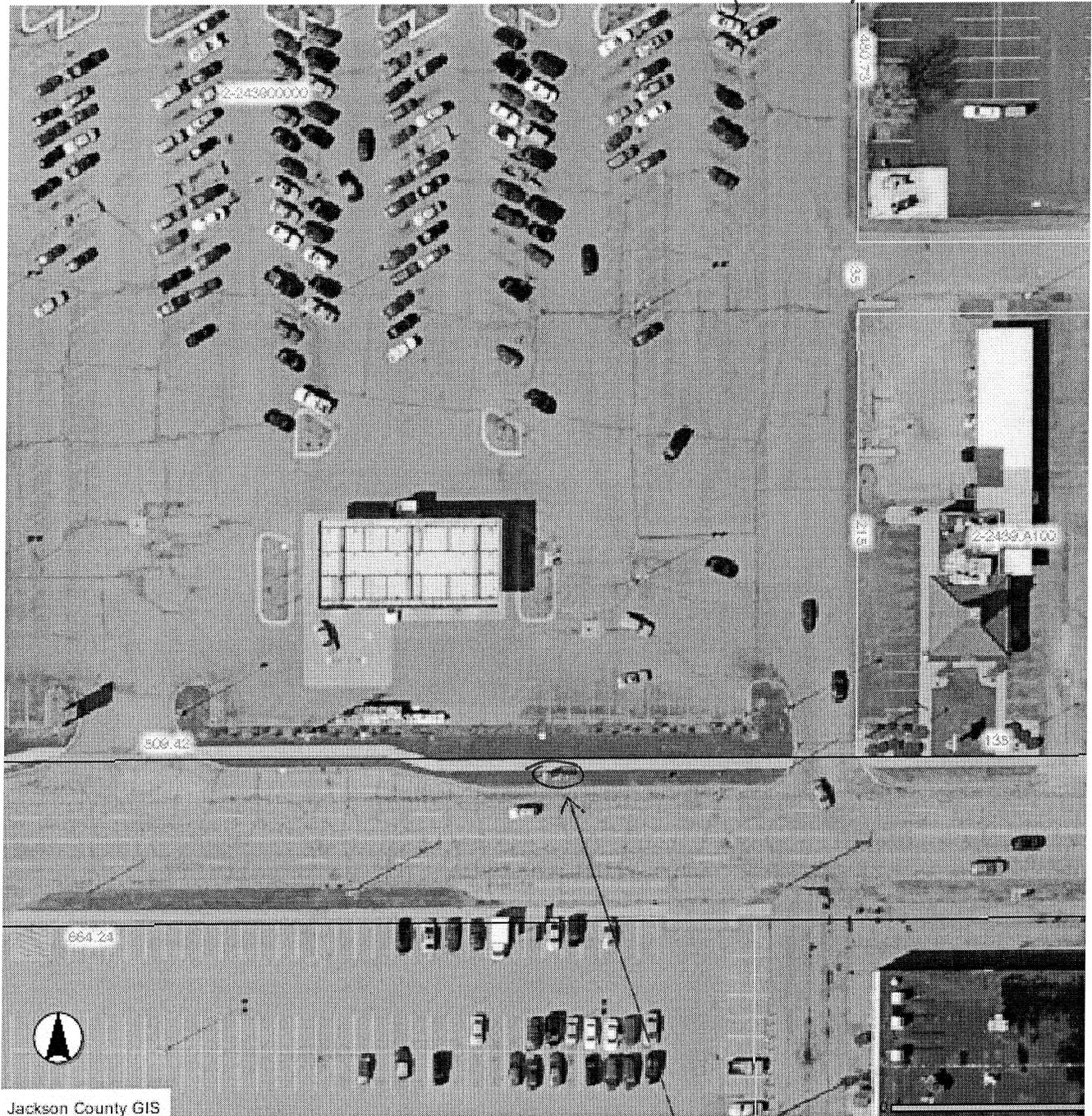
Drafted by:
Julius A. Giglio (P32022)
City Attorney
161 West Michigan Avenue
Jackson, Michigan 49201
(517) 788-4050

My Comm. Exp.: 11/27/2014

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

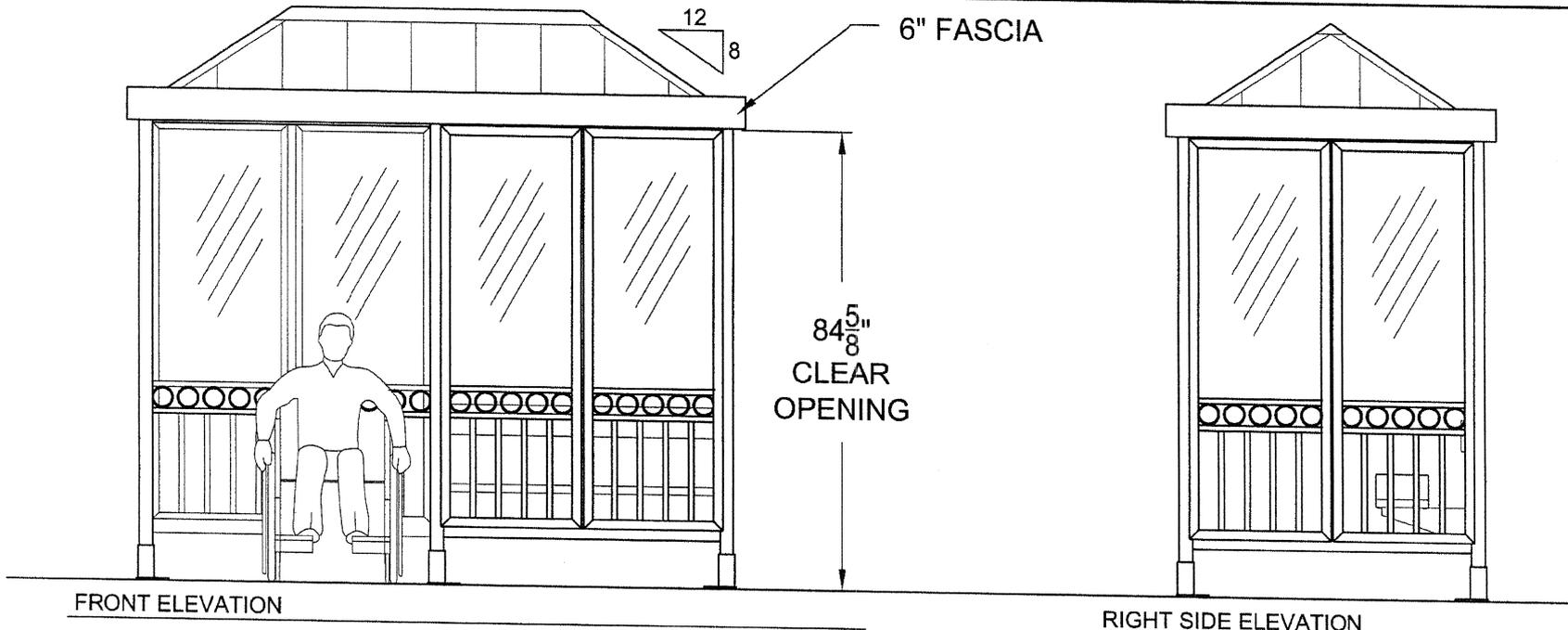
M:\MHopkins\RevocableLicenses\NEW REV.LIC - STRUCTURE.doc





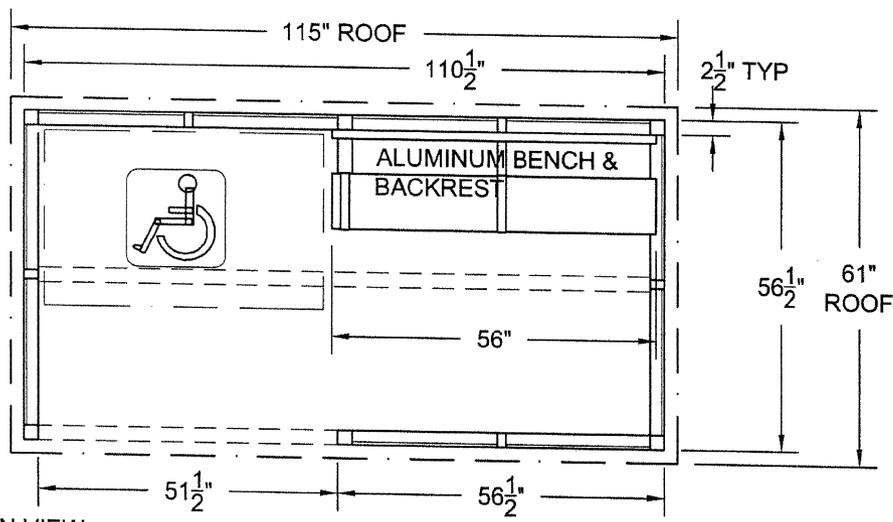
Existing Shelter
Argyle (In front of Kroeger)

Exhibit A
Page 3 of 4



FRONT ELEVATION

RIGHT SIDE ELEVATION



PLAN VIEW

NOTES:

- GLAZING TO BE 3/8" SOLID POLYCARBONATE; APPROVED BY: _____
- ROOF TO BE 8:12 METAL STANDING SEAM HIP ROOF; APPROVED BY: _____
- ALUMINUM FINISH IS DARK BRONZE ANODIZED; APPROVED BY: _____
- GRILLWORK FINISH TO BE CHAMPAGNE ANODIZED; APPROVED BY: _____
- 6' ALUMINUM (ANTI-VAGRANT) BENCH AND BACK; APPROVED BY: _____
- HALF PANEL DECORATIVE "VICTORIAN" TYPE GRILLWORK; APPROVED BY: _____

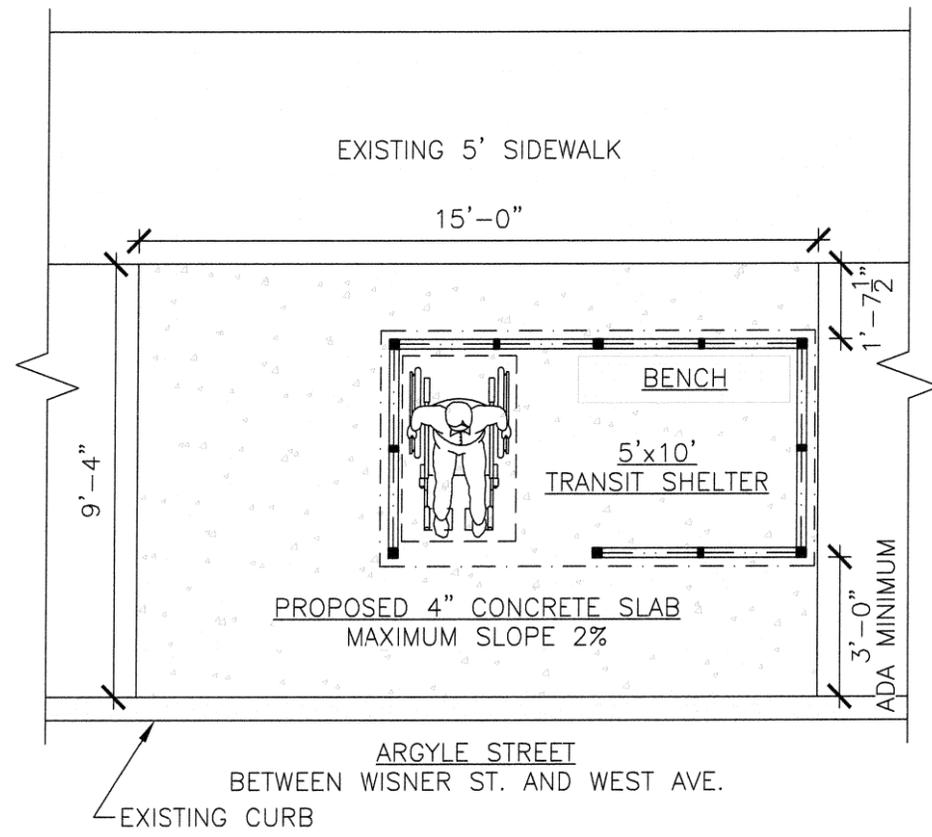
Tel (734) 207-9700 Fax (734) 207-7995
www.duo-gard.com

THIS DRAWING IS PROPRIETARY AND FOR THE SOLE USE OF OUR CUSTOMER AND MAY NOT BE COPIED OR REPRODUCED WITHOUT PRIOR WRITTEN CONSENT FROM DUO-GARD INDUSTRIES, INC. LEAD TIME BEGINS UPON RECEIPT OF SIGNED SHOP DRAWINGS.

APPROVAL SIGNATURE _____ DATE _____

PROJECT NAME		9204 CITY OF JACKSON TRANSPORTATION AUTHORITY - JACKSON, MI							
DESCRIPTION		5' X 10' TRANSIT SHELTER				QUANTITY (3) THUS			
PROJECT ENG	PROJECT MGR	DRAWING DATE	REV1	REV2	SCALE	PAGE	OF	DRAWING #	
FCK	CW	8/10/09			NTS	1	2	9204	

NOTE: EXISTING CONCRETE SLAB AND STRUCTURE TO BE REMOVED AND REPLACED WITH NEW TRANSIT SHELTER.



NOTE: SIDEWALK OR CURB WITH SLOPES OR ELEVATIONS THAT DO NOT ALLOW SLAB TO BE CONSTRUCTED AS SHOWN MUST BE REMOVED AND REPLACED WITH MODIFIED ELEVATIONS.

IN COOPERATION WITH:

MERIT
COMMERCIAL
CONTRACTING, LLC

ARGYLE STREET SHELTER

1/4" = 1'-0"

Feller Finch & Associates, Inc.
 Engineers · Architects
 2797 Spring Arbor Road, Suite B · Jackson, Michigan 49203
 Phone: (517) 783-0710
 Fax: (517) 783-0711
 www.fellerfinch.com

JACKSON
 TRANSPORTATION
 AUTHORITY
 TRANSIT SHELTER



SCALE:
 1/4" = 1'-0"

DATE:
 08-20-09

DRAWN BY:
 BPS

PROJECT NO.:
 20A00588_ARCH

SHEET:
 1 OF 1

© 2009 FELLER, FINCH & ASSOC., INC.

OFFICE OF THE

Julius A. Giglio
City Attorney

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



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

CITY ATTORNEY

MEMORANDUM
September 11, 2009

TO: Honorable Mayor and City Council
FROM: Julius A. Giglio, City Attorney
RE: Renewal of John George Lease

Attached please find a proposed lease between the City and John George Home, Inc. (John George) in reference to City owned property at 1501 East Ganson Street. As Council is aware, the John George Home has operated as a home for the care of male residents of the City of Jackson who are in need of financial assistance because of age or physical disability.

The City and John George entered into a lease on September 20, 1979. That lease, by its terms, expired in thirty years (September 20, 2009). The lease contained a provision that stated in part: "Upon the expiration of the Thirty (30) Year term of this lease, the Home may, and it shall hereby have, an option of renewal of this lease upon the same covenants, terms and conditions contained herein for an additional Thirty (30) Years . . ."

John George informed me they wished to exercise their option to renew the lease for an additional thirty years. Accordingly, I have prepared the attached lease for your review and consideration. The lease has been signed and accepted by John George.

The requisite action is to approve the lease between the City and John George, authorize the Mayor and Clerk to sign same, and authorize the City Attorney to make minor modifications to the lease prior to execution.

JG/cr
Enc.

cc: William Ross, City Manager

LEASE

IT IS HEREBY AGREED between the CITY OF JACKSON, a Michigan municipal corporation, with offices at 161 West Michigan Avenue, Jackson, Michigan 49201 (hereinafter "*City*"), and JOHN GEORGE HOME, INC., a Michigan non-profit corporation, with offices at 1501 E. Ganson Street, Jackson, Michigan 49202 (hereinafter "*Lessee*"), as follows:

1. CITY, in consideration of the annual rental of One Dollar (\$1.00) per year, due and payable on the first of January each year during the term of this lease, and of the covenants herein specified, does hereby let, lease and demise to LESSEE, the property commonly known as 1501 East Ganson Street, Jackson, Michigan 49202, situated in the City of Jackson, County of Jackson, State of Michigan, to-wit:

Lots 1, 2, 3, 4, 9, 10, 11 and 12, Block 2, East addition to the City of Jackson, Michigan,

(the "*Premises*"), for a term of thirty (30) years, to commence on the 20th day of September, 2009, on the terms and conditions hereinafter mentioned.

2. LESSEE shall use, occupy and maintain the demised Premises for the purpose of a home for the care and relief of male residents of the City of Jackson in need of financial assistance by reason of age or physical disability and that, upon the timely payment of the rent due under this lease the LESSEE shall, and may peaceably and quietly have, hold and enjoy

the use and possession of the demised Premises for the purposes provided herein.

3. LESSEE shall be responsible for all repair, upkeep, utilities, cleaning and maintenance at the Premises at LESSEE's sole expense. LESSEE shall also maintain the Premises in a safe, sanitary, and neat condition in compliance with all applicable federal, state and local laws and/or regulations. At the expiration of the lease term, LESSEE shall yield and deliver up the Premises in like condition as when taken, reasonable use and wear thereof excepted.

4. LESSEE agrees it will not assign or transfer this Lease or sublet the Premises or any part thereof, nor use the same nor permit the same to be used for any other purpose than as above described, nor make any alterations therein or additions thereto, without the written consent of CITY, and that all additions, fixtures or improvements which may be made to or placed in or upon said Premises, shall be the property of CITY and shall remain upon and be surrendered with said demised Premises as a part thereof at the termination/expiration of this Lease.

5. All personal property in the demised Premises shall be at the risk of LESSEE only, and CITY shall not be liable for any damage to said personal property, to said Premises, or to LESSEE arising from the condition of the Premises.

6. CITY shall have the right to enter said Premises at any time to examine the same, provided that, unless an emergency makes it impossible, CITY will give reasonable notice of such entry to LESSEE.

7. LESSEE, upon receipt of five days' written notice from CITY directed to it by first-class mail, shall make available for inspection by CITY, its authorized officers, agents or employees, its books, accounts, and financial statements by it kept in connection with its operation of the charitable facility commonly known as the John George Home.

8. LESSEE shall maintain a valid commercial general liability insurance policy which is acceptable to the CITY, insuring against liability for bodily injury and property damage, with a minimum general aggregate limit of Five Hundred Thousand Dollars (\$500,000.00). Said policy shall be maintained in full force and effect during the term of this lease, or any extension thereof, and shall name the CITY as an additional insured. In addition, LESSEE shall maintain in full force and effect during the term of this lease, or any extension thereof, a policy of Workers' Compensation to the statutory limits. LESSEE shall provide a certificate of insurance as proof of insurance coverage to CITY. LESSEE shall also provide All Risk Property Insurance in the amount of the full replacement of the Property. The CITY shall be named as loss payee. All insurance coverage shall contain a provision for thirty (30) days notice

of cancellation to the CITY. Notwithstanding any other provision contained herein, failure to comply with this paragraph shall be grounds for immediate cancellation of this Lease by CITY.

9. LESSEE shall indemnify and hold CITY harmless against any claim of liability or loss from death, personal injury or property damage resulting from or arising out of the use and occupancy of the Premises or the negligent or willful misconduct by the LESSEE, any third party or their respective employees, servants, or agents, excepting, however, such claims or damages resulting from the sole negligence of the CITY, its agents, servants or contractors.

10. LESSEE agrees that any right of recovery against CITY which shall arise during the term of this Lease due to any loss or damage from fire or other peril, whether occurring by reason of the negligence of the CITY, is hereby waived regardless of whether same is covered by the policies of insurance carried by either party.

11. If default shall be made by LESSEE in the performance of any condition, agreement, rule or regulation, such action shall be deemed a material breach of this Lease and termination of this Lease agreement, and CITY may immediately commence legal proceedings to remove all persons from the Premises.

12. If during the continuance of this Lease, said demised Premises shall be so injured by fire or other casualty as to be

rendered untenable, such injury may be repaired at CITY's sole discretion. However, CITY shall have no duty or obligation to restore or replace the Premises.

13. The covenants, conditions and agreements made and entered into by the parties hereto are declared binding on their respective heirs, successors, representatives and assigns.

14. Any or all notice required by any provision of this Lease shall be given to CITY by first-class mail, at the Office of the City Clerk, located at 161 West Michigan Avenue, Jackson, Michigan 49201, and to LESSEE by first-class mail, at its offices located at 1501 Ganson Street, Jackson, Michigan 49202.

15. At the expiration of the term provided herein, this Lease shall automatically convert to a month-to-month tenancy, and LESSEE shall continue to be bound by all terms, conditions, and provisions contained in this Lease.

16. Upon termination or expiration of this Lease, LESSEE shall remove all personal property to the satisfaction of the CITY. Otherwise, the CITY will have the LESSEE's personal property removed at LESSEE's expense.

17. If any provision of this Lease, or any portion thereof, is invalid or unenforceable under any statute, regulation, ordinance, executive order, or other rule of law, such provision, or portion thereof, shall be deemed reformed or deleted, but only to the extent necessary to comply with such

statute, regulation, ordinance, order or rule, and the remaining provisions of this Lease shall remain in full force and effect.

18. This Lease and the rights, duties and remedies of the parties relating to this Lease will be construed and enforced in accordance with the laws of the State of Michigan.

19. This Lease may be executed by the parties in separate counterparts, each of which, when so executed and delivered, will be an original, but all such counterparts will together constitute one and the same instrument. All signatures of any party may be transmitted by facsimile, and a facsimile will, for all purposes, be deemed to be the original signature of the person whose signature reproduces and will be binding upon the persons and on the party on whose behalf that person signed.

20. Any extension or waiver of any provision of this Lease will be valid only if set forth in a written instrument signed by the party sought to be bound. No waiver will constitute or be construed as a waiver of any other provision, and no waiver of a failure to comply with any provision of this Lease will constitute or be construed as a continuing waiver of that provision, or as a waiver of any other failure to comply with any provision of this Lease or of any other document.

21. No failure or delay on the part of any party in the exercise of any right or remedy under this Lease will impair that right or remedy or be construed to be a waiver of, or acquiescence in, any breach of any agreement in this Lease, nor

In the presence of:

Approved as to substance:

William R. Ross
City Manager

JOHN GEORGE HOME, INC.
a Michigan non-profit corporation

By _____/S/_____
Kevin (Kip)Cunningham
Its: _____President_____

Approved as to form:

Julius A. Giglio
City Attorney

X:\Ddrive\LEASE JOHN GEORGE



Community Development

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

September 17, 2009

TO: William R. Ross, City Manager

FROM: Carol L. Konieczki, Community Development Director

RE: Approval of a Memorandum of Agreement (MOA) for Acme Demolition
600 N. Mechanic Street

Efforts to resolve the adverse effect on 600 North Mechanic Street (Acme Building) have been successful. The Advisory Council for Historic Preservation has determined it does not need to participate in the rest of the Section 106 review to accomplish the recordation process to create a permanent record of the building's existence. Before the City can publish its Finding of No Significant Impact – Notice of Intent to Request Release of Funds, the attached Memorandum of Agreement needs to be signed by all participating parties – the City of Jackson, The Enterprise Group Property Development, LLC, (EGPD) and the Michigan State Historic Preservation Office. After publication of the notice and the required comment period of 30 days, the Michigan State Housing Development Authority should release the Neighborhood Stabilization Program funds targeted for this demolition. The MOA states the City of Jackson and the Enterprise Group shall ensure the recordation and national register nomination processes are carried out. As the owner of the structure, the EGPD have accepted the financial responsibility and submitted a document (attached) to this effect.

Requested action is for City Council to approve the MOA, authorizing the City Attorney to make minor modifications if needed, and authorize the Mayor to enter into the MOA on behalf of the City.

Please place this item on the September 22, 2009 agenda for consideration.

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

S:\Michelle Pultz\CDBG\NSP\Memo - approval of MOA.doc



City Manager's Office

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

September 16, 2009

Mr. Scott Fleming, President & CEO
The Enterprise Group
One Jackson Square, 11th Floor
Jackson, MI 49201

SUBJECT: Cost Allocation Memorandum Agreement - Acme Building Demolition

Dear Mr. Fleming:

The purpose of this letter is to create an understanding as to the payment of any costs associated with the recordation required in the Memorandum of Agreement (MOA) between the City and the Enterprise Group related to demolition of the Acme Building, which is owned by a subsidiary of the Enterprise Group. The subsidiary of the Enterprise Group, as the owner of the Acme Building, is responsible for the cost of any historic recordation that may be undertaken as a result of the MOA between the City and the Enterprise Group. It is the responsibility of the Enterprise Group to provide for the recordation of the Acme Building to the satisfaction of the State Historic Preservation Office, and in conformance with the MOA. It is further the responsibility of the Enterprise Group to pay the costs associated with said recordation.

Please acknowledge the agreement of the Enterprise Group to these terms by countersigning a copy of this letter, and returning it to me for the City's records.

If you have any questions, please contact me.

Yours truly,

William R. Ross
City Manager

WRR:skh

Countersigned by:

The Enterprise Group Property Development, LLC
Scott Fleming, President & CEO

9-16-09
Date

MEMORANDUM OF AGREEMENT

AMONGST

THE CITY OF JACKSON

THE ENTERPRISE GROUP PROPERTY DEVELOPMENT, LLC

AND THE

MICHIGAN STATE HISTORIC PRESERVATION OFFICER

REGARDING THE 600 NORTH MECHANIC STREET DEMOLITION PROJECT

JACKSON, JACKSON COUNTY, MICHIGAN

WHEREAS, pursuant to 24 CFR § 58, the United States Department of Housing and Urban Development (HUD) has delegated the responsibility for compliance with the requirements of Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470f) to recipient State agencies receiving funds from HUD; and

WHEREAS, HUD has granted Neighborhood Stabilization Program (NSP) funding to the Michigan State Housing Development Authority (MSHDA) pursuant to Division B, Title III of the Housing and Economic Recovery Act of 2008; and

WHEREAS, MSHDA plans to sub-grant NSP funding to the City of Jackson (the City); and

WHEREAS, the City of Jackson plans to pass those funds to the Enterprise Group Property Development, LLC (Enterprise Group); and

WHEREAS, HUD has also provided funding to the Enterprise Group pursuant to the Department of Housing and Urban Development Appropriations Act, 2009 (P.L. 111-8) for the Project; and

WHEREAS, the Enterprise Group plans to fund the demolition of 600 North Mechanic Street (Project); and

WHEREAS, the City has determined that the undertaking will have an adverse effect on 600 North Mechanic Street, also known as the American Fork & Hoe Company / Acme Industries, Inc., which appears to meet the criteria for listing in the National Register of Historic Places, and has consulted with the Michigan State Historic Preservation Officer (SHPO) pursuant to 36 C.F.R. part 800, of the regulations implementing Section 106 of the National Historic Preservation Act (16 U.S.C. § 470f); and

WHEREAS, the SHPO agrees to the need for the demolition based on the extent of the contamination of the site; and

WHEREAS, in accordance with 36 C.F.R. § 800.6(a)(1), the City has notified the Advisory Council on Historic Preservation (ACHP) of its adverse effect determination with specified documentation and the ACHP has chosen not to participate in the consultation pursuant to 36 CFR § 800.6(a)(1)(iii);

NOW, THEREFORE, the City, the Enterprise Group, and the SHPO agree that the undertaking shall be implemented in accordance with the following stipulations in order to take into account the effect of the undertaking on historic properties.

STIPULATIONS

The City of Jackson and the Enterprise Group shall ensure that the following stipulations are carried out:

I. RECORDATION

- A. Prior to implementing any action that may affect 600 North Mechanic Street, the Enterprise Group shall have the property recorded so that there is a permanent record of its existence. The recordation package shall follow the SHPO *Documentation Guidelines (Appendix A)* and shall be submitted to the SHPO for review and approval. The SHPO must approve the recordation prior to the demolition of 600 North Mechanic Street.
- B. An original, approved copy of the documentation package shall be submitted to the Jackson District Library Carnegie Branch and to the SHPO for deposit in the Archives of Michigan.
- C. The recordation shall be completed and submitted to SHPO for review and approval by February 1, 2010.

II. NATIONAL REGISTER NOMINATION

- A. The Enterprise Group shall update the National Register of Historic Places (NRHP) nomination for the American Fork & Hoe Company (Withington Works) Factory Complex to reflect changes to the complex since the original nomination was written in 2004, including the demolition of 600 North Mechanic Street. The nomination shall meet the standards and requirements of the NRHP and the Michigan SHPO. Final products shall include the following:
 - 1. Two original copies of the nomination form
 - 2. Photographs
 - 3. Site Plan
- B. The NRHP nomination shall be developed by or developed under the direct supervision of a person or persons who meet, at a minimum, the professional qualifications standards for architectural history set forth in the Secretary of the Interior's *Professional Qualification Standards* (48 FR 44738-39).
- C. The completed update of the NRHP nomination shall be submitted to the SHPO for approval within six (6) months of the date that this Agreement is filed with the ACHP.

III. DURATION

This MOA will be null and void if its terms are not carried out within five (5) years from the date of its execution. Prior to such time, the signatories may consult with the other signatories to reconsider the terms of the MOA and amend it in accordance with Stipulation V below.

IV. DISPUTE RESOLUTION

Should any signatory to this MOA object at any time to any actions proposed or the manner in which the terms of this MOA are implemented, the objecting party shall consult with the other parties to resolve the objection. If the City determines that the objection cannot be resolved, the City will:

- A. Forward all documentation relevant to the dispute, including the City's proposed resolution, to the ACHP. The ACHP shall provide the City with its advice on the resolution of the objection within thirty (30) days of receiving adequate documentation. Prior to reaching a final decision on the dispute, the City shall prepare a written response that takes into account any timely advice or comments regarding the dispute from the ACHP, signatories and concurring parties, and provide them with a copy of this written response. The City will then proceed according to its final decision.
- B. If the ACHP does not provide its advice regarding the dispute within the thirty (30) day time period, the City may make a final decision on the dispute and proceed accordingly. Prior to reaching such a final decision, the City shall prepare a written response that takes into account any timely comments regarding the dispute from the signatories and concurring parties to the MOA, and provide them and the ACHP with a copy of such written response.
- C. The City's responsibility to carry out all other actions subject to the terms of this MOA that are not the subject of the dispute remain unchanged.

V. AMENDMENTS

This MOA may be amended when such an amendment is agreed to in writing by all signatories. The amendment will be effective on the date a copy signed by all of the signatories is filed with the ACHP.

VI. TERMINATION

If any signatory to this MOA determines that its terms will not or cannot be carried out, that party shall immediately consult with the other parties to attempt to develop an amendment per Stipulation V, above. If within thirty (30) days (or another time period agreed to by all signatories) an amendment cannot be reached, any signatory may terminate the MOA upon written notification to the other signatories.

Once the MOA is terminated, and prior to work continuing on the Project, the City must either (a) execute an MOA pursuant to 36 CFR § 800.6 or (b) request, take into account, and respond to the comments of the ACHP under 36 CFR § 800.7. The City shall notify the signatories as to the course of action it will pursue.

Execution of this MOA by the City and the SHPO and implementation of its terms evidence that the City has taken into account the effects of this undertaking on historic properties and afforded the ACHP an opportunity to comment.

SIGNATORIES:

The City of Jackson

Jerry F. Ludwig, Mayor

Date

Michigan State Historic Preservation Officer

Brian D. Conway

Date

The Enterprise Group Property Development, LLC

F. Scott Fleming, President and CEO

Date

APPENDIX A

MICHIGAN STATE HISTORIC PRESERVATION OFFICE DOCUMENTATION GUIDELINES

The following guidelines provide instruction for producing permanent documentation of historic properties. Following submittal to the State Historic Preservation Office, the photos produced will be transferred to the State Archives, where they will be maintained and made available to the public for research purposes. In many cases, this documentation will constitute the only visual public record of a resource. It is therefore important that reports, drawings and photographs adequately depict the salient visual characteristics of the resource, and that they be produced using archivally stable materials and procedures.

The specifications outlined in this memorandum are intended to ensure that the material will be of high quality and remain in usable condition for many years to come. The guidelines were adapted from those used for submitting nominations to the National Register of Historic Places, as described in **National Register Bulletin 16: Guidelines for Completing National Register of Historic Places Forms**. The complete text of this and other National Register Bulletins may be found on the web at <http://www.nps.gov/history/nr/publications/>.

I. REPORTS - GENERAL INSTRUCTIONS

Reports should be printed on archival paper and be 8½ by 11 inches in size.

II. DESCRIPTIVE AND HISTORICAL NARRATIVES

The report should contain a descriptive and historical narrative about the resource(s). The descriptive overview should concisely but thoroughly describe the resource, including discussion of its site and setting; overall design and form, dimensions, structural character, materials, decorative or other details, and alterations. The historical narrative should provide an account of the resource's history and explain its significance in terms of the national register criteria (information about the criteria for listing a resource in the national register may be found on the web at http://www.nps.gov/history/nr/publications/bulletins/nrb15/nrb15_2.htm). Published and unpublished sources should be used as needed to document the resource's significance. For bridges and public structures, public records and newspapers should be used for information concerning the historical background and construction of the resource and to identify those involved in its design and construction. All sources of information (including author, title, publisher, date of publication, volume and page number) should be listed in a bibliography.

III. MAPS

Documentation for the historical narrative must include one or more maps that encompass the whole development, including:

- **USGS Map** – an original United States Geological Survey (USGS) topographical map indicating the location of the subdivision and listing its UTM coordinates.
- **Other Map(s)** - The maps must show the locations of all historic and non-historic features of districts and complexes. If more than one map is required to cover the entire district, a key map should illustrate the entire district and its boundaries.

Information District Maps Must Provide

- District or property name
- Name of community, county, and state
- Significant natural features such as lakes and rivers, with names
- All streets, railroad lines, old railroad grades, and any other transportation rights of way, labeled in bold print with their names
- Lot or property lines
- Outlines or representations for all surveyed properties
- Patterned coding of footprints or representations of all buildings to indicate whether they are contributing or non-contributing to the district's or complex's historic character and significance. The outlines or representations of contributing resources must be darkened, while they are left light for non-contributing resources.
- For districts, street addresses for all properties listed in the description's inventory section; if the properties have numbered street addresses, no other form of identification may appear on the map.
- Boundary of the property associated with the district or complex property.
- Key identifying any symbols used
- North directional arrow
- Scale bar (in case map is copied in larger or smaller format)

Do Not:

- Use color coding. Photocopying in black and white will render color coding unreadable.

Map Standards

The final copies of maps must be printed on white paper meeting the national register's standards for archival stability – 20 pound acid-free paper with a two percent alkaline reserve. Tape, staples, and adhesive labels may not be used. Maps should be in 8 ½" X 11" format, if possible. Map sheets larger than 11" X 17" are not acceptable.

The district map should show both the lot lines and the outlines of the buildings. For business districts containing buildings that occupy most of their lots, the maps must show the building outlines. Outside of business districts, surveyed buildings can be shown by square boxes if maps showing building outlines are not available. Monuments and other objects may be represented by circles or dots.

IV. DRAWINGS - GENERAL INSTRUCTIONS

Drawings should be drawn or printed on archival paper and folded to fit an archival folder approximately 8½ by 11 inches. Use coding, crosshatching, numbering, transparent overlays, or other standard graphic techniques to indicate the information. Do not use color because it cannot be reproduced by microfilming or photocopying. Drawings should be used to document the existing condition of the resource, the evolution of a resource, alterations to a building or complex .of buildings, floor plans of interior spaces. - Site plans should have a graphic north arrow and include locations and types of trees, shrubs and planting beds. All architectural and site plans should include dimensions indicating the overall size of buildings, sizes of major interior spaces and distances between major site features. If original drawings of the

resource(s) exist, add a graphic scale the drawings and reproduce them to fit on 8½ by 11 inch archival paper. Photographic reductions are permissible provided they meet the photographic requirements specified in these guidelines.

V. PHOTOGRAPHS - GENERAL INSTRUCTIONS

Submit clear and descriptive photographs and negatives in acid-free envelopes. Photographs should provide a clear visual representation of the historic integrity and significant features of the resource. The number of photographs needed will vary according to the project and the nature of the resource. The article by David Ames, *A Primer on Architectural Photography and the Photo Documentation of Historic Structures* (Vernacular Architecture Forum News, no date) provides helpful information for photographing buildings and structures. This article is available on the web at <http://dspace.udel.edu:8080/dspace/bitstream/19716/2831/1/A%20primer%20on.pdf>.

GUIDELINES FOR PHOTOGRAPHIC COVERAGE

Photography should include at least two general views of each building to be demolished, each if possible showing two sides, so that all four sides are photographed, plus at least one streetscape view looking in each direction of the part of the street in which each building is located. Thus, for each building, four to six views, unless several buildings are in one short stretch of the same street. If there are any examples left of any of the same building form that retain a high state of integrity, photos should be taken of one sample building for each building form, two views of each together showing all four sides.

Buildings, Structures and Objects

- Submit one or more views to show the principal facades and the environment or setting in which the resource is located;
- Additions, alterations, intrusions, and dependencies should appear in the photographs;
- Include views of interiors, outbuildings, landscaping, or unusual details if the significance of the resource is entirely or in part based on them.

Historic and Archaeological Sites

- Submit one or more photographs to depict the condition of the site and any aboveground or surface features and disturbances;
- If they are relevant to the site's significance, include drawings or photographs that illustrate artifacts that have been removed from the site;
- At least one photograph should show the physical environment and configuration of the land making up the site.

BASIC TECHNICAL REQUIREMENTS

Photographs must be:

- at least 5 x 7 inches, preferably 8 x 10 inches, unmounted (do not affix the photographs to

- paper, cards, or any other material); photographs with borders are preferred;
- submitted in acid free envelopes; the envelopes should be labeled in pencil (see labeling instructions below).

Envelope Labeling Instructions

Neatly print the following information on the upper right corner of the envelope in soft **lead pencil**:

1. Name of the resource;
2. Street Address, township, county, and state where the resource is located;
3. Name of photographer;
4. Date of photograph;
5. Description of view indicating direction of camera;
6. Photograph number.

Do not use adhesive labels for this information.

Film Photography

- Photographs must be printed on double or medium-weight black-and-white paper having a matte, glossy, or satin finish; fiber-based papers are preferred; resin-coated papers that have been processed automatically will be accepted provided they have been properly processed and thoroughly washed; we recommend the use of a hypo-clearing or neutralizing agent, and toning in selenium or sepia to extend the useful life of the photographs;
- The negatives must be submitted with the prints. Each strip of negatives should be submitted in acid free envelopes that have the following information submitted in soft lead pencil in the upper right corner of the envelope.

1. Name of the resource;
2. Name of the photographer;
3. Date of photograph;
4. Negative numbers

Digital Photography

Camera:

BEST: At Least 6 megapixel digital SLR Camera

Acceptable: Minimum 6 megapixel point-and-shoot digital camera

Acceptable: 2 – 5 megapixel SLR or point-and-shoot digital camera

Not acceptable:

- Camera phones
- Disposable or single-use digital cameras
- Digital cameras with fewer than 2 megapixels of resolution

Image format:

BEST: First generation Tag image file format (TIFF) or RAW

Acceptable:

- Joint Photographic Experts Group (JPEG) converted to TIFF
- JPEG must not be altered in any way prior to conversion
- After the image has been saved as a TIFF, use the guidelines outlined in the section titled "Labeling the Image."

Capturing the Image:

BEST: Minimum 6 megapixels (2000 x 3000 pixel image) at 300 dpi

Acceptable: Minimum 2 megapixels (1200 x 1600 pixel image) at 300 dpi

Printer paper and inks¹:

BEST Inks: Manufacturer recommended pigmented ink for photograph printing

- Some examples:
 - Epson UltraChrome K3
 - Kodak No. 10 Pigmented Inks
 - HP Vivera Pigment Inks
 - Epson Claria "Hi-Definition Inks"
 - Epson DuraBrite Ultra Pigmented Inks
 - HP Vivera 95 dye-based inks

BEST Papers: Photographic Matte Paper

Not acceptable:

- **Regular copy or printer papers**
- **Glossy photographic paper papers**
- Paper or ink not equivalent to the examples listed above
- Disk only, without prints

The Disk:

BEST: CD-R - with patented Phthalocyanine dye and 24 Karat gold reflective layer.

- Examples:
 - Delkin's Archival Gold™ (also referred to as eFilm® Archival Gold)
 - MAM-A Gold™(also know as Gold-On-Gold™)
 - Verbatim UltraLife™ Gold Archival Grade CD and DVD-R

Acceptable: CD-R or DVD-R

Not acceptable: CD-RW or DVD- RW

Labeling the Disk

BEST: Labels printed directly on the disk by way of inkjet or laser printers

Acceptable: Labeled using CD/DVD safe markers,

- Examples:
 - Sharpies™

¹ The list below includes products known at this time to meet the minimum documentation specifications established for the compilation of National Register nomination documents. The list is not intended to be restrictive or comprehensive, and does not constitute, and shall not be taken as, endorsement by the State Historic Preservation Office of any of the specific products or manufacturers identified.

- Prismacolor®
Not acceptable: Ammonia or solvent based markers

VI. ADDITIONAL ITEMS

In addition to the items described in these guidelines, the SHPO may request additional documentation, depending on the nature and significance of a particular resource.

If you have any questions, please contact the Environmental Review Coordinator at 517-335-2721.

State Historic Preservation Office
Michigan Historical Center
702 West Kalamazoo Street
PO Box 30740
Lansing, MI 48909-8240

7/09



Downtown Development Authority (DDA)

Memorandum

Date: September 16, 2009
To: Honorable Mayor and City Council
From: Jonathan Greene, Executive Director
RE: Meterless Parking

Please be advised and consider:

On August 13, 2009 the Downtown Development Authority Board moved to recommend the City Council authorize the meterless parking information gathering and verification process for the 2009-2010 Meterless Parking Program.

cc: William R. Ross, City Manager

**CALENDAR FOR PREPARATION OF
2009-2010 METERLESS PARKING
SPECIAL ASSESSMENT ROLL
TENTATIVE DATES**

- August 13 DDA recommends that City Council authorize, at the September 22, 2009, council meeting, the meterless parking information gathering & verification process.
- August 13 Assessor's office begins data and site verification process.
Assessor sends questionnaires to taxpayers of record.
- September 15 Questionnaires to be returned to Assessor.
- September 22 City Council receives recommendation letter(s) from DDA. City Council authorizes information gathering & verification process.
- September 30 Parking system costs determined.
- October 8 DDA receipt, review, and discussion of preliminary parking system assessments from Assessor.
- November 12 DDA review and discussion of preliminary meterless parking assessment costs.
- December 10 DDA review of preliminary meterless parking assessment costs; discussion and vote on continuation of meterless parking program and recommendation (to be presented at the January 5, 2010, City Council meeting) to City Council regarding rates. If program is to be continued, DDA authorizes letter to City Council recommending establishment of January 19, 2010 for hearing of necessity.
- January 5 City Council receives recommendation letter from DDA regarding continuation of program and rates for meterless parking. City Council establishes January 19, 2010, as public hearing of necessity for 2009-2010 meterless parking special assessment roll.
- January 6 City Assessor sends notices of hearing of necessity (set for January 19, 2010) with estimated special assessment costs.
- January 19 Council holds hearing of necessity for meterless parking special assessment, sets rates for 2009-2010 meterless parking assessments and orders Assessor to prepare roll. City Council establishes February 2, 2010, as public hearing to confirm meterless parking special assessment roll.
- January 20 Final assessment rates applied by Assessor and Assessor spreads meterless parking special assessment roll.
- City Clerk sends notices of confirmation hearing and "Final" amounts as entered on meterless parking special assessment roll.
- February 2 City Council hearing confirming roll.



September 16, 2009

TO: William R. Ross, City Manager
FROM: Paul Vermaaten, Interim Director Water Department
RE: Change Order for Pavement Services Contract – Belden Paving Co., Inc.

Attached is a request for a Change Order to Belden Paving Company of Jackson, Michigan. Belden does Pavement Restoration Services for the Water Department. They have a contract to do these services on an as-needed basis from June 2009 through June 2010. The amount of the contract renewal was \$79,375.00 and approved by Council on May 26th, 2009.

To date, we have already approved contract payments in the amount of \$79,375.00. At this time, we are also estimating that we may need an additional \$50,000.00 for pavement restoration projects that may need to be completed between now and June 2010. This Change Order would be on an as needed basis only. The contractor is only paid for the work completed and amounts are based on the original unit prices of the contract. Last year the Water Department paid Belden Paving Company a total of \$94,633.00 for pavement restoration services for 2008-2009.

Based on the above situation, we recommend that a Change Order for \$50,000.00 be approved to increase the amount of the contract from \$79,375.00 to \$129,375.00. Funds are available in the fiscal year 2009-2010 Water Department Budget, Water Equipment & Replacement Fund, Water Mains and Water Fund, Transmission and Distribution, Pavement Repair line items.

Please allow the City Manager and Interim Water Department Director to be authorized to sign the attached Change Order.

CC: Lynn Fessel, Purchasing Agent
Lucinda Schultz, Accounting Manager

CHANGE ORDER NO. 1
To Contract for Pavement Services for Water Department – Belden Paving Co., Inc.

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	\$ 79,375.00
Change Order No. 1	\$ 50,000.00
CONTRACT AMOUNT APPROVED THROUGH CHANGE ORDER NO. 1:	\$129,375.00
REASON FOR CHANGE ORDER NO. 1	\$ 50,000.00
Additional paving work for Water Main Projects and Street Cuts for water main breaks.	
NEW CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 1:	\$129,375.00

Accepted By:

Belden Asphalt

Date:

Accepted By:

Paul Vermaaten, Interim Director Water Dept.

Date:

Accepted By:

William R. Ross, City Manager

Date:

**Personnel & Labor Relations Department
Interoffice Memorandum**

To: William Ross, City Manager
From: Christopher W. Lewis, Personnel Director
Date: September 16, 2009
Re: Renewal Agreement for Workers' Compensation Liability and Third Party Administration - Broadspire

For the past twenty years the City has contracted with "Broadspire Services" to serve as its third party administrator (TPA) for workers' compensation claims. The current contract with Broadspire is set to expire on September 30, 2009.

In addition, the City carries "excess" insurance for workers' compensation liability which is also administered by a third party, the Midwest Employers Casualty Company. This contract will also expire September 30, 2009. The City of Jackson is self-insured for workers' compensation and purchases "excess liability coverage" for cases that may exceed a maximum of \$350,000.

This year, the City published a Request for Proposal (RFP) to several TPA's to evaluate the market (services and cost). Proposals were received from Accident Fund, Broadspire Services and Eagle Management. Each bidder was asked to assume that the city would have comparable experience to our most recent year. All of the bidders offered a two-year agreement.

After reviewing and evaluating all of the proposals I recommend the City Council approve a new two-year agreement with Broadspire Services. First, Broadspire presented a proposal for "excess" coverage from another carrier, "Safety National" that was less than the proposal from Midwest Employers Casualty Company. Moreover, Broadspire has provided the City with excellent workers' compensation TPA services for over 20 years. Also, Broadspire reduced their premium for TPA services from that of the previous three-year contract. The previous cost for TPA services and excess coverage was:

\$26,150 per year (excess liab) with Midwest Employers Casualty Company
\$21,195 per year (TPA services) Broadspire

\$47,345 per year for both

Mr. William Ross
September 16, 2009
Page 2

The new contract costs:

\$23,218 per year (excess liability) with Safety National
\$18,260 per year Broadspire Services (TPA)

\$41,478 per year for both

Based upon the proposed lower premium for both workers' compensation insurance and "excess liability coverage" combined with the good service of the current TPA, please request the City Council to authorize a new two-year agreement with Broadspire Services, Inc., subject to the review and approval of the contract terms by the City Attorney.

Please advise if you need any additional information.

Concurrence with Staff Recommendation:

William R. Ross, City Manager



MEMO TO: Honorable Mayor and City Councilmembers
FROM: William R. Ross, City Manager
DATE: September 16, 2009
SUBJECT: Proposed General Fund Budget Reductions

We indicated at the time of the adoption of the Fiscal Year Budget 2009-2010, that there needed to be close monitoring of the revenues and expenditures within the General Fund budget. We have become particularly concerned about a combination of a lack of action on the part of the Legislature related to revenue sharing and shortfalls in City income tax collections. We have, therefore, worked with City staff to develop a proposed set of additional reductions in the General Fund budget for consideration by the City Council. The proposals for various reductions will be outlined later in this memorandum, and in the attachments to the memorandum. We have also attached a resolution that would make the appropriate budget adjustments based on what we know at this point in time. This resolution includes all of the items contained in the recommendations. The resolution can be modified by the Council if certain proposed budget reductions are not acceptable to the Council.

First, some necessary information about the City's General Fund. The General Fund of the City is the portion of the budget that pays for most of the basic services that are provided by the City, and the portion that collects the majority of the tax revenue and revenue sharing that makes up the income of the City. The General Fund expenditures are approximately 67 percent dedicated to public safety. The remainder of the expenditures covers parks, cemeteries, general administration, certain pension and healthcare obligations, and similar items. The General Fund expenditures are approximately 75 percent for personal services, 20 percent for contractual and other services, four percent for materials and supplies, and one percent for Capital items. A copy of a pie chart showing this breakdown is enclosed with this memorandum for your reference. The General Fund currently does not fund street construction, park improvements, housing rehabilitation, water or sewer costs, and other items attributable to Enterprise Funds. The City is prohibited by State law from taking money from non-General Fund sources, and putting it into the General Fund except for reimbursement of appropriate, and necessary administrative and overhead costs. The City employs an independent accounting firm each year to calculate the amount of administrative and overhead costs that can be assigned to funds other than the General Fund, and therefore, have the cost reimbursed to the General Fund. What this means, for example, the City cannot, by law, take the money that is being made available for street construction and reconstruction from the federal government, and place that money in the General Fund. Federal and State law limits the use of those funds to street projects. This is unique in government accounting, and is different from the private sector where it is much easier to move money from one source to another.

The specific recommended budget reductions are as follows:

1. Transfer a portion of the salary of the individual in the Finance Department who manages the day-to-day affairs of the pension systems to the three pension boards. This change would require approval by the three pension boards. It is interesting to note that at the MAPERS Conference last weekend, this question was raised by another community with Michael VanOverbeke, who is the legal counsel to MAPERS and a number of pension boards. Mr. VanOverbeke indicated that not only is it legal and appropriate for the pension boards to pay for a portion or all of the costs of administrative overhead, but he highly recommends it so that the pension boards are covering their true costs. We recommend transferring \$30,000 of the costs of this individual to the three pension boards. We further recommend that the Act 345 Board pay \$20,000; the General Employee Pension Board pay \$5,000, and the Old Police and Fire Pension Board pay \$5,000.
2. Transfer the cost of leaf pickup from the General Fund to the Street Budget. This would result in a savings of \$90,000 to the General Fund. It would increase costs in the Street fund by \$90,000, which would result in a reduction in other street activities in order to balance that budget. The leaf pickup was previously paid from the Street funds, and was transferred to the General Fund a number of years ago. It is legal to pay these costs from the Street fund because the leaves are picked up from the City streets. The amount of savings to the General Fund would be \$90,000.
3. The General Fund currently pays for flowers and planters in the central business district including watering and maintenance. We recommend eliminating this program for a savings of \$6,084.
4. The General Fund includes funding for tree trimming and tree removal. We recommend reductions in tree trimming and tree removal in the following amounts:

Tree Trimming	\$14,970
Tree Removal	\$10,400
5. Chris Lewis has examined the staffing in his office, and is recommending the elimination of the Benefits Technician position. The work currently performed by the Benefits Technician would be undertaken by a healthcare broker who is already providing services to the City. There would be no additional costs to the City for the provision of these services. The savings to the General Fund would be \$64,089 annually.
6. Jim Parrott has recommended the opening and closing of the Ella Sharp Park Pool later and earlier than usual. The savings for opening the pool 14 days later in the Spring, and closing the pool approximately 10 days earlier, would be \$20,000, net of any revenue that might be received.

7. We are recommending closure of Fire Station No. 2, reducing fire staffing to 32. The estimated savings from this recommendation is \$487,572. A detailed outline of the analysis that was completed to support this recommendation is attached for your reference.

In summary, the following annual cost savings are recommended:

Clerical salary to pension boards	\$30,000
Leaf pickup to Streets budget	90,000
Flowers and planter reduction	6,084
Tree trimming	14,970
Tree removal	10,400
Contract for Benefits Technician work	64,089
Close Sharp Park Pool early and open later	20,000
Close Fire Station No. 2 and Staffing adjustments	<u>487,572</u>
TOTAL	\$ 723,115

These are difficult recommendations to make. Every one of these services has support in the community, and is part of what Jackson has done over the years to make itself a unique and vital community. The problem that we face in Jackson, and statewide in Michigan, is that the resources are not available to support the level of services that have been traditionally supplied.

We will be prepared to answer any questions, conduct any additional research, and make recommendations that the Council may feel is appropriate.

This matter will be placed on the agenda of your September 22, 2009, meeting for your review and comment at that time.

WRR:skh

Attachments

RESOLUTION

BY THE CITY COUNCIL :

WHEREAS, the City is projected to end fiscal year 2009 short of its projected fund balance by an amount approximating \$ 360,000, and

WHEREAS, it is estimated that income taxes for the current fiscal year, budgeted at \$ 8 million, will likely not exceed the FY 2009 estimated revenue figure of \$ 7.7 million, resulting in a current year projected shortage of \$ 300,000, and

WHEREAS, in an effort to maintain fund balance at the minimum levels that the City Council has set as a part of the FY 2010 budget process, the following budget adjustments are recommended ;

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

GENERAL FUND

	Decrease	Increase
REVENUES :		
101-201-699.731 Contribution from ERS Fund	\$	\$ 10,000
101-201-699.732 Contribution from Police/Fire Pension Fund		5,000
101-201-699.733 Contribution from Police/Fire Act 345 Fund		15,000
101-000-699.999 Appropriation from Fund Balance		
	626,862	
	\$ 626,862	\$ 30,000
 EXPENDITURES :		
101-226 Personnel-Salaries & Fringes	\$ 48,000	\$
101-337 Fire Administration-Termination Leave	48,558	
101-340 Fire Suppression-Termination Leave		90,000
101-340 Fire Suppression-Salaries & Fringes (Currently Vacant Positions Going Into FY 2010)	239,343	
101-340 Fire Suppression-Salaries & Fringes (Positions Vacanted Due to Recent Retirements)	179,507	
101-340 Fire Suppression-Station #2 Utilities/Misc.	10,000	
101-343 Fire Training-Tests & Supplies	20,000	
101-447 Grounds Maintenance- Leaf Pickup	90,000	
101-690 Forestry-Hanging Baskets/Flowers (Downtown)	6,084	
101-690 Forestry-Tree Trimming	14,970	
101-690 Forestry-Tree Removal	10,400	
101-699 Sharp Park Pool-Shorten Season	20,000	
	\$ 686,862	\$ 90,000

RESOLUTION

(continued)

MAJOR STREET FUND

		<u>Decrease</u>	<u>Increase</u>
REVENUES :			
202-000-699.999	Appropriation from Fund Balance	\$ -	\$ 90,000
		<hr/>	<hr/>
		\$ -	\$ 90,000
		<hr/> <hr/>	<hr/> <hr/>
 EXPENDITURES :			
202-463	Street Maintenance-Leaf Pickup	\$ -	\$ 90,000
		<hr/>	<hr/>
		\$ -	\$ 90,000
		<hr/> <hr/>	<hr/> <hr/>

**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 22nd day of September, 2009.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the Seal of the City of Jackson, Michigan, on this 23rd day of September, 2009.

_____ **City Clerk**



MEMO TO: Honorable Mayor and City Councilmembers
FROM: William R. Ross, City Manager
DATE: September 18, 2009
SUBJECT: Proposed Closure of Fire Station #2

The City covers an area of approximately 11 square miles. There are currently three (3) fire stations in the City with each station covering approximately a four-mile area. The elimination of one fire station will result in the remaining two stations being responsible for approximately a five-mile area. This will impact response time but it cannot be predicted by how much.

Fire fighting needs have changed in the City. Since the year, 2000 it is estimated that the City's population has decreased 7.7 percent, falling to an estimated 33,518 residents. According to utility billing records there are approximately 435 vacant homes in the City.

The elimination of Station #2, located at Milwaukee and Prospect Streets is recommended. Its engine company can be relocated to the Central Fire Station with only minor changes to fire department operations. Also, Fire Station #2 is closest to the City's border with Summit Township with which the City has an Automatic-Aid Agreement.

Due to the recent retirements of three Fire Fighters and the temporary assignment of one Captain to the Deputy Chief position, the number of fire suppression personnel has fallen to 31. With this staffing level it will be difficult to adequately staff the three existing fire stations and undoubtedly will result in increased overtime to backfill personnel who call in sick or who are on vacation. With a total of 31 fire suppression personnel, ten (10) Fire Fighters will be scheduled for each 24-hour shift. However, with scheduled vacations and sick calls, staffing will typically fall to eight (8) or fewer. Attempting to staff three fire stations with eight Fire Fighters per shift will result in three Fire Fighters, or fewer, being scheduled at each fire station. Eliminating Station #2 and consolidating staffing into two fire stations will allow four Fire Fighters to be available at each station to respond to emergencies. Moreover, by maintaining fire suppression staffing at 32 the City can save approximately \$487,000 in the current fiscal year.

For an urban city such as Jackson, the National Fire Prevention Association (NFPA 1710) recommends a response time of six (6) minutes or less for the arrival of the first engine company to 80 percent of the fire suppression and emergency medical incidents and a second engine company and supervisory Chief officers within ten (10) minutes to 80 percent of the incidents. In reality, the City is not always able to meet this recommended standard even with three fire stations.

The Fire Department recently underwent an ISO evaluation. This evaluation, known as the Public Protection Classification (PPC) is meant to determine a community's ISO rating on a scale from 1 – 10. The ISO conducts a field survey wherein they visit the community to observe and evaluate features of the fire-protection systems. ISO objectively evaluates three major areas:

Fire Alarm and Communications Systems – 10%

Fire Department – 50%. ISO focuses on a fire department's first-alarm response and initial attack to minimize potential loss. Here, the ISO reviews such items as engine companies, ladder or service companies, distribution of fire stations and fire companies, equipment carried on apparatus, pumping capacity, reserve apparatus, department personnel and training.

Water Supply – 40%. A review of the water-supply system is used to determine the adequacy for fire-suppression purposes. They also evaluate hydrant size, type, and installation, as well as inspection frequency and condition of the fire hydrants.

The City's current ISO rating is a "3" with "1" being the best. It is anticipated that this rating may fall as low as a "5" due to reduced staffing levels. Closing a fire station may also affect this rating.

According to the NFPA, "response coverage consists of the spacing or location of multiple [fire fighting] resources so that an 'effective response' force arrives on scene in sufficient time frames to restrict the escalation of an emergency. In a fire situation, this is before a 'Flashover' occurs which varies with time the fire has been burning and the fire load. From an emergency medical perspective, a 6-minute time frame is used as a means of service level measurement. In the event of hazardous materials, response it depends on contents and location."

As demonstrated by the data below, the Fire Department's workload is primarily responding to medical emergencies rather than fighting fires.

In the calendar year 2007, the Jackson Fire Department responded to a total of 4,739 emergency incidents. This can be broken down into 174 total fires, of which 109 were structure fires, 41 hazardous material responses, and **3,193 emergency medical calls**. The remaining 1,331 calls were for mutual aid, vehicle accidents, other hazard responses, and false alarms.

In 2008, there were 4,450 emergency responses; of which 135 were fires, including 81 structure fires; 43 hazardous material responses, and **3,111 emergency medical responses**. The remaining 1,204 calls were mutual aid, vehicle accidents, other hazard responses, and false alarms.

For the year 2009, the data is incomplete, but as of August 31, there were 2,953 emergency responses. There have been 80 fires, of which 55 were structure fires; 20 hazardous material responses, and **2,069 emergency medical responses**. The remaining 784 calls for service have been for mutual aid, vehicle accidents, and other hazard responses, and false alarms.

WRR:skh

Attachment

	2007 L1	2007 SQ-1	2007 Other	2007 E-2	2007 E-3	2008 L-1	2008 SQ-1	2008 Other	2008 E-2	2008 E-3	2009 L-1	2009 SQ-1	2009 Other	2009 E-2	2009 E-3
111: Building Fires	53	2	1	30	29	39	2	5	32	25	21	0	1	17	12
300: Rescue, EMS	10	128	1	43	46	36	213	11	97	67	72	253	34	34	99
311: Medical Assist	69	201	9	77	303	75	148	6	34	305	140	55	14	17	161
321: EMS Call	74	1214	10	427	95	94	945	11	383	48	160	343	57	306	39
381: Rescue EMS Standby	18	277	2	66	48	11	386	2	83	67	4	109	18	60	36
611: Dispatch/Cancelled	25	239	3	80	118	40	185	4	62	143	48	70	21	44	56
651: Smoke Scare	52	0	3	24	21	47	1	0	15	16	31	0	2	18	9

Recommended staffing levels for moderate fire risk breakdown in the following manner:

Attack line	2	-	1 st Engine
Search & Rescue	2	-	2 nd Engine
Ventilation	2	-	Ladder Truck
Backup Line (RH)	2	-	Automatic Aid
Pump Operator	1	-	Ladder or 2 nd Engine
Water Supply	1	-	Automatic Aid or Engine
Command/Safety	2	-	Captain or Asst. Chief
TOTAL	12		

Without hiring Fire Fighters on overtime to backfill for personnel who call in sick or who are on vacation may reduce the per-shift staffing to 7 or 6.

Current staffing of three fire stations corresponds to the following:

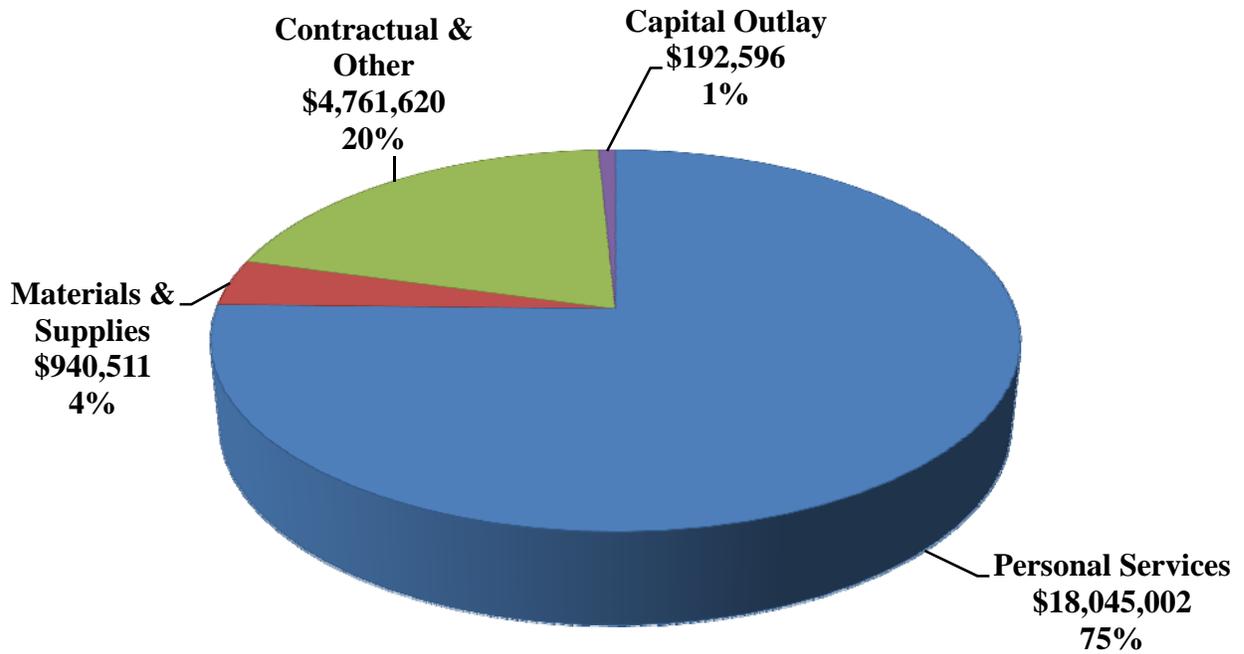
Staffing Levels	Headquarters	Engine 2	Engine 3
10	4	3	3
9	3	3	3
8	3	3	2
7	3	2	2
6	2	2	2

Closing Station #2 and consolidating staffing into two fire stations will result in the following:

Staffing Levels	Headquarters	Engine 3
10	6	4
9	5	4
8	4	4
7	4	3
6	3	3

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

**City of Jackson
Fiscal Year 2009/10 Adopted Budget
General Fund Expenditures
By Category**



Personal Services	\$18,045,002	75%
Materials & Supplies	940,511	4%
Contractual & Other	4,761,620	20%
Capital Outlay	192,596	1%
Total General Fund Budget	<u>\$23,939,729</u>	<u>100%</u>

MEMORANDUM

CITY OF JACKSON
PERSONNEL AND LABOR RELATIONS
161 West Michigan Avenue
Jackson, MI 49201
(517) 788-4046 * Facsimile (517) 768-5824

September 17, 2009

To: William Ross, City Manager
From: Christopher W. Lewis, Director-P&LR
Subject: 2009-2010 Wage and Salary Increases for Non-Union Employees

Attached please find two proposed ordinances establishing new compensation schedules for non-union employees. The first proposed ordinance addresses all full-time non-union employees except the four Council appointees, the Police Department vacant Community Service Officer positions and School Crossing Guards, and the Fire Department vacant Fire Cadet positions. The second proposed ordinance addresses the Police Department School Crossing Guards.

All of the proposed compensation schedules represent an increase in all steps of 3% from the current year. This is the amount that has been included in the administrative budget for 2009-2010.

Ordinance amendments require two readings and adoption at least 30 days prior to becoming effective. Please place this item on the agenda of the September 22, City Council meeting for a first reading.

If you have any questions regarding this matter, please call me.

Attachments

Approved by the City Manager:

William R. Ross
September 17, 2009

ORDINANCE NO. _____

**AN ORDINANCE TO ESTABLISH COMPENSATION RATES FOR
ADMINISTRATIVE AND SUPERVISORY EMPLOYEES OF THE CITY
OF JACKSON**

THE CITY OF JACKSON ORDAINS:

Section 1: Definition. For purposes of this ordinance, the term "Administrative and Supervisory Employees" shall mean employees and appointive officials of the City of Jackson not covered by a current labor agreement, but excluding the City Manager, City Attorney, City Clerk and City Assessor.

Section 2: As of October 22, 2009, Administrative and Supervisory Employees shall be compensated on the basis of the annual salary rates shown on the attached "Schedule I, Administrative and Supervisory Employees," according to the employee's appropriate step rate within the Class Grade assigned the individual employee under the Personnel Policy.

Section 3: The City Council shall establish by resolution the appropriate salary step for the City Clerk within the applicable classification grade.

Section 4: Repeal. Ordinance 475 is hereby repealed as of October 22, 2009.

Section 5: This ordinance shall take effect thirty (30) days from the date of final adoption.

* * * * *

Adopted: DRAFT

APPENDIX A-1

SCHEDULE I
ADMINISTRATIVE AND SUPERVISORY EMPLOYEES
PAY RATES

EFFECTIVE NOVEMBER 6, 2009 - 3.0%

Class Grade	Pay Basis	Minimum										Maximum Step 10
		Step 1	Step 1-1/2	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	
4	Annual	31,346	31,879	32,411	33,509	34,648	35,824	37,040	38,295	39,596	40,937	42,329
	Bi-Wkly	1,205.63	1,226.12	1,246.57	1,288.80	1,332.60	1,377.84	1,424.60	1,472.88	1,522.93	1,574.50	1,628.03
	Hourly	15.0703	15.3265	15.5821	16.1100	16.6575	17.2230	17.8075	18.4110	19.0366	19.6813	20.3504
5	Annual	33,142	33,706	34,268	35,426	36,623	37,866	39,145	40,474	41,843	43,258	44,724
	Bi-Wkly	1,274.69	1,296.38	1,318.02	1,362.54	1,408.58	1,456.39	1,505.58	1,556.67	1,609.34	1,663.78	1,720.16
	Hourly	15.9336	16.2047	16.4752	17.0317	17.6073	18.2049	18.8197	19.4584	20.1168	20.7972	21.5020
6	Annual	34,940	35,530	36,121	37,342	38,603	39,907	41,258	42,650	44,091	45,579	47,120
	Bi-Wkly	1,343.85	1,366.54	1,389.28	1,436.23	1,484.75	1,534.89	1,586.85	1,640.37	1,695.81	1,753.05	1,812.30
	Hourly	16.7982	17.0818	17.3660	17.9528	18.5594	19.1861	19.8356	20.5047	21.1976	21.9132	22.6537
7	Annual	36,937	37,565	38,193	39,495	40,838	42,228	43,662	45,151	46,682	48,272	49,917
	Bi-Wkly	1,420.64	1,444.81	1,468.97	1,519.02	1,570.69	1,624.17	1,679.32	1,736.56	1,795.47	1,856.63	1,919.88
	Hourly	17.7580	18.0601	18.3621	18.9877	19.6336	20.3021	20.9914	21.7070	22.4434	23.2078	23.9985
8	Annual	39,131	39,799	40,466	41,845	43,274	44,748	46,271	47,850	49,479	51,165	52,913
	Bi-Wkly	1,505.05	1,530.75	1,556.39	1,609.44	1,664.40	1,721.07	1,779.65	1,840.37	1,903.05	1,967.88	2,035.13
	Hourly	18.8132	19.1343	19.4549	20.1180	20.8050	21.5134	22.2456	23.0047	23.7882	24.5985	25.4391
9	Annual	40,533	41,303	42,073	43,673	45,332	47,054	48,841	50,704	52,626	54,626	56,704
	Bi-Wkly	1,558.96	1,588.56	1,618.21	1,679.74	1,743.52	1,809.77	1,878.51	1,950.14	2,024.07	2,101.00	2,180.94
	Hourly	19.4870	19.8570	20.2276	20.9968	21.7940	22.6222	23.4813	24.3768	25.3009	26.2625	27.2617
10	Annual	43,328	44,153	44,978	46,696	48,482	50,328	52,253	54,247	56,316	58,467	60,697
	Bi-Wkly	1,666.45	1,698.19	1,729.93	1,796.00	1,864.68	1,935.70	2,009.73	2,086.42	2,166.02	2,248.72	2,334.51
	Hourly	20.8306	21.2274	21.6242	22.4500	23.3085	24.1963	25.1216	26.0802	27.0752	28.1089	29.1814
11	Annual	46,122	46,997	47,872	49,691	51,574	53,532	55,564	57,671	59,860	62,134	64,491
	Bi-Wkly	1,773.93	1,807.58	1,841.23	1,911.20	1,983.61	2,058.92	2,137.09	2,218.11	2,302.29	2,389.75	2,480.41
	Hourly	22.1741	22.5948	23.0154	23.8900	24.7951	25.7364	26.7136	27.7264	28.7786	29.8719	31.0052
12	Annual	49,119	50,049	50,980	52,917	54,926	57,008	59,174	61,420	63,753	66,174	68,687
	Bi-Wkly	1,889.18	1,924.98	1,960.77	2,035.27	2,112.54	2,192.61	2,275.93	2,362.30	2,452.05	2,545.14	2,641.80
	Hourly	23.6148	24.0622	24.5097	25.4409	26.4067	27.4077	28.4491	29.5287	30.6507	31.8143	33.0226
13	Annual	52,309	53,309	54,308	56,381	58,529	60,765	63,082	65,490	67,988	70,584	73,275
	Bi-Wkly	2,011.87	2,050.34	2,088.75	2,168.50	2,251.10	2,337.13	2,426.22	2,518.83	2,614.92	2,714.78	2,818.26
	Hourly	25.1484	25.6292	26.1094	27.1062	28.1387	29.2142	30.3277	31.4854	32.6865	33.9347	35.2282
14	Annual	55,507	56,562	57,616	59,810	62,084	64,446	66,891	69,442	72,083	74,823	77,668
	Bi-Wkly	2,134.89	2,175.45	2,216.02	2,300.38	2,387.85	2,478.70	2,572.74	2,670.83	2,772.41	2,877.79	2,987.23
	Hourly	26.6862	27.1932	27.7002	28.7548	29.8481	30.9837	32.1592	33.3854	34.6551	35.9724	37.3404
15	Annual	58,503	59,613	60,723	63,036	65,433	67,924	70,506	73,189	75,974	78,863	81,864
	Bi-Wkly	2,250.10	2,292.80	2,335.51	2,424.45	2,516.64	2,612.44	2,711.78	2,814.97	2,922.07	3,033.18	3,148.62
	Hourly	28.1262	28.6601	29.1939	30.3057	31.4580	32.6555	33.8972	35.1871	36.5259	37.9147	39.3578

SCHEDULE I (CONTD)
ADMINISTRATIVE AND SUPERVISORY EMPLOYEES
PAY RATES

EFFECTIVE NOVEMBER 6, 2009 - 3.0% (Contd)

Class Grade	Pay Basis	Minimum										Maximum
		Step 1	Step 1-1/2	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	
16	Annual	61,497	62,667	63,836	66,265	68,786	71,403	74,115	76,934	79,864	82,901	86,054
	Bi-Wkly	2,365.25	2,410.25	2,455.25	2,548.67	2,645.62	2,746.28	2,850.57	2,959.01	3,071.69	3,188.52	3,309.77
	Hourly	29.5657	30.1281	30.6906	31.8583	33.0702	34.3286	35.6322	36.9876	38.3961	39.8565	41.3722
17	Annual	64,491	65,718	66,943	69,491	72,130	74,880	77,725	80,686	83,755	86,940	90,245
	Bi-Wkly	2,480.41	2,527.60	2,574.74	2,672.74	2,774.22	2,879.98	2,989.42	3,103.29	3,221.36	3,343.85	3,470.98
	Hourly	31.0052	31.5950	32.1843	33.4092	34.6777	35.9998	37.3678	38.7911	40.2670	41.7982	43.3872
18	Annual	67,687	68,978	70,269	72,954	75,738	78,631	81,635	84,753	87,992	91,352	94,841
	Bi-Wkly	2,603.34	2,653.01	2,702.67	2,805.91	2,913.02	3,024.26	3,139.80	3,259.73	3,384.32	3,513.54	3,647.72
	Hourly	32.5417	33.1626	33.7834	35.0739	36.4127	37.8033	39.2475	40.7466	42.3040	43.9193	45.5964
19	Annual	71,480	72,838	74,197	77,020	79,953	82,994	86,152	89,431	92,833	96,362	100,029
	Bi-Wkly	2,749.24	2,801.48	2,853.72	2,962.30	3,075.12	3,192.09	3,313.54	3,439.66	3,570.50	3,706.25	3,847.29
	Hourly	34.3655	35.0185	35.6715	37.0288	38.4390	39.9011	41.4193	42.9958	44.6312	46.3281	48.0911
20	Annual	75,274	76,710	78,146	81,124	84,216	87,428	90,763	94,225	97,819	101,546	105,422
	Bi-Wkly	2,895.14	2,950.38	3,005.63	3,120.17	3,239.09	3,362.63	3,490.90	3,624.03	3,762.25	3,905.63	4,054.68
	Hourly	36.1893	36.8798	37.5703	39.0021	40.4886	42.0329	43.6362	45.3003	47.0282	48.8204	50.6834
21	Annual	79,066	80,567	82,069	85,193	88,427	91,791	95,278	98,902	102,663	106,565	110,615
	Bi-Wkly	3,040.99	3,098.72	3,156.49	3,276.65	3,401.05	3,530.41	3,664.54	3,803.91	3,948.57	4,098.67	4,254.44
	Hourly	38.0124	38.7340	39.4561	40.9581	42.5132	44.1302	45.8068	47.5489	49.3572	51.2334	53.1805

A. The City Manager, City Attorney and City Assessor shall be compensated under separate contracts with the City Council.
Adopted: DRAFT



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: September 18, 2009
SUBJECT: Notice of Date of Retirement

I had previously notified the Council of my intention to retire. I have now established October 2, 2009, as my retirement date. Please accept this notice of resignation as of October 2, 2009.

Thank you.

WRR:skh

Julius A. Giglio
City Attorney

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

OFFICE OF THE



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

CITY ATTORNEY

MEMORANDUM
September 18, 2009

TO: Honorable Mayor and City Council

FROM: Julius A. Giglio, City Attorney

RE: Christian Science Reading Room
Hayes Building Lease

Attached please find an email received on September 18 from Andy Walz, Chairman of the Board of the Christian Science Church. Mr. Walz contacted me in reference to the termination of tenancy notice I previously served on the church in reference to the Christian Science Reading Room at the former Hayes Hotel property. Mr. Walz indicated they are exploring options to move. However, they do not believe they will be able to vacate the building as of October 15, 2009, the date stated on the termination notice. Mr. Walz is requesting that they be allowed to keep their furniture and other personal property in the building while they seek alternative locations. The Reading Room will terminate its operations as of October 15, 2009, in compliance with our notice to terminate.

I informed Mr. Walz that if Council agreed to extend the time for vacating the property, the City will not be responsible for any damage to the Church's property. Further, I explained that we would not be heating the property.

If Council is willing to extend the time for the Church to remain at the site, I will draft appropriate documents including an indemnification and release agreement. The requisite action is to authorize the Christian Science Church to leave their furnishings, books, and other personal property at the site after October 15, 2009 and no later than December 31, 2009, for the City Attorney to draft appropriate documents in compliance with that directive, and authorize the Mayor and Clerk to sign the agreement.

If Council has any questions, please contact me.

JG/cr

cc: William Ross, City Manager, w/enc.

Julius Giglio

From: walzka@aol.com
Sent: Friday, September 18, 2009 9:50 AM
To: Julius Giglio
Subject: Fwd: Christian Science Reading Room

Dear Mr Giglio,

I am resending this e-mail as I made a mistake in your e-mail address the first time I sent it out.

Andy Walz

-----Original Message-----

From: walzka@aol.com
To: giglioja@citofjackson.org
Sent: Fri, Sep 18, 2009 9:40 am
Subject: Christian Science Reading Room

Dear Mr Giglio,

As Chairman of the Board of the Christian Science Church I am requesting that the City of Jackson allow us to continue to leave the furnishings, books etc currently used in the operation of the reading room in the reading room for a period ending no later than December 31, 2009.

The Church had anticipated the possible closing of the Hayes Hotel building but did not anticipate that we would have to vacate the premises by October 15. We are currently exploring our options including finding a new location.

Our first choice is to find a new location downtown and move to that location. Allowing us to continue to store our furniture etc in the reading room would allow us to explore our options without having to move everything twice.

We will plan to cease operations as of October 15.

I very much appreciate your willingness to work with us and bringing our proposal to the City Commission.

Thank you very much for your assistance.

Sincerely,

Andy Walz
Chairman

Click [here](#) to report this email as spam.

9/18/2009

City of Jackson Police Department
216 East Washington Avenue
Jackson, Michigan 49201
(517) 788-4127



MEMORANDUM

DATE: September 3, 2009

TO: William R. Ross
City Manager

FROM: Matthew R. Heins
Chief of Police

SUBJECT: August Manager's Report

Chief Matthew Heins

- Attended:
 - Homicide Victim Memorial Re-Dedication
 - Meeting with City Attorney regarding FOIA
 - Budget meeting with City Manager, Finance Director, and JPD employees
 - Meeting regarding affect of changes to Records
 - Meeting with Blackman Township Department of Public Safety
 - Meeting with both POLC union presidents regarding 12-hour shift schedule
 - HRC's Harold White Breakfast
 - Meeting to review JPD Commander goals
 - Budget deficit strategy meeting
- 80 hours of vacation

Deputy Chief John Holda

- Attended:
 - Pension Board Meeting
 - Department Head Meetings (3)
 - FOIA Meeting –City Attorney
 - Policy Review Meeting
 - Training Consortium Meeting
 - Area Chief's Meeting
 - Budget Shortfall Meeting
 - Awards Board Meeting
 - Community Corrections Advisory Board Meeting
 - HRC Meeting
 - Grievance meeting – POLC-NS

- Follow-up meeting w/ Detectives
- Grant review meetings (2)
- Carter Lawsuit – Municipal League
- Allegiance Health Parking Deck Opening
- Jackson Public Schools –Annual Stakeholders

Lt. Aaron Kantor

- Attended:
 - Local Emergency Planning Committee meeting at the OEM
 - Corrections Liaison Committee meeting at Regional Administrator's Office
 - Coordinator's meeting
 - Mental Health court meeting
 - John George Home board meeting
 - SRT joint training with Washtenaw County's SWAT team
 - Project Safe Neighborhoods meeting
 - Meeting with Don Nelson and State Electronics over fiber optic switch over
- Supervised the health care protests at Congressman Mark Schauer's Jackson office
- Other update information:
 - Anticipating additional federal indictments as a result of our partnership with ATF
 - Random audit checks in evidence management
 - Working with the City Attorney's office to amend two additional city ordinances.
 - Reserve Unit Ordinance
 - Dangerous Weapon Ordinance
 - Researching elimination of monthly phone line expenses by switching to fiber optic
 - Detectives investigating child abuse case with a 10 month old who died of his injuries.
 - One PSN saturation patrol this month

Lt. Christopher Simpson

- Attended:
 - Ordinance Review meeting
 - 12 hour shift meeting with commanders and union presidents
 - HRC Awards breakfast
 - Review department goals with commanders
 - 13 Training in Dearborn, *Labor Law and Arbitration*
 - Workshop at Jackson Country Club, *Ending Stereo Types*
 - Evaluation Committee meeting
 - Human Service Coordination Alliance community meeting
 - Domestic Violence Coordinating Alliance meeting
- Created schedule for events for OSHP grant
- Worked with JNET, Detective Bureau, and Patrol for fugitive arrest of attempted murder
- One week military leave



Jackson Brownfield Redevelopment Authority

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

September 16, 2009

TO: William R. Ross, City Manager

FROM: Carol Konieczki, Community Development Director

RE: **Agreement with CP Federal Credit Union (CPFCU) to Provide Financial Services for the Jackson Brownfield Redevelopment Authority for Loan Applications Utilizing Funding From the Local Site Remediation Revolving Fund (LSRRF) or the US Environmental Protection Agency Revolving Loan Fund (RLF).**

The Jackson Brownfield Redevelopment Authority (JBRA) will utilize the financial services of CP Federal Credit Union (CPFCU) to determine creditworthiness of loan applicants requesting money for environmental remediation activities. The loans will be available through the JBRA from either the Local Site Remediation Revolving Fund (LSRRF) or the US EPA Revolving Loan Fund (RLF). The LSRRF has \$355,833, and the RLF has \$900,000 available for loans at this time.

Scope of Services

- 1) Provide all documentation necessary to execute a loan
- 2) Meet with applicants to discuss the terms and conditions of the loan and answer questions throughout the application process
- 3) Obtain documentation as required for financial review and closing
- 4) Subcontract the financial review process to Cencorp Business Solutions, LLC. to establish cash flow and creditworthiness of the applicant
- 5) Provide a summary of the financial review to the JBRA using a grading system
- 6) Attend JBRA meeting when a loan application is being considered
- 7) Assist applicant with finalization of all documents required to close on the loan
- 8) Provide 3 copies of all final documents with original signatures to the City of Jackson
- 9) Execute other duties and tasks necessary to complete work under this agreement

Fee Schedule

Fees are on a not to exceed basis with a maximum of \$10,000 per loan. The fee schedule will be subject to annual review and adjustment.

Loan Amount	< \$300,000	\$300,000 - \$1,000,000	\$1,000,000 <
Application Fee	\$125	\$125	\$125
Processing Fee	.50%	.40%	.35%
Document Fee	.25%	.25%	.25%

Examples:

Loan of \$100,000 = Total Fees \$875
 Loan of \$900,000 = Total Fees \$5,975

The scope of services, costs, and contract has been reviewed by the City Attorney. The Contract amount does not exceed City Purchasing Policy guidelines.

This memorandum is informational only and no action is required.