



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

AGENDA - CITY COUNCIL MEETING

January 22, 2013

6:30 p.m.

1. **CALL TO ORDER.**
1. **PLEDGE OF ALLEGIANCE** - Invocation by Kimberly Jaquish, 2nd Ward City Councilmember.
3. **ROLL CALL.**
4. **ADOPTION OF AGENDA.**
5. **CITIZEN COMMENTS. (3-Minute Limit)**
6. **EXECUTIVE SESSION.**
Executive Session to discuss pending litigation.
7. **RETURN TO OPEN SESSION.**
8. **PRESENTATIONS/PROCLAMATIONS.**
9. **CONSENT CALENDAR.**
 - A. **Minutes of Regular Meeting on January 8, 2013:**
Approve the minutes of the regular City Council meeting of January 8, 2013.
 - B. **Board of Review Reappointment:**
Approve the Mayor's recommendation to reappoint Ken Stapleton to the Board of Review for a three-year term, beginning February 1, 2013, and ending January 31, 2016.
 - C. **Income Tax Board of Review Reappointments:**
Approve the Mayor's recommendation to reappoint Frederick L. Davies, Joseph Whelan, and Arlene Robinson to the Income Tax Board of Review for a three-year term each, beginning February 1, 2013, and ending January 31, 2016.

- D. Jackson District Library Board of Trustees Reappointment:**
Approve the Mayor's recommendation to reappoint Teresa Delph to the Jackson District Library Board of Trustees for a four-year term beginning February 3, 2013, and ending February 2, 2017.
- E. Ella Sharp Park Board of Trustees:**
Approve the request from the Parks, Recreation and Grounds Director to honor Victor Cuiss as an Emeritus Ella Sharp Park Board Member in accordance with the recommendation made by the Ella Sharp Park Board of Trustees during their meeting on December 6, 2012.
- F. Traffic Control Order Nos. 2139 and 2140:**
Approve Traffic Control Order Nos. 2139 and 2140 to make North Street east of North Cooper Street and Leroy Street east of North Cooper Street designated School Zones around St. Johns Elementary School/Jackson Catholic Middle School.
- G. Jackson County Drain Commissioner Invoices – Storm Water:**
Approve payment of an invoice from the Jackson County Drain Commissioner for Jackson Urbanized Area Phase II Implementation Assistance, in the amount of \$26,998.46, in accordance with the recommendation of the City Engineer.
- H. CDBG and HOME Financial Summaries:**
Receive the Community Development Block Grant and HOME Financial Summaries through December 31, 2012.
- I. City Financial Statements Ending December 31, 2012:**
Receive the City of Jackson's summary of revenue and expenditures for six (6) months ended, December 31, 2012.
- J. City Treasurer's Report – July 1, 2012 – December 31, 2012:**
Receive the City Treasurer's report for July 1, 2012 – December 31, 2012.
- K. Request for Funding from HRC:**
Approve a request from the Human Relations Commission to partially fund the Teresa Delph Essay/Oratorical Contest at \$500.00.

10. PUBLIC HEARINGS.

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

- A. Public Hearing for Special Assessment Roll No. 3374:**
Public hearing on Special Assessment Roll No. 3374 for Street Repaving on High Street from Cooper to Losey.
 - 1. Resolution confirming Roll No. 3374.

B. Public Hearings for Special Assessment Rolls Nos. 4218-4223:

1. Public hearing on Special Assessment Roll No. 4218 - Delinquent Miscellaneous General Fund Accounts Receivable.
 - a. Resolution confirming Roll No. 4218.
2. Public hearing on Special Assessment Roll No. 4219 - Delinquent Miscellaneous Building Fund Accounts Receivable.
 - a. Resolution confirming Roll No. 4219.
3. Public hearing on Special Assessment Roll No. 4220 - Delinquent Miscellaneous Housing Code Enforcement Fund Accounts Receivable.
 - a. Resolution confirming Roll No. 4220.
4. Public hearing on Special Assessment Roll No. 4221 - Delinquent Miscellaneous Building Demolition Fund Accounts Receivable.
 - a. Resolution confirming Roll No. 4221.
5. Public hearing on Special Assessment Roll No. 4222 - Delinquent Miscellaneous Waste Water Fund Accounts Receivable.
 - a. Resolution confirming Roll No. 4222.
6. Public hearing on Special Assessment Roll No. 4223 - Delinquent Miscellaneous Public Works Fund Accounts Receivable.
 - a. Resolution confirming Roll No. 4223.

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

C. Public Hearing for CDBG and HOME 2013-2014 Annual Action Plan:

Public hearing to receive citizen comments for the 2013-2014 Community Development Block Grant (CDBG) and HOME Annual Action Plan.

D. Request for Alley Vacation - Blackman Street:

Public hearing on the request from Donald Bendzinski to vacate a 16.5 foot wide alley running east and west 232 feet from the east line of N. Blackstone Street to the west line of Blackman Avenue. (City Planning Commission recommends approval of the vacation.)

1. Resolution vacating the alley.

- E. Request for Alley Vacation - Lansing Avenue:**
Public hearing on the request from the County of Jackson to vacate an alley located southeast of 521 Lansing Avenue and northwest of 511 Lansing Avenue. (City Planning Commission recommends approval of the vacation.)

1. Resolution vacating the alley.

11. OTHER BUSINESS.

12. NEW BUSINESS.

- A. Appeal for Reduction of Mowing Invoice:**
Consider a request from Irving French, Managing Member, JF Development LLC, appealing Mowing Invoice #1200007433, asking to reduce the invoiced amount from \$289.29 to \$175.00, for mowing a vacant parcel behind 2044 South Cooper.

- B. Resolution Approving Street List for 2014-2017 Transportation Improvement Plan:**

Resolution approving the street list as selected for inclusion in the 2014-2017 Transportation Improvement Plan (TIP) and to acknowledge that the City is willing to pay the local match for the selected projects.

- C. Resolutions Amending Streetlighting Contract:**
Resolutions amending the Consumers Energy Standard Streetlighting Contract and authorization for the Mayor and City Clerk to sign the appropriate documents.

- D. Resolution Establishing Election Receiving Boards:**
Resolution establishing Receiving Boards for elections held in the City in 2013.

- E. Request to Install VHF Transmitter & Radio Equipment - Police:**
Authorization for Advanced Wireless Telecom to install five channel VHF transmitter and related radio equipment at a total cost of \$146,395.52.

- F. Amendments to the Personnel Policy/ERS Pension System:**
1. Amend the applicable retirement system and personnel policies to change the non-union pension multiplier for the defined benefit plan to 1.25% for eligible full-time non-union employees hired on or after March 1, 2013.
 2. Approve the adoption of the MERS Defined Contribution plan for all eligible full-time non-union employees hired on or after March 1, 2013, and any applicable contract employees with a defined contribution plan in their employment contract.

G. First Ward City Councilmember Selection:

1. Consideration the following procedure:
 - a. Drawing by lot for order of candidate presentations.
 - b. Candidate presentations to City Council.
 - c. Question and Answer Period.
 - d. Balloting to elect First Ward Councilmember.
 - e. Motion to appoint selected First Ward Councilmember.
 - f. Swearing-in of First Ward Councilmember by City Clerk.

13. CITY COUNCILMEMBERS' COMMENTS.

14. MANAGER'S COMMENTS.

15. ADJOURNMENT.

JACKSON CITY COUNCIL MEETING

MINUTES

JANUARY 8, 2013

CALL TO ORDER.

The Jackson City Council met in regular session in City Hall and was called to order at 6:30 p.m. by Mayor Martin J. Griffin.

PLEDGE OF ALLEGIANCE.

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

ROLL CALL.

Present: Mayor Martin J. Griffin and Councilmembers Kimberly Jaquish, Andrew R. Frounfelker and Derek J. Dobies—4. Absent with excuse: Councilmembers Daniel P. Greer and Laura Dwyer Schlecte--2. Vacant: 1st Ward --1.

Also present: City Manager Patrick Burtch, City Attorney Julius A. Giglio, City Clerk Lynn Fessel, Police Chief Matt Heins, City Assessor David Taylor and City Engineer Jon Dowling.

AGENDA.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Dobies to adopt the agenda. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Frounfelker and Dobies—4. Nays: 0. Absent: Councilmembers Greer and Schlecte--2. Vacant: 1st Ward—1.

CITIZEN COMMENTS.

John Wilson shared his thoughts on closing the Ella Sharp Park pool, including fundraising for a new pool and sponsorship by Consumers Energy.

Mark Muhich presented the Mayor with a Sierra Club calendar and discussed “Oak Wilt” which is a disease that infects and kills ornamental and forest oak trees, but is preventable.

EXECUTIVE SESSION.

EXECUTIVE SESSION TO DISCUSS COLLECTIVE BARGAINING.

Motion was made by Councilmember Dobies and seconded by Councilmember Jaquish to go into closed executive session to discuss collective bargaining. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Frounfelker and Dobies—4. Nays: 0. Absent: Councilmembers Greer and Schlecte--2. Vacant: 1st Ward—1.

RETURN TO OPEN SESSION.

Motion was made by Councilmember Dobies and seconded by Councilmember Frounfelker to return to open session. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Frounfelker and Dobies—4. Nays: 0. Absent: Councilmembers Greer and Schlecte--2. Vacant: 1st Ward—1.

PRESENTATIONS/PROCLAMATIONS.

A. ELLA SHARP PARK POOL PRESENTATION: PRESENTATION BY PARKS & RECREATION DIRECTOR KELLI HOOVER REGARDING THE ELLA SHARP PARK POOL.

Director Kelli Hoover used a power point presentation to discuss the history, function, programs and current condition of the Ella Sharp Park pool. She explained that Jackson Public Schools is allowing the City to use the pool at Parkside for the summer and touched on the “Fill the Pool” fundraising campaign.

1. APPROVE THE RECOMMENDATION MADE BY THE PARKS AND RECREATION COMMISSION AT THEIR DECEMBER 19, 2012, MEETING REGARDING THE ELLA SHARP PARK POOL.

Motion was made by Councilmember Dobies and seconded by Councilmember Jaquish to approve the recommendation of the Parks and Recreation Commission which is to close the pool. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Frounfelker and Dobies—4. Nays: 0. Absent: Councilmembers Greer and Schlecte--2. Vacant: 1st Ward—1.

B. STORM WATER UTILITY PRESENTATION: PRESENTATION BY CITY ENGINEER JON DOWLING, STORM WATER UTILITY – WHY HAVE ONE?

City Engineer Jon Dowling used a power point presentation to discuss the history of the City’s sewer system, Federal Pollution and Clean Water Acts, the growth of storm water utilities across the nation and the creation and purpose of Jackson’s Storm Water Utility.

CONSENT CALENDAR.

Motion was made by Councilmember Dobies and seconded by Councilmember Frounfelker to approve the following Consent Calendar. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Frounfelker and Dobies—4. Nays: 0. Absent: Councilmembers Greer and Schlecte--2. Vacant: 1st Ward—1.

Consent Calendar

- A. MINUTES OF REGULAR MEETING OF DECEMBER 11, 2012:**
Approve the minutes of the regular City Council meeting of December 11, 2012.
- B. MINUTES OF SPECIAL MEETING OF DECEMBER 19, 2012:**
Approve the minutes of the special City Council meeting of December 19, 2012.
- C. DOWNTOWN DEVELOPMENT AUTHORITY BYLAWS:**
Approve the request from the Jackson Downtown Development Authority (DDA) to amend their bylaws regarding committees and advisory boards, as recommended by the DDA at their December 13, 2012, meeting.
- D. CITY PLANNING COMMISSION REAPPOINTMENT:**
Approve the Mayor's recommendation to reappoint Clyde Mauldin to the City Planning Commission for a three-year term beginning immediately, and ending December 31, 2015.
- E. JACKSON COUNTY COMPREHENSIVE TRAFFIC SAFETY PROJECT:**
Approve the Mayor's recommendation to appoint Troy White to the Jackson County Comprehensive Traffic Safety Project, filling a current vacancy, beginning immediately, and ending December 31, 2013. This position serves as a representative of the City Council.

PUBLIC HEARINGS.

None.

OTHER BUSINESS.

- A. ELLA SHARP PARK DEER HARVEST:**
RESOLUTION SUSPENDING ENFORCEMENT OF ORDINANCES THAT PROHIBIT THE POSSESSION AND USE OF THE FIRE ARMS WITHIN THE CITY AS IT APPLIES TO EMPLOYEES AND AGENTS OF AARON'S NUISANCE ANIMAL CONTROL DURING SAID DEER HARVEST WITHIN ELLA SHARP PARK DURING THE MONTHS OF JANUARY AND /OR FEBRUARY 2013.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Dobies to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Frounfelker and Dobies—4. Nays: 0. Absent: Councilmembers Greer and Schlecte--2. Vacant: 1st Ward—1.

- 1. APPROVE THE CONTRACT WITH AARON'S NUISANCE ANIMAL CONTROL OF RIVES JUNCTION, AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE DOCUMENT(S), FOR THE CITY ATTORNEY TO MAKE MINOR MODIFICATIONS, IF NEEDED, AND TO APPROVE THE NECESSARY STREET CLOSURES AND OPERATIONAL REQUIREMENTS OF THE MDNR PERMIT, IN ACCORDANCE WITH THE RECOMMENDATION OF THE ELLA SHARP PARK BOARD AND THE CITY PARKS DIRECTOR.**

Motion was made by Councilmember Dobies and seconded by Councilmember Frounfelker to approve the contract with Aaron's Nuisance Animal Control. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Frounfelker and Dobies—4. Nays: 0. Absent: Councilmembers Greer and Schlecte--2. Vacant: 1st Ward—1.

NEW BUSINESS.

**A. PURCHASE OF MOBILE AND PORTABLE RADIOS – POLICE DEPARTMENT:
APPROVE THE REQUEST OF THE DEPUTY CHIEF OF POLICE TO PURCHASE
THE FOLLOWING EQUIPMENT:**

1. SEVEN (7) VERTEX STANDARD MOBILE VHF RADIOS FROM ADVANCED WIRELESS AT A TOTAL COST OF \$2,373.21.
2. FIFTY-THREE (53) MOTOROLA PR1500 PORTABLE VHF RADIOS FROM STATE ELECTRONICS AT A TOTAL COST OF \$48,365.68.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Jaquish to approve the purchase of the radios. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Frounfelker and Dobies—4. Nays: 0. Absent: Councilmembers Greer and Schlechte--2. Vacant: 1st Ward—1.

**B. AUTHORIZATION TO PURCHASE PROPERTY:
APPROVE THE ACQUISITION OF 604 W. BIDDLE STREET USING NON-FEDERAL
FUNDS, AND 606 W. BIDDLE STREET WITH HOME FUNDS, AUTHORIZATION FOR
THE CITY ATTORNEY TO MAKE MINOR MODIFICATIONS TO CLOSING
DOCUMENTS, AND FOR THE CITY MANAGER OR HIS DESIGNEE TO SIGN
DOCUMENTS NECESSARY TO CLOSE THE TRANSACTIONS.**

Motion was made by Councilmember Frounfelker and seconded by Councilmember Dobies to approve the purchase of 604 and 606 W. Biddle. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Frounfelker and Dobies—4. Nays: 0. Absent: Councilmembers Greer and Schlechte--2. Vacant: 1st Ward—1.

**C. AWARD OF DEMOLITION CONTRACT:
AWARD A DEMOLITION CONTRACT TO SMALLEY CONSTRUCTION IN THE
TOTAL AMOUNT OF \$90,950.00 UTILIZING NSP1 FUNDS, AND AUTHORIZATION
FOR THE CITY MANAGER TO APPROVE ANY AND ALL CHANGE ORDERS
REQUIRED TO COMPLETE THE DEMOLITIONS.**

Motion was made by Councilmember Frounfelker and seconded by Councilmember Dobies to award a demolition contract to Smalley Construction. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Frounfelker and Dobies—4. Nays: 0. Absent: Councilmembers Greer and Schlechte--2. Vacant: 1st Ward—1.

**D. TEMPLATE AGREEMENT TO REPAIR PROPERTY TO AVOID DEMOLITION:
APPROVE THE FORM OF AGREEMENT TO REPAIR PROPERTY TO AVOID
DEMOLITION TO BE USED BY THE DEPARTMENT OF NEIGHBORHOOD &
ECONOMIC OPERATIONS AND EXECUTED BY THE MAYOR.**

Motion was made by Councilmember Dobies and seconded by Councilmember Jaquish to approve the template agreement. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Frounfelker and Dobies—4. Nays: 0. Absent: Councilmembers Greer and Schlechte--2. Vacant: 1st Ward—1.

CITY COUNCILMEMBERS' COMMENTS.

A. FIRST WARD CITY COUNCIL SEAT:

DISCUSSION OF FIRST WARD CITY COUNCILMEMBER SEAT SELECTION PROCESS.

Mayor Griffin discussed the selection process and it was the consensus of the Council to have each of the candidates give a five-minute presentation, followed by questions from the Council. If more than one round of balloting is necessary, any candidate(s) not receiving a vote, will be excluded from the next round(s). The Council will vote on this procedure prior to the selection process on January 22.

Councilmember Dobies and Mayor Griffin thanked Kelli Hoover and her staff for all they do for Ella Sharp Park.

Mayor Griffin also thanked City Hall employees for raising and donating over \$2,000 for the family of a Jackson County Sheriff's Deputy who has a child with medical needs.

MANAGER'S COMMENTS.

None.

ADJOURNMENT.

No further business being presented, the Mayor adjourned the meeting at 7:38 p.m.

Lynn Fessel
City Clerk

CITY OF JACKSON



Office of Mayor
Martin J. Griffin

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

MICHIGAN

CITY COUNCIL MEETING
January 22, 2013

MEMO TO: City Councilmembers

FROM: Martin J. Griffin, Mayor *mgj*

DATE: January 15, 2013

SUBJECT: Board of Review

RECOMMENDATION:

Approve the Mayor's recommendation to reappoint Ken Stapleton to the Board of Review for a three-year term beginning February 1, 2013, and ending January 31, 2016.

In accordance with City Charter, Sec. 14.5 (MCLA 211.107) Three members, all City residents, appointed by the Mayor subject to Council confirmation. One board member shall be appointed each January for three-year terms.

It is my desire, therefore, to reappoint Ken Stapleton to the Board of Review for a three-year term, beginning February 1, 2013, and ending January 31, 2016.

MJG:skh

APP-CC



City of Jackson Board/Commission Application

Name: Ken STAPLETON

Address: 1826 N. Grovedale Zip: 49203

Home Phone: 517-782-4355 Other Phone: 517-414-8535

e-mail address: KLS1947@Gmail.com Occupation: Retired

Community Involvement/Activity

/ /

Are you a registered voter? Yes Ward? 6th

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

- 1. BOARD OF REVIEW
- 2. _____
- 3. _____

List additional information you feel may be pertinent to board or commission
REALTOR IN 2005 AND 2006

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

APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR

Ken Stapleton
Signature of Applicant

12/10/12
Date

CITY OF JACKSON



Office of Mayor
Martin J. Griffin

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

MICHIGAN

CITY COUNCIL MEETING

January 22, 2013

MEMO TO: City Councilmembers
FROM: Martin J. Griffin, Mayor *MJG*
DATE: January 15, 2013
SUBJECT: Income Tax Board of Review

RECOMMENDATION:

Approve the Mayor's recommendation to reappoint Frederick L. Davies, Joseph Whelan, and Arlene Robinson to the Income Tax Board of Review for a three-year term each, beginning February 1, 2013, and ending January 31, 2016.

In accordance with Section 91 of Ordinance 69-14 and the resolution of February 10, 1970, adopted by the City Council, three members are appointed by the City Council for three-year terms. All members must be City residents.

It is my desire, therefore, to reappoint Frederick L. Davies, Joseph Whelan, and Arlene Robinson to the Income Tax Board of Review for a three-year term each, beginning February 1, 2013, and ending January 31, 2016.

MJG:skh

APP-CC



REC'D
DEC 11 2012

City of Jackson Board/Commission Application

Name: Frederick DAVIES

Address: 319 S. Bowen Zip: 49203

Home Phone: 517 789 6970 Other Phone: 517 740 0531

e-mail address: fldavies5@comcast.net Occupation: retired

Community Involvement/Activity

Local Officer Comp Comm. Mich Council for Arts & Cultural Aff

Jackson County Foundation Camp Foundation

Are you a registered voter? yes Ward? 4th


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

1. Income Tax Bd of ^{review}
2. _____
3. LOCC

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

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

APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR


Signature of Applicant

12/7/12
Date

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



DEC 18 2012
BY:

City of Jackson Board/Commission Application

Name: ARLENE ROBINSON

Address: 159 RANDOLPH ST Zip: 49203

Home Phone: 517-784-6415 Other Phone: 517-960-5866

e-mail address: MSARLENE05@SBCGLOCAL Occupation: SUPERVISOR
.NET

Community Involvement/Activity

JACKSON COUNTY BRANCH NAACP

JACKSON HOUSING COMMISSION

NEGRO BUSINESS + PROFESSIONAL WOMEN

SECOND MISSIONARY BAPT CHURCH

Are you a registered voter? YES Ward? 1

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

1. INCOME TAX REVIEW 2. _____

3. _____

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

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

APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR

Arlene Robinson
Signature of Applicant

12-18-12
Date

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



City of Jackson Board/Commission Application

Name: Joseph P Whelan
Address: 1124 S. GRINPELL Zip: 49203
Home Phone: 517-796-8754 Other Phone: 517-414-7588
e-mail address: Whelan's 1124 @ COMCAST.NET Occupation: POSTMASTER

Community Involvement/Activity

Are you a registered voter? YES Ward? 6

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

1. INCOME TAX REVIEW BOARD
2. _____
3. _____

List additional information you feel may be pertinent to board or commission
MEMBER OF BOARD FOR LAST 6 YEARS

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

APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR

Joseph P Whelan
Signature of Applicant

1-8-13
Date

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

CITY OF JACKSON



Office of Mayor
Martin J. Griffin

MICHIGAN

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

CITY COUNCIL MEETING
January 22, 2013

MEMO TO: City Councilmembers
FROM: Martin J. Griffin, Mayor *mgf*
DATE: January 14, 2013
SUBJECT: Jackson District Library Board of Trustees

RECOMMENDATION:

Approval of the Mayor's recommendation to reappoint Teresa Delph to the Jackson District Library Board for a four-year term beginning February 3, 2013, and ending February 2, 2017.

Pursuant to the provisions of Act 24 of the Public Acts of 1989, City/County District Library System resolution adopted August 23, 1977, and the City/County amendment dated January 4, 1993, a seven member voting board is appointed serving four-year terms. Three members appointed by City Council, three members appointed by County Commission and *seventh member appointed alternately by City and County.

It is my desire, therefore, to reappoint Teresa Delph to the Jackson District Library Board of Trustees for a four-year term beginning February 3, 2013, and ending February 2, 2017.

MJG:skh

TERESSA T. DELPH
P.O. BOX 318
JACKSON, MI 49204

EDUCATION:

1. Jackson Community College, Jackson, Michigan, 1972
Associate of General Services
2. Spring Arbor College, Spring Arbor, Michigan, May 1974
Bachelor of Arts Degree, Majors: Social Science, Elementary Education
3. Michigan State University, Lansing, Michigan, June 1980
Masters of Arts Degree, Major: Elementary Education
4. Eastern Michigan University, Ypsilanti, Michigan
Science and Outdoor Education

WORK EXPERIENCE:

1974-1998 Elementary School Teacher, Jackson Public Schools, Jackson, MI

COMMUNITY SERVICE:

1973-Present City of Jackson Human Relations Commission. Currently serving as Secretary.
Southeastern Dispute Resolution Mediator

1994-Present Jackson District Library Board of Trustees. Currently serving as Vice
President.

2000 - Present Capital Library Cooperative Board of Directors. Immediate past President
and currently serving as Vice President.

AFFILIATIONS:

Delta Kappa Gamma Society International Alpha Iota State Omicron Chapter.

Michigan Association of Retired School Personnel.

Michigan Education Association.

NEA Retired Program.

Second Baptist Church

AWARDS:

Susan B. Anthony Award, 1990.

Delta Kappa Gamma Iota State Woman of Distinction Award.



Alpha Iota State
Omicron Chapter
Greater Jackson Michigan

June 20, 2012

Woman of Distinction
Teressa Delph

The 2011-2012 Woman of Distinction of the Omicron Chapter of Delta Kappa Gamma is *Teressa Delph*.

Mrs. Delph was chosen unanimously by her Omicron Sisters because of her tireless service to Delta Kappa Gamma, as Corresponding Secretary, and to the Greater Jackson Community on the Human Relations Committee.

Mrs. Delph has the motivation and passion that encourages so many. Her gentle sense of humor delights all who know her. She is truly a Woman of Distinction and a treasure to all.



Dr. Gedy Love, President



Parks, Recreation and Grounds

161 W. Michigan Avenue · Jackson, MI 49201-1303
(517) 788-4040 · Facsimile (517) 768-5860
www.cityofjackson.org

CITY COUNCIL MEETING TUESDAY, JANUARY 22, 2013

MEMO TO: Honorable Mayor and City Councilmembers
FROM: Kelli M. Hoover, Director
SUBJECT: Honoring Victor Cuiss as an Emeritus Ella Sharp Park Board Member

RECOMMENDATION: To honor Victor Cuiss as an Emeritus Ella Sharp Park Board Member in accordance with the recommendation made by the Ella Sharp Park Board of Trustees during their meeting on December 6, 2012.

The Ella Sharp Park Board of Trustees voted unanimously to honor current Trustee Victor Cuiss as an Ella Sharp Park Emeritus Board Member. Mr. Cuiss has been an important part of the Ella Sharp Park Board for over twenty years. Mr. Cuiss' dedication to Ella Sharp Park has been a personal lifelong commitment.



– Minutes –

Ella Sharp Park Board of Trustees

Meeting of Thursday, December 6, 2012 at 4:00 p.m.

Ella Sharp Park Golf Course Clubhouse Hall of Fame Room

PRESENT		
Trustees	Guests	Staff
<ul style="list-style-type: none">• Martin Griffin, Mayor• Elwyn Rider• Jerry Rand• Michelle Woods• Andy Frounfelker, Alt.	None	<ul style="list-style-type: none">• Eric Terrian• Kelli Hoover

1. Mr. Terrian updated the Board of Trustees on the Ella Sharp Park Golf Facilities. The golf course has officially closed for the season.
2. NEW BUSINESS:
 1. A motion was made by Trustee Rand and supported by Trustee Griffin to honor current Trustee Victor Cuiss as an Ella Sharp Park Emeritus Board Member. *The motion passed unanimously.*
 2. A motion was made by Trustee Rand and supported by Trustee Woods to accept the calendar dates for the 2013 Ella Sharp Park Board meetings. *The motion passed unanimously.*
3. OLD BUSINESS:
 1. A motions was made by Trustee Rand and supported by Trustee Griffin to support the 2013 City of Jackson and Summit Township deer cull. *The motion passed unanimously.*
 2. Mr. Terrian met with Beckett and Raeder of Landscape Architecture Planning, Engineering and Environmental Services regarding the Ella Sharp Park Master Plan. The process is currently in the collecting data and information phase. We are hopeful to have the Master Plan completed by Memorial Day weekend of 2013.
 3. The bid opening for the Ella Sharp Park Clubhouse remodel was on December 3, 2012. There were nine general contractors that submitted bid proposals.
 4. Mr. Terrian updated the Board of Trustees on current Ella Sharp Park projects including roofing that was completed on the West Pavilion and tree removal that was completed by the Ella Sharp Park maintenance crew.
4. ADJOURNMENT: 4:28 p.m.

Next meeting is scheduled for Thursday, February 7



Neighborhood & Economic Operations

Building a Stronger Jackson

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

Building Inspection
(517) 788-4012

Code Enforcement
(517) 788-4060

Engineering
(517) 788-4160

Planning & Economic Development
(517) 768-6433

CITY COUNCIL MEETING January 22, 2013

TO: Honorable Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager
Jon H. Dowling, P.E., City Engineer

SUBJECT: Request to Approve Traffic Control Orders 2139 and 2140.

RECOMMENDATION: Approval of Traffic Control Orders 2139 and 2140 to make North Street east of North Cooper Street and Leroy Street east of North Cooper Street designated School Zones around St. Johns Elementary School/Jackson Catholic Middle School.

Engineering was asked to review the possibility of creating a school zone around the St. Johns Elementary School and Jackson Catholic Middle School. The designation of a school zone establishes the boundaries in which motorists that are speeding receive double fines per state law.

It is the recommendation of Engineering that Traffic Control Orders 2139 and 2140 be approved. If you have any questions please do not hesitate to contact us.

JHD/sms

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

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order 2139

LOCATION: North Street

DATE: January 15, 2013

ASSIGNED TO:

TCO DESCRIPTION

Review possibility of making North Street east of North Cooper Street a designated School Zone around St. Johns Elementary School/Jackson Catholic Middle School.

BY JON H. DOWLING, P.E.

RECOMMENDATION

North Street shall be defined as a School Zone from North Cooper Street to the east property line of 711 North Cooper Street. This designation shall mean that moving violations issued from 30 minutes before, and up to, school starting, and from dismissal until 30 minutes after shall be double the normal fine.

APPROVED **REJECTED** **DATE:** _____ **BY CITY COUNCIL**

WORK ASSIGNMENT: To Sign Shop

DATE:

TO:

BY JON H. DOWLING, P.E.

MATERIAL USED

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

ASSIGNMENT COMPLETED

DATE: _____ **BY: Sign Shop**

WORK INSPECTED

REMARKS:

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

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

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order 2140

LOCATION: Leroy Street, East of Cooper Street

DATE: January 14, 2013

ASSIGNED TO:

TCO DESCRIPTION

Review possibility of making Leroy Street east of North Cooper Street a designated School Zone around St. Johns Elementary School/Jackson Catholic Middle School.

BY JON H. DOWLING, P.E.

RECOMMENDATION

Leroy Street shall be defined as a School Zone from North Cooper Street to the east property line of 711 North Cooper Street. This designation shall mean that moving violations issued from 30 minutes before, and up to, school starting, and from dismissal until 30 minutes after shall be double the normal fine.

APPROVED **REJECTED** **DATE:** _____ **BY CITY COUNCIL**

WORK ASSIGNMENT: To Sign Shop

DATE:

TO:

BY JON H. DOWLING, P.E.

MATERIAL USED

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

ASSIGNMENT COMPLETED

DATE: _____ **BY: Sign Shop**

WORK INSPECTED

REMARKS:

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

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



Neighborhood & Economic Operations

Building a Stronger Jackson

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

Building Inspection
(517) 788-4012

Code Enforcement
(517) 788-4060

Engineering
(517) 788-4160

Planning & Economic Development
(517) 768-6433

CITY COUNCIL MEETING January 22, 2013

TO: Honorable Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager
Jon H. Dowling, P.E., City Engineer

SUBJECT: Jackson County Drain Commissioner Invoice – Storm Water

RECOMMENDATION: Approve payment of invoice from the Jackson County Drain Commissioner for Jackson Urbanized Area Phase II Implementation Assistance, in the amount of \$26,998.46, in accordance with the recommendation of the City Engineer.

Engineering requests City Council approval to pay the invoice received from the Jackson County Drain Commissioner. Jackson County, the City of Jackson, Blackman, and Leoni Townships have a Michigan Departmental of Environmental Quality (MDEQ) NPDES General Permit No. MIG619000, for permit coverage of Storm Water Discharges from Municipal Separate Storm Sewer Systems (MS4s) subject to Watershed Plan Requirements. These communities are working together and in accordance with the USEPA Clean Water Act, MDEQ Clean Michigan Initiatives and the Intergovernmental Public Act 200 Resolution dated October 22, 2002. This year's cost of contracted services for Phase II Implementation is \$75,874.50. The total list of entities contributing to these expenses includes the following:

Blackman Township	\$18,305.12
City of Jackson	\$26,998.46
Leoni Township	\$10,683.79
Jackson County Drain Commissioner	\$10,000.00
Jackson County Road Commission	\$ 8,887.13
G.R.E.A.T	<u>\$ 1,000.00</u>
Total:	\$75,874.50

We are requesting authorization to make payment for services totaling \$26,998.46. Funds are available in the Projected Budget 2012-2013, Storm Water Utility Fund for these expenditures.

JHD:ss

c: Lucinda Schultz, Accounting Manager



Neighborhood & Economic Operations

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Engineering
(517) 788-4160

Planning & Economic Development
(517) 768-6433

CITY COUNCIL MEETING
January 22, 2013
NEW BUSINESS

TO: Honorable Mayor and City Councilmembers
FROM: Patrick H. Burtch, City Manager
SUBJECT: CDBG and HOME Financial Summaries through December 31, 2012

RECOMMENDATION

To accept and place on file the CDBG and HOME Financial Summaries through December 31, 2012.

Attached please find the Financial Summaries for the CDBG and HOME funds for the six months ended December 31, 2012.

Cc: Heather Soat, Accounting Manager
Michelle Pultz-Orthaus, Records Management Coordinator

City of Jackson
Community Development Block Grant
Monthly Financial Summary
For the Six Months Ended December 31, 2012

	<u>Budgeted</u>	<u>Expended Prior Year</u>	<u>Actual Month-to-Date</u>	<u>Actual Year-to-Date</u>	<u>Total Funds Expended- to-Date</u>	<u>Balance</u>	<u>Percent Spent</u>
<u>Public Services</u>							
1 AWARE (FY 2011/2012)	5,500	4,580	-	920	5,500	-	100.0%
2 King Center Summer Program	40,000	-	34,591	34,591	34,591	5,409	86.5%
3 Salvation Army - Heating Assistance (FY 2011/2012)	55,954	48,354	-	7,600	55,954	-	100.0%
<u>Administration</u>							
4 Administration & Planning							
FY 2011/2012	205,000	106,871	9,746	52,728	159,599	45,401	77.9%
FY 2012/2013	215,000	-	-	-	-	215,000	0.0%
<u>Code Enforcement</u>							
5 City Code Enforcement Division							
FY 2011/2012	485,000	370,196	-	114,804	485,000	-	100.0%
FY 2012/2013	535,000	-	29,751	113,109	113,109	421,891	21.1%
6 City Attorney Office							
FY 2011/2012	29,000	22,663	-	6,337	29,000	-	100.0%
FY 2012/2013	52,000	-	2,193	6,388	6,388	45,612	12.3%
<u>Housing Rehabilitation Projects</u>							
7 City Emergency Hazard Repair Program							
FY 2010/2011	125,000	112,395	-	12,605	125,000	-	100.0%
FY 2011/2012	54,900	-	-	54,900	54,900	-	100.0%
FY 2012/2013	104,000	-	13,508	22,095	22,095	81,905	21.2%
8 World Changers							
FY 2010/2011	40,585	33,383	7,202	7,202	40,585	-	100.0%
FY 2011/2012	17,201	-	2,305	2,305	2,305	14,896 *	13.4%
FY 2012/2013	40,000	-	-	-	-	40,000 *	0.0%
9 City Rehab Administration (Denied Loans)							
FY 2009/2010	1,000	403	471	(100)	303	697 *	30.3%
FY 2010/2011	1,000	348	-	(304)	44	956 *	4.4%
FY 2012/2013	1,000	-	429	429	429	571	42.9%
10 John George Home - building repairs							
FY 2010/2011	10,000	9,660	-	340	10,000	-	100.0%

	<u>Budgeted</u>	<u>Expended Prior Year</u>	<u>Actual Month-to-Date</u>	<u>Actual Year-to-Date</u>	<u>Total Funds Expended- to-Date</u>	<u>Balance</u>	<u>Percent Spent</u>
FY 2011/2012	12,500	-	-	12,500	12,500	-	100.0%
<u>Street Projects</u>							
11 Mason - Jackson to Francis (FY 2009/2010)	141,910	139,763	-	2,147	141,910	-	100.0%
12 Special Assessments (FY 2009/2010)	22,718	3,096	-	-	3,096	19,622 *	13.6%
13 Wilkins - Jackson to Williams (FY 2010/2011)	103,000	93,599	-	-	93,599	9,401 *	90.9%
14 Wilkins - Williams to Mechanic (FY 2010/2011)	106,000	-	-	-	-	106,000 *	0.0%
15 Special Assessments (FY 2010/2011)	10,000	-	-	-	-	10,000 *	0.0%
16 Biddle - Jackson to Williams (FY 2011/2012)	53,000	5,750	-	-	5,750	47,250	10.8%
17 Forest - Bend to Edgewood (FY 2011/2012)	106,000	6,307	33,373	46,847	53,154	52,846	50.1%
18 Homewild - Ellery to Edgewood (FY 2011/2012)	119,000	7,546	42,549	61,804	69,350	49,650	58.3%
19 Special Assessments (FY 2011/2012)	25,000	-	-	-	-	25,000	0.0%
<u>Other Projects</u>							
20 Sidewalk Replacement	5,000	-	-	-	-	5,000	0.0%
21 Public Works - curb ramps							
FY 2011/2012	10,000	1,714	-	-	1,714	8,286	17.1%
FY 2012/2013	10,000	-	-	-	-	10,000	0.0%
<u>Economic Development</u>							
22 Job Creation Loans (FY 2010/2011)	50,000	-	-	-	-	50,000	0.0%
<u>Public Improvements</u>							
23 Demolition Engineering - 212 W Mich (FY 2010/2011)	38,000	-	-	-	-	38,000 *	0.0%
24 Demolition - Neighborhood Economic Stabilization	494,924	-	28,161	284,314	284,314	210,610	57.4%

NOTE: All funds are FY 2012/2013 allocations unless otherwise indicated

* Funds identified for future reallocation

**City of Jackson
HOME
Monthly Financial Summary
For the Six Months Ended December 31, 2012**

	<u>Budgeted</u>	<u>Expended Prior Year</u>	<u>Actual Month-to-Date</u>	<u>Actual Year-to-Date</u>	<u>Total Funds Expended- to-Date</u>	<u>Balance</u>	<u>Percent Spent</u>
1 Rehabilitation Assistance Program							
FY 2011/2012	144,017	94,865	-	49,152	144,017	-	100.0%
FY 2012/2013	184,391	-	-	28,444	28,444	155,947	15.4%
2 HOME Administration							
FY 2011/2012	32,189	-	-	32,189	32,189	-	100.0%
FY 2012/2013	25,500	-	-	-	-	25,500	0.0%
3 JAHC - Downpayment Assistance							
FY 2010/2011	40,000	20,365	-	3,000	23,365	16,635	58.4%
4 JAHC - CHDO Operating Expenses							
FY 2009/2010	7,328	6,901	-	427	7,328	-	100.0%
FY 2010/2011	8,272	-	-	-	-	8,272	0.0%
5 CAA - CHDO Operating Expenses							
FY 2011/2012	16,000	-	-	-	-	16,000	0.0%
FY 2012/2013	12,500	-	-	-	-	12,500	0.0%
6 JAHC - CHDO Acquisition/Rehab/Resale							
FY 2010/2011	107,400	73,146	17,212	32,357	105,503	1,897	98.2%
7 CAA - CHDO Acq/Rehab/Resale (FY 2011/2012)							
FY 2011/2012	53,250	-	-	-	-	53,250	0.0%
FY 2012/2013	40,000	-	-	-	-	40,000	0.0%
8 JAHC - Administration (FY 2010/2011)	6,000	5,652	-	348	6,000	-	100.0%
9 Habitat for Humanity (FY 2011/2012)	75,000	13,706	28,193	61,294	75,000	-	100.0%
10 City - Acq/Rehab/Resale (FY 2011/2012)	240,000	119,420	29,460	60,000	179,420	60,580	74.8%



City of Jackson, Michigan Financial Statements

As of and For the 6 Months Ended December 31, 2012

(Unaudited)

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City of Jackson, Michigan
General Fund Expenditure Summary
As of and For the 6 Months Ended December 31, 2012
(Prepared on the Adopted Budget-Basis)

Function Department	2012/13 Budget		Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)
	Original	Amended				
<u>Legislative :</u>						
101-101 City Council	80,682	80,682	5,490	43,144	53.47%	37,538
<u>Judicial:</u>						
101-137 Administrative Hearings Bureau	22,851	22,851	2,244	12,906	56.48%	9,945
	22,851	22,851	2,244	12,906	56.48%	9,945
<u>General Government :</u>						
101-172 City Manager	237,127	287,914	23,375	175,257	60.87%	112,657
101-192 City Clerk-Elections	148,744	148,744	8,515	92,637	62.28%	56,107
101-201 Finance	421,295	421,295	33,027	207,164	49.17%	214,131
101-209 City Assessor	314,153	314,153	25,283	142,406	45.33%	171,747
101-210 City Attorney	416,459	416,459	31,681	193,799	46.53%	222,660
101-215 City Clerk	198,465	198,465	14,828	99,490	50.13%	98,975
101-226 Personnel	183,789	183,789	8,807	68,471	37.26%	115,318
101-233 Purchasing	91,890	91,890	9,176	38,469	41.86%	53,421
101-253 City Treasurer	276,707	276,707	21,192	132,165	47.76%	144,542
101-254 City Income Tax	199,353	199,353	14,148	77,869	39.06%	121,484
101-258 Management Information Services	360,973	360,973	21,095	155,584	43.10%	205,389
101-265 City Hall & Grounds	340,337	340,337	26,603	189,186	55.59%	151,151
101-276 Cemeteries	250,000	250,000	19,400	143,386	57.35%	106,614
101-299 Unallocated	760,980	759,215	111,023	340,187	44.81%	419,028
	4,200,272	4,249,294	368,153	2,056,070	48.39%	2,193,224
<u>Police Department :</u>						
101-301 Police	7,543,533	7,543,533	651,477	3,525,838	46.74%	4,017,695
101-308 STEP Grants	0	11,765	0	7,765	N/A	4,000
101-311 OHSP Grant - Seatbelts	0	15,000	3,718	5,307	N/A	9,693
101-312 OHSP Grant - OWI	0	0	0	4,014	N/A	(4,014) <i>Note 2</i>
101-313 Consortium Training	12,124	12,124	5,326	9,526	78.57%	2,598
101-314 In-Service Training	4,486	4,486	1,220	8,174	182.21%	(3,688) <i>Note 2</i>
101-318 Police Grants - Other	0	207,950	0	0	0.00%	207,950
	7,560,143	7,794,858	661,741	3,560,624	45.68%	4,234,234
<u>Fire Department :</u>						
101-340 Fire Suppression	3,066,078	3,175,335	249,997	1,563,945	49.25%	1,611,390
	3,066,078	3,175,335	249,997	1,563,945	49.25%	1,611,390
<u>Other Public Safety :</u>						
101-350 Public Safety - Unallocated	2,023,881	2,023,881	169,568	1,006,799	49.75%	1,017,082
101-426 Office of Emergency Measures	67,459	67,459	4,703	19,266	28.56%	48,193
	2,091,340	2,091,340	174,271	1,026,065	49.06%	1,065,275

(Continued -)

City of Jackson, Michigan
General Fund Expenditure Summary
As of and For the 6 Months Ended December 31, 2012
(Prepared on the Adopted Budget-Basis)

- Continued -

Function Department	2012/13 Budget		Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)
	Original	Amended				
<u>Public Works :</u>						
101-441 Tax Property Maintenance	8,813	8,813	398	8,384	95.13%	429
101-442 Civic Affairs	50,240	50,240	521	17,303	34.44%	32,937
101-447 Grounds Maintenance	49,320	49,320	814	6,496	13.17%	42,824
101-448 Sidewalk Construction	40,000	40,000	1,382	30,028	75.07%	9,972
101-450 Street Lighting	513,209	513,209	35,569	188,645	36.76%	324,564
101-455 Weed Control	46,198	46,198	0	15,200	32.90%	30,998
101-690 Forestry	286,363	286,363	34,807	170,417	59.51%	115,946
	994,143	994,143	73,491	436,473	43.90%	557,670
<u>Recreation & Culture :</u>						
101-692 Parks, Recreation & Grounds Admin	621,837	621,837	46,236	300,655	48.35%	321,182
101-697 Parks & Facilities Maintenance	547,170	547,170	38,708	290,641	53.12%	256,529
101-698 Lt. Nixon Memorial Pool	132,225	132,225	1,722	82,027	62.04%	50,198
101-699 Sharp Park Swimming Pool	95,593	95,593	1,949	80,257	83.96%	15,336
101-803 Historical District	8,452	8,452	579	3,777	44.69%	4,675
	1,405,277	1,405,277	89,194	757,357	53.89%	647,920
<u>Community Enrichment & Development:</u>						
101-401 Planning	121,803	121,803	13,815	45,822	37.62%	75,981
101-728 Economic Development	100,000	100,000	250	3,095	3.10%	96,905
	221,803	221,803	14,065	48,917	22.05%	172,886
<u>Contributions to Other Funds:</u>						
101-999 Contributions to Other Funds:	655,875	655,875	250,000	250,000	38.12%	405,875
Total General Fund Expenditures	20,298,464	20,691,458	1,888,646	9,755,501	47.15%	10,935,957

City of Jackson
All Other Funds - Expenditure Summary
As of and For the 6 Months Ended December 31, 2012
(Prepared on the Adopted Budget-Basis)

Fund Type/Fund Name	2012/13 Budget		Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)
	Original	Amended				
<u>Special Revenue Funds :</u>						
202 Major Street	9,693,083	9,693,083	236,277	1,144,608	11.81%	9,456,806
203 Local Street	1,603,111	1,603,111	111,026	953,270	59.46%	1,492,085
208 Ella W. Sharp Park Operating	690,279	690,279	30,282	323,699	46.89%	659,997
210 Land Acquisition Fund	40,000	40,000	3,289	10,552	26.38%	36,711
245 Public Improvement	1,264,621	1,264,621	0	147,984	11.70%	1,264,621
249 Building Department	489,376	489,376	30,260	219,622	44.88%	269,754
251 Housing Code Enforcement	861,250	861,250	28,085	182,765	21.22%	678,485
252 Building Demolitions	500,000	500,000	84,310	267,887	53.58%	232,113
253 212 W. Michigan Bldg. Demolition	0	2,290,000	0	1,049,713	N/A	1,240,287
257 Budget Stabilization	10,000	10,000	0	0	0.00%	10,000
265 Drug Law Enforcement	43,216	63,650	3,684	15,791	24.81%	47,859
268 BYRNE/JAG Grants	17,590	44,390	0	52,319	117.86%	(7,929) <i>Note 2</i>
270 LAWNET Grant	0	40,867	6,149	7,389	18.08%	33,478
272 SAFER Grant	0	1,875,156	47,535	153,689	8.20%	1,721,467
289 Neighborhood Stabilization Grant	0	0	6,254	57,135	N/A	(57,135) <i>Note 2</i>
296 Recreation Activity	247,532	247,532	16,213	140,676	56.83%	106,856
297 JPS Recreation Millage Program	227,956	227,956	8,605	109,794	48.16%	118,162
298 2008 Brownfield Revolving Loan	875,187	1,275,187	7,969	449,764	35.27%	825,423
<u>Debt Service Funds :</u>						
324 2003 MTF Bond D/S	284,705	284,705	0	284,705	100.00%	0
365 City Hall D/S	676,389	676,389	0	202,165	29.89%	474,224
368 Building Authority D/S	132,512	132,512	0	125,405	94.64%	7,107
395 2001 DDA TIF D/S	550	550	0	0	0.00%	550
396 2011 DDA TIF Refinancing D/S	247,925	247,925	0	123,413	49.78%	124,512
397 2012 BRA TIF Refunding D/S	406,094	406,094	0	193,834	47.73%	212,260
399 2007 BRA TIF Refunding D/S	695,329	695,329	0	207,502	29.84%	487,827
<u>Capital Projects Funds :</u>						
401 Capital Projects Fund	387,212	387,212	2,811	27,358	7.07%	359,854
402 Water Equipment and Replacement	1,907,430	1,907,430	93,253	779,352	40.86%	1,128,078
404 Sanitary Sewer Maintenance Fund	512,166	512,166	14,260	136,371	26.63%	375,795
405 Sanitary Sewer Replacement	890,011	890,011	18,351	328,397	36.90%	561,614
406 Wastewater Equip. Replacement	414,000	414,000	2,516	66,358	16.03%	347,642
494 Brownfield Redevelopment Auth.	1,285,887	1,285,887	14,365	424,438	33.01%	861,449
496 DDA Project	340,475	340,475	1,598	129,509	38.04%	210,966
<u>Enterprise Funds :</u>						
583 Sharp Park Golf Practice Center	63,775	63,775	0	18,034	28.28%	45,741
585 Auto Parking System	31,958	31,958	1,224	4,475	14.00%	27,483
586 Parking Assessment	117,994	117,994	8,148	40,123	34.00%	77,871
589 Stormwater Utility	1,040,019	1,040,019	114,870	633,883	60.95%	406,136
590 Sewer	6,809,036	6,809,036	417,947	2,209,303	32.45%	4,599,733
591 Water	8,028,255	8,028,255	592,444	3,124,938	38.92%	4,903,317
599 Parking Deck Fund	780,923	780,923	17,017	83,594	10.70%	697,329

(Continued -)

City of Jackson
All Other Funds - Expenditure Summary
As of and For the 6 Months Ended December 31, 2012
(Prepared on the Adopted Budget-Basis)

- Continued -

Fund Type/Fund Name	2012/13 Budget		Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)	
	Original	Amended					
<u>Internal Service Funds :</u>							
641	Public Works Administration	624,499	624,499	41,349	245,648	39.34%	378,851
642	Engineering Administration	422,241	422,241	29,989	165,942	39.30%	256,299
643	Local Site Remediation Revolving	201,000	656,051	5,834	125,768	19.17%	530,283
661	Motor Pool and Garage	1,779,246	1,779,246	156,790	797,838	44.84%	981,408
663	Equipment Revolving Fund	43,880	43,880	0	0	0.00%	43,880
677	Workers' Compensation	133,798	133,798	36,075	134,013	100.16%	(215) <i>Note 2</i>
678	Prescription Drug	395,250	395,250	63,942	339,312	85.85%	55,938
679	Health Care Deductible Reimb.	384,250	384,250	15,546	71,434	18.59%	312,816
680	Health Care Deductible Reimb.-Fire	0	0	10,369	48,762	N/A	(48,762) <i>Note 2</i>
<u>Trust & Agency Funds :</u>							
702	County & School Tax Collection	20,000	20,000	0	0	0.00%	20,000
711	Cemetery Perpetual Maintenance	60,100	60,100	2,366	4,731	7.87%	55,369
718	Ella W. Sharp Endowment	42,800	42,800	0	0	0.00%	42,800
731	Employees' Retirement System	3,500,000	3,500,000	289,789	1,690,946	48.31%	1,809,054
732	Policemen's/Firemen's Pension	990,000	990,000	333,750	504,314	50.94%	485,686
733	Policemen's/Firemen's Pens.-345	4,875,000	4,875,000	400,367	2,349,459	48.19%	2,525,541
736	Public Employees Health Care	8,000	8,000	0	13,650	170.63%	(5,650) <i>Note 2</i>
<u>Special Assessment Funds :</u>							
895	Special Assessment	649,247	649,247	81,191	469,457	72.31%	179,790

City of Jackson
All Funds - Revenue Summary
As of and For the 6 Months Ended December 31, 2012
(Prepared on the Adopted Budget-Basis)

Fund/Fund Name	2012/13 Budget		Actual Month To Date	Actual Year To Date	Percent Collected
	Original	Amended			
<u>General Fund :</u>					
Property Taxes	6,722,592	6,722,592	398,613	5,840,625	86.88%
Income Taxes	7,600,000	7,600,000	121,396	3,812,650	50.17%
Licenses & Permits	264,425	264,425	189	59,843	22.63%
Federal Grants	1,881	224,831	5,604	7,823	3.48%
State Grants	10,300	10,300	0	4,590	44.56%
State Revenue Sharing	3,918,607	3,918,607	0	727,663	18.57%
Contributions From Local Units	29,396	39,396	100	15,006	38.09%
Charges For Goods & Services	1,159,160	1,159,160	92,814	315,155	27.19%
Fines & Forfeits	171,290	171,290	14,950	93,576	54.63%
Investment Income	26,000	26,000	1,127	4,690	18.04%
Contributions From Other Funds	162,300	162,300	36,889	44,945	27.69%
Miscellaneous	185,428	185,428	13,240	134,426	72.49%
Total General Fund Revenues	20,251,379	20,484,329	684,922	11,060,992	54.00%
<u>Special Revenue Funds :</u>					
202 Major Street	9,503,721	9,503,721	14,038	921,300	9.69%
203 Local Street	1,550,965	1,550,965	199,560	486,756	31.38%
208 Ella W. Sharp Park Operating	692,700	692,700	0	251,496	36.31%
210 Land Acquisition Fund	40,000	40,000	0	0	0.00%
245 Public Improvement	1,023,300	1,023,300	61,854	894,248	87.39%
249 Building Inspection	489,475	489,475	32,233	252,495	51.58%
251 Housing Code Enforcement Fund	861,250	861,250	58,047	240,462	27.92%
252 Building Demolitions Fund	500,000	500,000	292,046	704,174	140.83%
253 212 W. Michigan Bldg. Demolition	0	2,290,000	0	823,411	35.96%
257 Budget Stabilization	10,000	10,000	390	3,103	31.03%
265 Drug Law Enforcement	32,530	32,530	521	8,154	25.07%
268 BYRNE/JAG Grants	17,590	44,390	0	52,298	117.81%
270 LAWNET Grant	0	40,867	3,075	4,317	10.56%
272 SAFER Grant	0	1,875,156	0	0	0.00%
289 Neighborhood Stabilization Grant	0	0	255	68,615	N/A Note 2
296 Recreation Activity	296,000	296,000	20,743	119,359	40.32%
297 JPS Recreation Millage Program	222,200	222,200	0	13	0.01%
298 2008 Brownfield Revolving Loan	875,187	1,275,187	0	436,226	34.21%
<u>Debt Service Funds :</u>					
324 2003 MTF Bond D/S	284,705	284,705	0	284,705	100.00%
365 2003 City Hall D/S	677,500	677,500	35,816	603,012	89.01%
368 Building Authority D/S	132,512	132,512	0	125,405	94.64%
395 2001 DDA TIF D/S	550	550	0	0	0.00%
396 2011 DDA TIF Refinancing D/S	247,925	247,925	0	123,413	49.78%
397 2012 BRA TIF Refunding D/S	406,094	406,094	0	193,834	47.73%
399 2007 BRA TIF Refunding D/S	695,329	695,329	0	207,502	29.84%

(Continued-)

City of Jackson
All Funds - Revenue Summary
As of and For the 6 Months Ended December 31, 2012
(Prepared on the Adopted Budget-Basis)

- Continued -

Fund/Fund Name	2012/13 Budget		Actual Month To Date	Actual Year To Date	Percent Collected	
	Original	Amended				
<u>Capital Projects Funds :</u>						
401	Capital Projects Fund	375,000	375,000	7	13,147	3.51%
402	Water Equipment and Replacement	1,506,000	1,506,000	125,646	754,164	50.08%
404	Sanitary Sewer Maintenance Fund	512,166	512,166	14,260	134,215	26.21%
405	Sanitary Sewer Replacement	654,778	654,778	54,538	328,343	50.15%
406	Wastewater Equip. Replacement	643,000	643,000	52,197	314,345	48.89%
494	Brownfield Redevelopment Auth.	1,113,579	1,113,579	358	3,530	0.32%
496	DDA Project	840,548	840,548	217	1,240	0.15%
<u>Enterprise Funds :</u>						
583	Sharp Park Golf Practice Center	64,500	64,500	6	15,526	24.07%
585	Auto Parking System	26,300	26,300	824	6,361	24.19%
586	Parking Assessment	131,989	131,989	5,885	82,503	62.51%
589	Stormwater Utility	1,105,520	1,105,520	100,767	609,653	55.15%
590	Sewer	5,293,615	5,293,615	363,177	1,894,094	35.78%
591	Water	7,511,331	7,511,331	560,515	3,579,743	47.66%
599	Parking Deck Fund	257,235	257,235	954	4,687	1.82%
<u>Internal Service Funds :</u>						
641	Public Works Administration	630,499	630,499	33,024	240,973	38.22%
642	Engineering Administration	425,765	425,765	25,912	180,945	42.50%
643	Local Site Remediation Revolving	81,522	81,522	134	1,254	1.54%
661	Motor Pool and Garage	1,337,049	1,337,049	109,173	694,212	51.92%
663	Equipment Revolving Fund	43,880	43,880	0	0	0.00%
677	Workers' Compensation	280,000	280,000	14,769	121,995	43.57%
678	Prescription Drug	356,050	356,050	47,694	339,052	95.23%
679	Health Care Deductible Reimb.	414,400	414,400	16,487	89,200	21.53%
680	Health Care Deductible Reimb.-Fire	0	0	12,745	78,475	N/A <i>Note 2</i>
<u>Trust & Agency Funds :</u>						
702	County & School Tax Collection	20,000	20,000	2,495	9,620	48.10%
711	Cemetery Perpetual Maintenance	85,100	85,100	4,093	25,112	29.51%
718	Ella W. Sharp Endowment	82,000	82,000	0	0	0.00%
731	Employees' Retirement System	4,183,000	4,183,000	367,055	2,379,630	56.89%
732	Policemen's/Firemen's Pension	971,431	971,431	231,517	482,946	49.71%
733	Policemen's/Firemen's Pension-345	7,200,342	7,200,342	761,501	3,577,318	49.68%
736	Public Employees Health Care	40,000	40,000	0	0	0.00%
<u>Special Assessment Funds :</u>						
895	Special Assessment	649,247	649,247	81,347	479,688	73.88%

City of Jackson
Notes to Revenue & Expenditure Summaries
As of and For the 6 Months Ended December 31, 2012
(Prepared on the Adopted Budget-Basis)

Note 1: Revenues do not include budgeted appropriations from fund balance. These appropriations, together with budgeted revenues, are sufficient to fund budgeted expenditures, in accordance with State law.

Note 2: A budget amendment is pending for this variance.



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

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

Founded July 3, 1829

January 15, 2013

Mayor Griffin and City Council:

I have a mandate from the State for treasurers to report to the Council the state of the City investments. This report will cover the period from July 1, 2012 through December 31, 2012.

We have two certificates of Deposit left in our portfolio. All of the rest of our idle funds are invested in government pooled accounts at several banking institutions of which most are local in nature. The interest rates are averaging .40%. The pooled accounts pay a little more in interest and are more liquid in nature.

One of the concerns over the past six months was about insurance of our funds. The Government was terminating the TAP insurance program at the end of the year. This program allowed all funds that weren't earning interest to be 100% insured against loss. The program ended and the limit is back to \$250,000 per federal i.d. number. The policies at some banks offer up to \$500,000 insurance of the funds if you have checking and investment accounts at their institution. Citizens Bank offers such a program. Another fix would be to spread the funds to different banks. There are some new banks in our area, and some that we don't do business with, because of their low rates. I think safety of the funds over the small difference received in interest should be driving our investments here in the short run. We haven't lost a dime in thirty years since I've been here but we must be vigilant in these times. All new banks will be vetted as we do to our present institutions, through the rating agencies. We have brought on a new bank, Ann Arbor State Bank, through their office on Spring Arbor Rd.

We are also in need of putting more money on deposit to cover the banking costs that will be coming up in the winter months for all of the extra income tax checking activity. We need to keep around 4 million on account to defray the extra amount charged for the high volume of activity. If interest rates were higher we would have to keep less as a compensatory balance.

We still are investing our funds in a prudent manner which will provide the highest return, with safety of the funds in mind while meeting the demands of the cash flow of our City. We conform to all the statutes of the State and local ordinances governing the investments of public funds. All funds are invested in accordance with Michigan Public Acts 20 as amended.

The following pages show the institutions where the funds are invested and the interest earned for the period in question.

Sincerely,

Andrew J. Wrozek, Jr.

Pooled Cash and Investments

	City of Jackson					
	Treasurer Office					
	Daily Investment Balances					
	Pooled Account		Dec-12			
				(Exclude Interest)		
		Beg	Investment	Investment	Rolled Over	End
		Balance	Buys	Maturities	Interest	Balance
	Investments	24,196,243.28				24,196,243.28
	1					24,196,243.28
	2					24,196,243.28
	3					24,196,243.28
	4		511,206.40	511,206.40	480.39	24,196,723.67
	5					24,196,723.67
	6					24,196,723.67
	7					24,196,723.67
	8					24,196,723.67
	9					24,196,723.67
	10					24,196,723.67
	11					24,196,723.67
	12					24,196,723.67
	13					24,196,723.67
	14					24,196,723.67
	15					24,196,723.67
	16					24,196,723.67
	17					24,196,723.67
	18					24,196,723.67
	19					24,196,723.67
	20					24,196,723.67
	21					24,196,723.67
	22					24,196,723.67
	23					24,196,723.67
	24 Flagstar				1,190.70	24,197,914.37
	25 Bank of Michigan				588.16	24,198,502.53
	26 Bank of Michigan				2,512.21	24,201,014.74
	27 Citizens MM				1,504.67	24,202,519.41
	28 County National				1,891.87	24,204,411.28
	29 Ann Arbor St. Bank				467.90	24,204,879.18
	30 Comerica				0.02	24,204,879.20
	31					24,204,879.20
			511,206.40	511,206.40	8,635.92	

Pooled Cash and Investments

	City of Jackson					
	Treasurer Office					
	Daily Investment Balances					
	Pooled Account		Nov-12			
				(Exclude Interest)		
		Beg	Investment	Investment	Rolled Over	End
		Balance	Buys	Maturities	Interest	Balance
	Investments	24,188,353.98				24,188,353.98
	1					24,188,353.98
	2					24,188,353.98
	3					24,188,353.98
	4					24,188,353.98
	5					24,188,353.98
	6					24,188,353.98
	7					24,188,353.98
	8					24,188,353.98
	9					24,188,353.98
	10					24,188,353.98
	11					24,188,353.98
	12					24,188,353.98
	13					24,188,353.98
	14					24,188,353.98
	15					24,188,353.98
	16					24,188,353.98
	17					24,188,353.98
	18					24,188,353.98
	19					24,188,353.98
	20					24,188,353.98
	21					24,188,353.98
	22					24,188,353.98
	23					24,188,353.98
	24 Flagstar				1,151.86	24,189,505.84
	25 Bank of Michigan				568.88	24,190,074.72
	26 Bank of Michigan				2,429.87	24,192,504.59
	27 Citizens MM				1,455.79	24,193,960.38
	28 County National				1,830.24	24,195,790.62
	29 Ann Arbor St. Bank				452.64	24,196,243.26
	30 Comerica				0.02	24,196,243.28
	31					24,196,243.28
			0.00	0.00	7,889.30	

Pooled Cash and Investments

	City of Jackson					
	Treasurer Office					
	Daily Investment Balances					
	Pooled Account		Oct-12			
				(Exclude Interest)		
		Beg	Investment	Investment	Rolled Over	End
		Balance	Buys	Maturities	Interest	Balance
	Investments	24,179,915.48				24,179,915.48
	1					24,179,915.48
	2					24,179,915.48
	3					24,179,915.48
	4					24,179,915.48
	5					24,179,915.48
	6					24,179,915.48
	7					24,179,915.48
	8					24,179,915.48
	9					24,179,915.48
	10					24,179,915.48
	11					24,179,915.48
	12					24,179,915.48
	13					24,179,915.48
	14					24,179,915.48
	15					24,179,915.48
	16					24,179,915.48
	17					24,179,915.48
	18					24,179,915.48
	19					24,179,915.48
	20					24,179,915.48
	21					24,179,915.48
	22					24,179,915.48
	23					24,179,915.48
	24 Flagstar				1,189.81	24,181,105.29
	25 Bank of Michigan				587.52	24,181,692.81
	26 Bank of Michigan				2,509.49	24,184,202.30
	27 Citizens MM				1,611.37	24,185,813.67
	28 County National				2,012.54	24,187,826.21
	29 Ann Arbor St. Bank				527.75	24,188,353.96
	30 Comerica				0.02	24,188,353.98
	31					24,188,353.98
			0.00	0.00	8,438.50	

Pooled Cash and Investments

	City of Jackson					
	Treasurer Office					
	Daily Investment Balances					
	Pooled Account		Sep-12			
				(Exclude Interest)		
		Beg	Investment	Investment	Rolled Over	End
		Balance	Buys	Maturities	Interest	Balance
	Investments	24,171,512.65				24,171,512.65
	1					24,171,512.65
	2					24,171,512.65
	3					24,171,512.65
	4					24,171,512.65
	5					24,171,512.65
	6					24,171,512.65
	7					24,171,512.65
	8					24,171,512.65
	9		1,081,255.72	1,081,255.72	504.59	24,172,017.24
	10					24,172,017.24
	11					24,172,017.24
	12					24,172,017.24
	13					24,172,017.24
	14					24,172,017.24
	15					24,172,017.24
	16					24,172,017.24
	17					24,172,017.24
	18					24,172,017.24
	19					24,172,017.24
	20		1,038,502.14	1,038,502.14	484.63	24,172,501.87
	21					24,172,501.87
	22					24,172,501.87
	23					24,172,501.87
	24					24,172,501.87
	25 Flagstar				726.93	24,173,228.80
	26 Bank of Michigan				568.26	24,173,797.06
	27 Bank of Michigan				2,437.24	24,176,234.30
	28 Citizens MM				1,460.29	24,177,694.59
	29 County National				1,707.08	24,179,401.67
	30 Ann Arbor St. Bank				513.79	24,179,915.46
	31 Comerica				0.02	24,179,915.48
			2,119,757.86	2,119,757.86	8,402.83	

Pooled Cash and Investments

	City of Jackson					
	Treasurer Office					
	Daily Investment Balances					
	Pooled Account		Aug-12			
				(Exclude Interest)		
		Beg	Investment	Investment	Rolled Over	End
		Balance	Buys	Maturities	Interest	Balance
	Investments	19,664,029.10				19,664,029.10
	1		1,080,751.37	1,080,751.37	504.35	19,664,533.45
	2					19,664,533.45
	3					19,664,533.45
	4					19,664,533.45
	5					19,664,533.45
	6					19,664,533.45
	7					19,664,533.45
	8					19,664,533.45
	9					19,664,533.45
	10					19,664,533.45
	11					19,664,533.45
	12					19,664,533.45
	13					19,664,533.45
	14		1,038,029.26	1,038,029.26	472.88	19,665,006.33
	15					19,665,006.33
	16					19,665,006.33
	17					19,665,006.33
	18					19,665,006.33
	19					19,665,006.33
	20		1,500,000.00			21,165,006.33
	21		3,000,000.00			24,165,006.33
	22					24,165,006.33
	23					24,165,006.33
	24					24,165,006.33
	25					24,165,006.33
	26					24,165,006.33
	27					24,165,006.33
	28		511,059.38	511,059.38	147.02	24,165,153.35
	29 Flagstar				165.30	24,165,318.65
	30 Bank of Michigan				2,141.78	24,167,460.43
	31 Bank of Michigan				586.88	24,168,047.31
	Citizens MM				1,409.55	24,169,456.86
	County National				1,889.34	24,171,346.20
	Ann Arbor St. Bank				166.43	24,171,512.63
	Comerica				0.02	24,171,512.65
			7,129,840.01	2,629,840.01	7,483.55	

Pooled Cash and Investments

	City of Jackson					
	Treasurer Office					
	Daily Investment Balances					
	Pooled Account		Jul-12			
				(Exclude Interest)		
		Beg	Investment	Investment	Rolled Over	End
		Balance	Buys	Maturities	Interest	Balance
	Investments	19,651,959.45				19,651,959.45
	1					19,651,959.45
	2					19,651,959.45
	3		1,037,533.55	1,037,533.55	495.71	19,652,455.16
	4					19,652,455.16
	5					19,652,455.16
	6					19,652,455.16
	7					19,652,455.16
	8					19,652,455.16
	9					19,652,455.16
	10					19,652,455.16
	11					19,652,455.16
	12		510,912.41	510,912.41	146.97	19,652,602.13
	13					19,652,602.13
	14					19,652,602.13
	15					19,652,602.13
	16					19,652,602.13
	17					19,652,602.13
	18					19,652,602.13
	19					19,652,602.13
	20					19,652,602.13
	21		2,025,867.02	2,025,867.02	5,625.44	19,658,227.57
	22					19,658,227.57
	23					19,658,227.57
	24					19,658,227.57
	25					19,658,227.57
	26	Bank of Michigan			1,955.34	19,660,182.91
	27	Bank of Michigan			586.56	19,660,769.47
	28	County National			1,949.61	19,662,719.08
	29	Citizens MM			1,309.99	19,664,029.07
	30	Comerica Bank			0.03	19,664,029.10
	31					19,664,029.10
			3,574,312.98	3,574,312.98	12,069.65	



CITY OF JACKSON

HUMAN RELATIONS COMMISSION

161 W. MICHIGAN AVENUE

JACKSON, MICHIGAN 49201

PHONE: (517)788-4167

FAX: (517) 768-5820

CITY COUNCIL MEETING January 22, 2013

MEMO TO: Honorable Mayor Griffin and City Councilmembers
FROM: Jon Hart, Chairman *JH*
DATE: January 17, 2013
SUBJECT: HRC Teresa Delph Essay/Oratorical Contest – March 2, 2013

The annual Teresa Delph Essay/Oratorical Contest is scheduled for March 2, 2013, which will be held at the Jackson Crossing. Each year we receive over 150 essays from student's grades 2-12 in Jackson area schools, as well as from homeschooled students. We anticipate receiving the same amount of essays this year as well.

This year there will be four categories: 2nd – 4th grades, 5th – 6th grades, 7th – 9th grades, and 10th – 12th grades. Each category is eligible to win one 1st place \$100 gift certificate, a 2nd place \$75 gift certificate, and a 3rd place \$50 gift certificate. The gift certificates are for shopping at the Jackson Crossing Mall. Therefore, the total cost of gift certificates will be approximately \$900.00. Jackson Crossing has agreed to donate half of the cost for the gift certificates. This would leave an unpaid expense of \$450.00.

We would respectfully ask that the City Council approve a \$500.00 expenditure towards the \$450.00 remaining expense. Any funds remaining would be used towards incidental expenses. Your consideration and assistance of this very worthy project that not only teaches children how to write essays, but also to communicate their ideas through giving a speech.



CITY CLERK'S OFFICE
Lynn Fessel, City Clerk

CITY COUNCIL MEETING
January 22, 2013

DATE: January 14, 2013
MEMO TO: Honorable Mayor and City Council Members
FROM: Lynn Fessel, City Clerk *Lynn*
SUBJECT: Confirmation of Special Assessment Roll No. 3374.

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

**A. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 3374 FOR STREET
REPAVING ON HIGH STREET FROM COOPER TO LOSEY**

1. RESOLUTION CONFIRMING ROLL NO. 3374

ADJOURN AS A BOARD OF REVIEW AND RECONVENE AS CITY COUNCIL

Public hearings were established at the City Council's December 11th meeting for January 22, 2013. The required notice was published in the Jackson Citizen Patriot and a notification letter was sent to each property owner included on the rolls. Recommended action is to adopt the resolution after the public hearing is held

C: City Manager

RESOLUTION
STREET CONSTRUCTION

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did prepare special assessments concerning street construction on High Street from Cooper to Losey which assessments were by him placed on Assessment Roll No. 3374 in the amount of \$125,584.49 and reported to the City Council at its meeting held on the 11th day of December, 2012; and

WHEREAS, notice has been duly given that the City Council and Assessor would sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, the 22nd day of January, 2013, at 7:00 p.m. to hear any and all objections and suggestions by interested parties to said special assessments as contained in said roll; and

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

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

BE IT FURTHER RESOLVED that each and all of the special assessments contained in Roll No. 3374 shall be divided into ten (10) equal installments, the first of which shall be payable by May 31, 2013 without interest charge; and the remaining installments, plus a 2.54% annual interest charge on each installment, shall be due annually on May 31st of each subsequent year until each of the special assessments has been paid in full; provided, however, that in the event the City issues bonds in anticipation of special assessments, the unpaid balance of said special assessments shall, in accordance with Section 22-9 of the Jackson City Code of Ordinances, bear a rate of interest which shall be one percent (1%) above the average interest cost of said special assessment bonds.

BE IT FURTHER RESOLVED that the unpaid balance of any special assessment, including pro rata interest charges, may be paid in full at any time and that each and any special assessment may be paid without interest if payment in full is made prior to May 31, 2013.

* * * * *

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


I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 22nd day of January, 2013.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 23rd day of January, 2013.

Lynn Fessel, City Clerk

CITY CLERK'S OFFICE
Lynn Fessel, City Clerk

CITY COUNCIL MEETING
January 22, 2013

DATE: January 14, 2013
MEMO TO: Honorable Mayor and City Council Members
FROM: Lynn Fessel, City Clerk 
SUBJECT: Confirmation of Special Assessment Roll Nos. 4218 - 4223

SUGGESTED WORDING FOR JANUARY 22, 2012, CITY COUNCIL MEETING AGENDA:

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

A. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4218 DELINQUENT MISCELLANEOUS GENERAL FUND ACCOUNTS RECEIVABLE

1. RESOLUTION CONFIRMING ROLL NO. 4218

B. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4219 DELINQUENT MISCELLANEOUS BUILDING FUND ACCOUNTS RECEIVABLE

1. RESOLUTION CONFIRMING ROLL NO. 4219

C. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4220 DELINQUENT MISCELLANEOUS HOUSING CODE ENFORCEMENT FUND ACCOUNTS RECEIVABLE

1. RESOLUTION CONFIRMING ROLL NO. 4220

D. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4221 DELINQUENT MISCELLANEOUS BUILDING DEMOLITION FUND ACCOUNTS RECEIVABLE

1. RESOLUTION CONFIRMING ROLL NO. 4221

E. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4222 DELINQUENT MISCELLANEOUS WASTE WATER FUND ACCOUNTS RECEIVABLE

1. RESOLUTION CONFIRMING ROLL NO. 4222

F. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4223 DELINQUENT MISCELLANEOUS PUBLIC WORKS FUND ACCOUNTS RECEIVABLE

1. RESOLUTION CONFIRMING ROLL NO. 4223

ADJOURN AS A BOARD OF REVIEW AND RECONVENE AS CITY COUNCIL

Public hearings were established at the City Council's December 11th meeting for January 22, 2013. The required notice was published in the Jackson Citizen Patriot and a notification letter was sent to each property owner included on the rolls. Recommended action is to adopt the resolutions after the public hearings are held.

RESOLUTION

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did make assessments for delinquent miscellaneous General Fund accounts receivable which assessments were by him placed on Assessment Roll No. 4218 in the amount of \$9,310.22 and were reported to the City Council at its regular meeting held on the 11th day of December, 2012; and

WHEREAS, notice has been duly given that the City Council and Assessor will sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, the 22nd day of January, 2013, at 7:00 p.m. and hear any and all objections and suggestions by interested parties to said special assessments as contained in said Assessment Roll, and the matter of said review having come on to be heard and the City Council and Assessor sitting as a Board of Review having heard all objections and suggestions made thereto and having fully considered same;

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

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

* * * * *

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

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 22nd day of January, 2013.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 23rd day of January, 2013.

Lynn Fessel, City Clerk

RESOLUTION

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did make assessments for delinquent miscellaneous Building Department Fund accounts receivable which assessments were by him placed on Assessment Roll No. 4219 in the amount of \$3,266.85 and were reported to the City Council at its regular meeting held on the 11th day of December, 2012; and

WHEREAS, notice has been duly given that the City Council and Assessor will sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, the 22nd day of January, 2013, at 7:00 p.m. and hear any and all objections and suggestions by interested parties to said special assessments as contained in said Assessment Roll, and the matter of said review having come on to be heard and the City Council and Assessor sitting as a Board of Review having heard all objections and suggestions made thereto and having fully considered same;

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

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

* * * * *

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

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 22nd day of January, 2013.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 23rd day of January, 2013.

Lynn Fessel, City Clerk

RESOLUTION

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did make assessments for delinquent miscellaneous Housing Code Enforcement Fund accounts receivable which assessments were by him placed on Assessment Roll No. 4220 in the amount of \$5,726.15 and were reported to the City Council at its regular meeting held on the 11th day of December, 2012; and

WHEREAS, notice has been duly given that the City Council and Assessor will sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, the 22nd day of January, 2013, at 7:00 p.m. and hear any and all objections and suggestions by interested parties to said special assessments as contained in said Assessment Roll, and the matter of said review having come on to be heard and the City Council and Assessor sitting as a Board of Review having heard all objections and suggestions made thereto and having fully considered same;

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

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

* * * * *

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

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 22nd day of January, 2013.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 23rd day of January, 2013.

Lynn Fessel, City Clerk

RESOLUTION

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did make assessments for delinquent miscellaneous Building Demolition Fund accounts receivable which assessments were by him placed on Assessment Roll No. 4221 in the amount of \$1,557.72 and were reported to the City Council at its regular meeting held on the 11th day of December, 2013; and

WHEREAS, notice has been duly given that the City Council and Assessor will sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, the 22nd day of January, 2013, at 7:00 p.m. and hear any and all objections and suggestions by interested parties to said special assessments as contained in said Assessment Roll, and the matter of said review having come on to be heard and the City Council and Assessor sitting as a Board of Review having heard all objections and suggestions made thereto and having fully considered same;

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

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

* * * * *

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

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 22nd day of January, 2013.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 23rd day of January, 2013.

Lynn Fessel, City Clerk

RESOLUTION

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did make assessments for delinquent miscellaneous Waste Water Fund accounts receivable which assessments were by him placed on Assessment Roll No. 4222 in the amount of \$431.82 and were reported to the City Council at its regular meeting held on the 11th day of December, 2012; and

WHEREAS, notice has been duly given that the City Council and Assessor will sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, the 22nd day of January, 2013, at 7:00 p.m. and hear any and all objections and suggestions by interested parties to said special assessments as contained in said Assessment Roll, and the matter of said review having come on to be heard and the City Council and Assessor sitting as a Board of Review having heard all objections and suggestions made thereto and having fully considered same;

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

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

* * * * *

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

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 22nd day of January, 2013.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 23rd day of January, 2013.

Lynn Fessel, City Clerk

RESOLUTION

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did make assessments for delinquent miscellaneous Public Works Fund accounts receivable which assessments were by him placed on Assessment Roll No. 4223 in the amount of \$13,666.49 and were reported to the City Council at its regular meeting held on the 11th day of December, 2012; and

WHEREAS, notice has been duly given that the City Council and Assessor will sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, the 22nd day of January, 2013, at 7:00 p.m. and hear any and all objections and suggestions by interested parties to said special assessments as contained in said Assessment Roll, and the matter of said review having come on to be heard and the City Council and Assessor sitting as a Board of Review having heard all objections and suggestions made thereto and having fully considered same;

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

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

* * * * *

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

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 22nd day of January, 2013.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 23rd day of January, 2013.

Lynn Fessel, City Clerk



Neighborhood & Economic Operations

Building a Stronger Jackson

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

Building Inspection
(517) 788-4012

Code Enforcement
(517) 788-4060

Engineering
(517) 788-4160

Planning & Economic Development
(517) 768-6433

CITY COUNCIL MEETING January 22, 2013

TO: Honorable Mayor Griffin and City Councilmembers

FROM: Patrick Burtch, City Manager

SUBJECT: Public Hearing to Receive Citizen Comments for 2013-2014 Annual Action Plan

RECOMMENDATION

Conduct the Public Hearing to receive citizen comments on housing and community development needs in the City.


On December 11, 2012, the Jackson City Council adopted the Timetable for 2013-2014 Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) processes. The Timetable included establishment of a Public Hearing on January 22, 2013 to receive comments regarding the housing and community development needs from the City's residents as required by 24 CFR 91.105(e)(1).

Should comments be received orally or in writing in response to the Public Hearing, they will be incorporated into the City's 2013-2014 Annual Action Plan for submission to HUD in May 2013. No further action is required at this time.



CITY CLERK'S OFFICE
Lynn Fessel, City Clerk

CITY COUNCIL MEETING
January 22, 2013

DATE: January 16, 2013
MEMO TO: Honorable Mayor and City Councilmembers
FROM: Lynn Fessel, City Clerk 
SUBJECT: Alley Vacation Public Hearing and Resolution

PUBLIC HEARING ON THE REQUEST FROM DONALD BENDZINSKI TO VACATE A 16.5 FOOT WIDE ALLEY RUNNING EAST AND WEST 232 FEET FROM THE EAST LINE OF N BLACKSTONE STREET TO THE WEST LINE OF BLACKMAN AVENUE. (CITY PLANNING COMMISSION RECOMMENDS APPROVAL OF THE VACATION.)

A. RESOLUTION VACATING THE ALLEY

Attached please find a resolution vacating the subject alley, along with supporting documentation. Both staff and the City Planning Commission recommend approval of the vacation of this alley.

Thank you.

C: City Manager

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, a petition has been filed by all of the persons, firms, corporations, and entities owning property abutting on or located in, under or over an alley in the City of Jackson, Michigan, for the vacation of said alley, more particularly described as:

A 16.5 FOOT WIDE ALLEY RUNNING EAST & WEST 232 FEET FROM THE EAST LINE OF N BLACKSTONE STREET TO THE WEST LINE OF BLACKMAN AVE AND LYING SOUTH OF LOTS 10 & 13 AND NORTH OF LOTS 9 & 27, BLOCK 2, DURAND'S ADDITION, CITY OF JACKSON, JACKSON COUNTY, STATE OF MICHIGAN

WHEREAS, it is determined that all persons, firms, corporations, and entities who will be affected by said vacation have filed with the City Council their written consent to the same, and that it is necessary for the health, welfare, comfort, and safety of the people of the City to vacate and discontinue such alley;

NOW, THEREFORE, BE IT RESOLVED that the above-described alley be, and the same is hereby vacated, and the land shall revert to the abutting property free from any claim or right on the part of the public and, except as otherwise provided herein, all public claims and rights in and to said alley are hereby forever barred.

BE IT FURTHER RESOLVED that the vacation of the above-described alley is upon the condition that title to all water, sewer, gas, electric, and communication poles, wires, conduits, cables, pipes, lines, and their respective appurtenances and facilities now or hereafter in, under or over said alley are reserved to and shall remain in the respective owners thereof and their successors or assigns, together with an easement and continued right to occupy said alley within the previous right-of-way thereof for public utility purposes, with present and additional facilities, and to operate, repair, maintain, replace or remove the same to the same effect and in the same manner as if said alley remained a public way.

BE IT FURTHER RESOLVED that any abutting property owner, and their respective successors, heirs or assigns who wish to erect any structure on, or cause construction to, or otherwise modify or improve the now vacated right-of-way, shall first obtain the written permission of any utility owner who retains a right of occupancy and easement in said vacated right-of-way. Said written permission is required to ensure noninterference with the utility owner's easement and right of occupancy.

* * * * *

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 22^d day of January, 2013.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the Seal of the City of Jackson, Michigan, on this 23^d day of January, 2013.

Lynn Fessel, City Clerk



Neighborhood & Economic Operations

Building a Stronger Jackson

161 W. Michigan Avenue • Jackson, MI 49201-1303 • Facsimile (517) 780-4781
Building Inspection (517) 788-4012 Code Enforcement (517) 788-4060 Engineering (517) 788-4160 Planning & Economic Development (517) 768-6433

TO: Lynn Fessel, City Clerk
DATE: January 3, 2013
FROM: Barry Hicks, AICP, Planning Director
SUBJECT: **Street & Alley Vacation for Petitioner Donald Bendzinski**

The City of Jackson Planning Commission considered a request from Petitioner Donald Bendiaki to vacate an alley at their January 2, 2013 regular Meeting and the following motion was made:

Commissioner Griffin Moved, with Support from Commission Kubish, to Recommend that City Council Vacate an Alley Located South of 539 N. Blackstone Street (Parcel #1-0247.1000) and a Parcel along Blackman Street (Parcel #1-027100000) and North of 537 N. Blackstone Street (Parcel #1-024500000) and 532 Blackman Avenue (Parcel #1- 029500000), in Accordance with Staff's Recommendation.

Yeas- 6 (Polaczyk, Colver, Griffin, Kubish, Burtch and Troxel); Nays- 0; Abstain- 0; Absent- 1 (Stark and Dobies)

The motion passed unanimously on a roll-call vote.

Att: Corrected Public Notice
Planning Commission/Staff Report



Neighborhood & Economic Operations

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Phone (517) 788-4060 • Facsimile (517) 780-4781

PLANNING COMMISSION MEETING JANUARY 2, 2012

MEMO TO: Planning Commission

FROM: Barry Hicks, AICP, Planning Director

DATE: December 18, 2012

SUBJECT: Staff Report: Petition to Vacate an Alley Located South of 539 N. Blackstone Street (Parcel #1-0247.1000) and a Parcel along Blackman Street (Parcel #1-027100000) and North of 537 N. Blackstone Street (Parcel #1-024500000) and 532 Blackman Avenue (Parcel #1-029500000)

MOTION 1: Receive the Staff Report.

HEARING: Conduct a Public Hearing on the Request to Vacate the Alley.

MOTION 2: Consideration of a Petition to Recommend that City Council Vacate an Alley Located South of 539 N. Blackstone Street (Parcel #1-0247.1000) and a Parcel along Blackman Street (Parcel #1-027100000) and North of 537 N. Blackstone Street (Parcel #1-024500000) and 532 Blackman Avenue (Parcel #1-029500000), in the City of Jackson, Jackson County, State of Michigan (*staff recommends approval*).

Overview and Applicable Zoning Criteria

Applicant: Donald Bendzinski

Location: South of 539 N. Blackstone Street (Parcel #1-0247.1000) and a parcel along Blackman Street (Parcel #1-027100000) and North of 537 N. Blackstone Street (Parcel #1-024500000) and 532 Blackman Avenue (Parcel #1-029500000)

Application Received Date: July 10, 2012

Latest Revisions: December 11, 2012

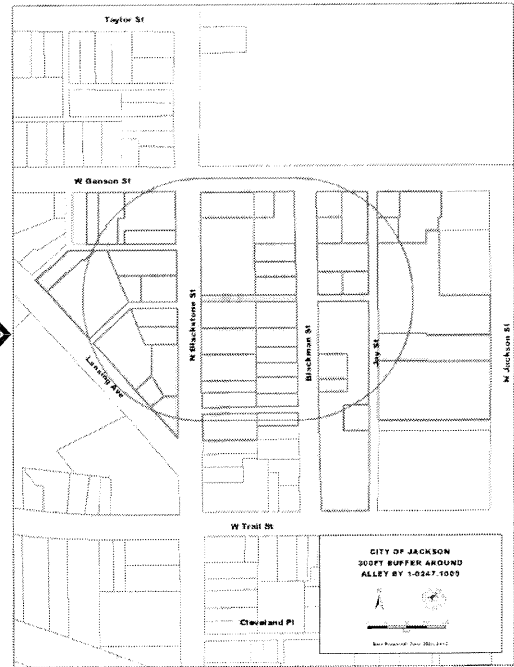
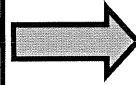
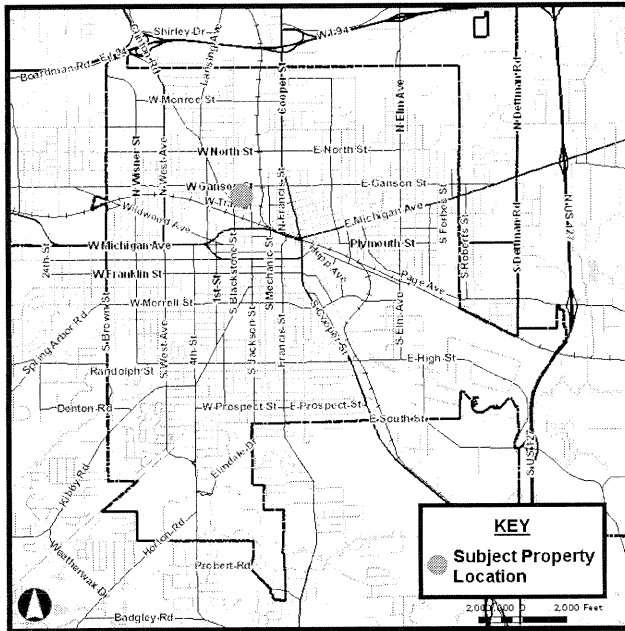
Zoning: C-4, General commercial district; and R-4, High density apartment and office district

Applicant Requested: Petition to Vacate an Alley

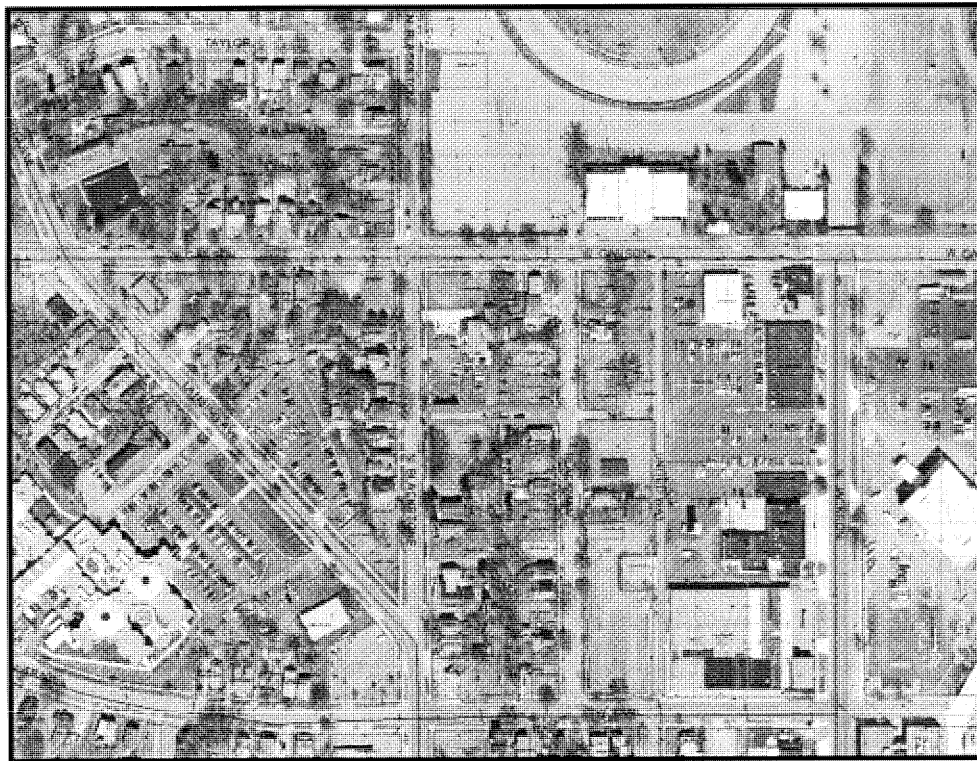
Staff Recommendation: Approve Request



Maps



Subject Location Maps




Subject Location Air Photo



CITY CLERK'S OFFICE
Lynn Fessel, City Clerk

CITY COUNCIL MEETING
January 22, 2013

DATE: January 16, 2013
MEMO TO: Honorable Mayor and City Councilmembers
FROM: Lynn Fessel, City Clerk 
SUBJECT: Alley Vacation Public Hearing and Resolution

**PUBLIC HEARING ON THE REQUEST FROM THE COUNTY OF JACKSON
TO VACATE AN ALLEY LOCATED SOUTHEAST OF 521 LANSING AVENUE
AND NORTHWEST OF 511 LANSING AVENUE. (CITY PLANNING
COMMISSION RECOMMENDS APPROVAL OF THE VACATION.)**

A. RESOLUTION VACATING THE ALLEY

Attached please find a resolution vacating the subject alley, along with supporting documentation. Both staff and the City Planning Commission recommend approval of the vacation of this alley.

Thank you.

C: City Manager

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, a petition has been filed by all of the persons, firms, corporations, and entities owning property abutting on or located in, under or over an alley in the City of Jackson, Michigan, for the vacation of said alley, more particularly described as:

A 16.5 FOOT WIDE ALLEY IN BLOCK 3, DURAND'S ADDITION, LYING NORTH OF LOT 4 AND SOUTH OF LOT 5, BEGINNING ON THE EAST LINE OF LANSING AVE AT THE SOUTHWEST CORNER OF LOT 5, THENCE RUNNING NORTHEASTERLY APPROXIMATELY 128.04 FEET TO THE SOUTHEAST CORNER OF LOT 5, THENCE SOUTHEASTERLY 16.5 FEET TO THE NORTHEAST CORNER OF LOT 4, THENCE SOUTHWESTERLY APPROXIMATELY 126 FEET TO THE NORTHWEST CORNER OF LOT 4 & THE EASTERLY LINE OF LANSING AVE, THENCE NORTHWESTERLY 16.5 FEET ALONG THE EASTERLY LINE OF LANSING AVE TO THE POINT OF BEGINNING, BLOCK 3, DURAND'S ADDITION, CITY OF JACKSON, JACKSON COUNTY, STATE OF MICHIGAN

WHEREAS, it is determined that all persons, firms, corporations, and entities who will be affected by said vacation have filed with the City Council their written consent to the same, and that it is necessary for the health, welfare, comfort, and safety of the people of the City to vacate and discontinue such alley;

NOW, THEREFORE, BE IT RESOLVED that the above-described alley be, and the same is hereby vacated, and the land shall revert to the abutting property free from any claim or right on the part of the public and, except as otherwise provided herein, all public claims and rights in and to said alley are hereby forever barred.

BE IT FURTHER RESOLVED that the vacation of the above-described alley is upon the condition that title to all water, sewer, gas, electric, and communication poles, wires, conduits, cables, pipes, lines, and their respective appurtenances and facilities now or hereafter in, under or over said alley are reserved to and shall remain in the respective owners thereof and their successors or assigns, together with an easement and continued right to occupy said alley within the previous right-of-way thereof for public utility purposes, with present and additional facilities, and to operate, repair, maintain, replace or remove the same to the same effect and in the same manner as if said alley remained a public way.

BE IT FURTHER RESOLVED that any abutting property owner, and their respective successors, heirs or assigns who wish to erect any structure on, or cause construction to, or otherwise modify or improve the now vacated right-of-way, shall first obtain the written permission of any utility owner who retains a right of occupancy and easement in said vacated right-of-way. Said written permission is required to ensure noninterference with the utility owner's easement and right of occupancy.

* * * * *

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 22^d day of January, 2013.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the Seal of the City of Jackson, Michigan, on this 23^d day of January, 2013.

Lynn Fessel, City Clerk



Neighborhood & Economic Operations

Building a Stronger Jackson

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

Building Inspection
(517) 788-4012

Code Enforcement
(517) 788-4060

Engineering
(517) 788-4160

Planning & Economic Development
(517) 768-6433

TO: Lynn Fessel, City Clerk
DATE: January 3, 2013
FROM: Barry Hicks, AICP, Planning Director
SUBJECT: **Street & Alley Vacation for Petitioner Jackson County**

The City of Jackson Planning Commission considered a request from Petitioner Jackson County to vacate an alley at their January 2, 2013 regular Meeting and the following motion was made:

Commissioner Burtch Moved, with Support from Commission Kubish, to Recommend that City Council Vacate an Alley Located Southeast of 521 Lansing Avenue (Parcel #1-031500000) and Northwest of 511 Lansing Avenue (Parcel #1-031000000), in Accordance with Staff's Recommendation and that Utility Rights are Maintained.

Yeas- 7 (Polaczyk, Collver, Griffin, Kubish, Burtch, Dobies and Troxel); Nays- 0; Abstain- 0; Absent- 1 (Stark)

The motion passed unanimously on a roll-call vote.

Att: Corrected Public Notice
Planning Commission/Staff Report



Neighborhood & Economic Operations Building a Stronger Jackson

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Phone (517) 788-4060 • Facsimile (517) 780-4781

PLANNING COMMISSION MEETING JANUARY 2, 2012

MEMO TO: Planning Commission

FROM: Barry Hicks, AICP, Planning Director

DATE: December 18, 2012

SUBJECT: **Staff Report: Petition to Vacate an Alley Located Southeast of 521 Lansing Avenue (Parcel #1-031500000) and Northwest of 511 Lansing Avenue (Parcel #1-031000000).**

MOTION 1: Receive the Staff Report.

HEARING: Conduct a Public Hearing on the Request to Vacate the Alley.

MOTION 2: Consideration of a Petition to Recommend that City Council Vacate a 128 Foot Long Portion (East & West) of a 17 Foot Wide (North & South) Alley Running East and West in Durand's Addition. Said Portion Running East from the North Line of Lansing Avenue, Lying North of Lot 4 and South of Lot 5 in Said Durand's Addition, City of Jackson, Jackson County, State of Michigan (*staff recommends approval*).

Overview and Applicable Zoning Criteria

Applicant: Jackson County

Location: Alley located southeast of 521 Lansing Avenue (Parcel #1-031500000) and northwest of 511 Lansing Avenue (Parcel #1-031000000)

Application Received Date: July 10, 2012

Latest Revisions: December 11, 2012

Zoning: R-4, High density apartment and office district

Applicant Requested: Petition to Vacate an Alley

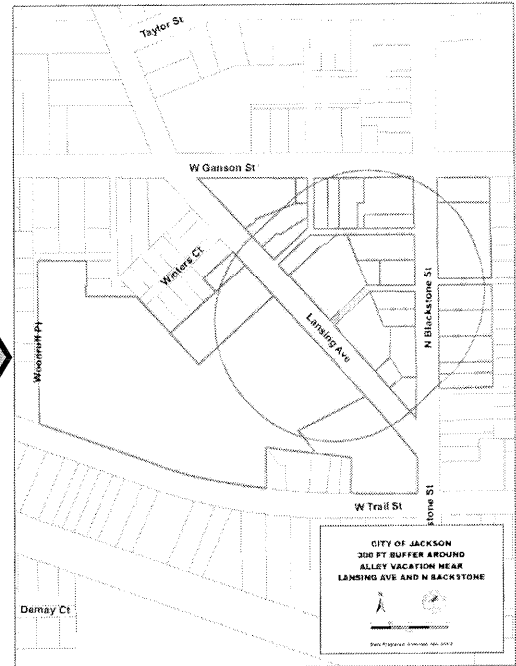
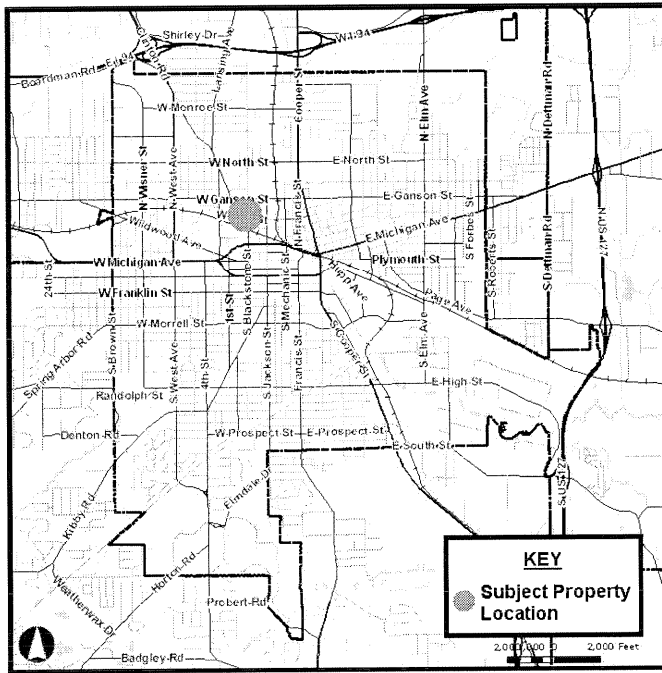
Staff Recommendation: Approve Request

Property Location

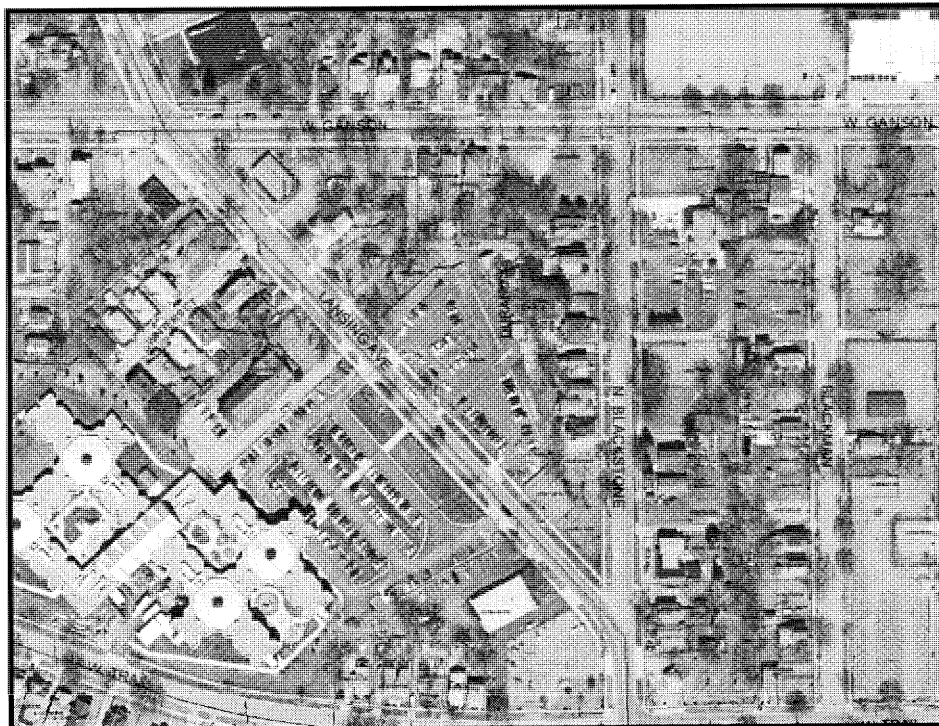
The alley is southeast of 521 Lansing Avenue (Parcel #1-031500000) and northwest of 511 Lansing Avenue (Parcel #1-031000000). It is a 128' (east & west) x 17' (north & south) running east from the north line of Lansing Avenue.



Maps



Subject Location Maps



Subject Location Air Photo

**JF DEVELOPMENT LLC
1015 Oakridge Drive
Jackson, MI49203
517-262-3822**

January 10, 2013

To: City Council /Co City Manager

Subj: Request to Present My Appeal for a Reduction of a Mowing Invoice

On July 9,2012 I received Invoice 1200007433 for mowing the vacant parcel behind our building at 2044 South Cooper in the amount of \$289.29 for mowing the half acre lot.

My problem is 1. We did not receive a notice to mow, as had been our past experience. 2. There was an extra charge of \$68.40 for extra work. 3. The mowing left high grass, particularly at the Townley Street side and noxious weeds.. 4. In past years we have mowed the lot twice a year after our initial notice and never had another notice.

On July 18 I contacted my councilman, Derek Dobies, who supplied me with a copy of the city ordinance, which says I should be notified by mail about the violation.

I consider the city-mowing price excessive, particularly because it was a bad job that left me with noxious weed violations. There is no question that the city had the lot mowed and as prior mowings ranged from \$100 to \$135 I decided to send a check for \$175 to stop the monthly non-payment interest of 1.25% (an annual rate of 15%).

After attempts to resolve with a few emails to Derek, and another council member and Patrick Burtch I decided to send a check to Patrick. He said the ordinance prohibited him from adjusting an invoice issued by the city.

Therefore I am appealing to the Council to please honor my request to accept my \$175 check as payment in full for the mowing and finance charges.

Sincerely

Irving French, Managing Member
JF Development LLC



Neighborhood & Economic Operations

Building a Stronger Jackson

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

Building Inspection
(517) 788-4012

Code Enforcement
(517) 788-4060

Engineering
(517) 788-4160

Planning & Economic Development
(517) 768-6433

CITY COUNCIL MEETING January 22, 2013

TO: Honorable Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager
Jon H. Dowling, P.E., City Engineer

SUBJECT: Fiscal Year 2014-2017 Transportation Improvement Plan Selection

RECOMMENDATION: To adopt the resolution to approve the street list as selected for inclusion in the 2014-2017 Transportation Improvement Plan (TIP) and to acknowledge that the City is willing to pay the local match for the selected projects.

Region 2 Planning Commission, being the Metropolitan Planning Organization (MPO) for the Jackson Urbanized Area has a call for projects to be included in the TIP for fiscal years 2014-2017. The MPO has an estimated \$5,218,029 in federal funds for the four year TIP. On December 20, 2012, City Engineering met with Region 2 Planning Commission, Jackson County Road Commission and Jackson Area Transit Authority to select projects to fit within the federal funding amounts per year.

The projects selected within the City of Jackson for reconstruction and/or rehabilitation are as follows:

<u>Fiscal Year</u>	<u>Project</u>	<u>Limits</u>	<u>Federal Amount</u>
2014	North St.	Kennedy to Elm	\$460,000
	Monroe	West Ave. to Clinton	\$ 87,200
2015	West Ave.	Bloomfield to High	\$630,400
2016	Steward	Wildwood to Lansing	\$479,200
2017	Kibby Rd.	City Limits to West Ave.	\$928,800

We request that the attached resolution to approve the street list as selected for inclusion in the 2014-2017 Transportation Improvement Plan be adopted.

If you have any questions, please contact me.

JHD:sms

C: Troy R. White, P.E., Civil Engineer III

RESOLUTION

BY CITY COUNCIL:

WHEREAS, Region 2 Planning Commission, being the Metropolitan Planning Organization for the Jackson Urbanized Area, has a call for projects for the Transportation Improvement Plan for fiscal years 2014 – 2017; and

WHEREAS, the Metropolitan Planning Organization, through the Jackson Area Comprehensive Transportation Study, has an estimated \$5,218,029 in federal funds for the four year Transportation Improvement Plan for the local agencies; and

WHEREAS, City Engineering met on December 20, 2012, with Region 2 Planning Commission, Jackson County Road Commission and Jackson Area Transportation Authority to select projects to fit within the Federal Funding per year; and

WHEREAS, projects are selected based on construction cost only with Federal Funds paying 80% of the cost and City Funds paying 20% of the cost; and

WHEREAS, projects selected within the City of Jackson for reconstruction and/or rehabilitation are as follows:

FY 2014 North St: Kennedy to Elm PASER=2, Curb Fair, ADT=4067, length=0.313 mi
Proposed Work: Reconstruct with curb replacement, bike lanes, horizontal realignment of intersection at Edgewood.
Estimated Construction Cost = \$575,000; with Federal Portion = \$460,000

Monroe: West Ave to Clinton PASER=3, Curb Fair, ADT=8560, length=0.059 mi
Proposed Work: Reconstruct pavement with curb repairs (include Clinton intersection).
Estimated Construction Cost = \$109,000; with Federal Portion = \$87,200

FY 2015 West Ave: Bloomfield to High PASER=3, Curb Good, ADT=13,481, length=0.283 mi
Proposed Work: Reconstruct pavement with curb repairs. Construct southbound right turn lane at Kibby. Reconstruct traffic signals at Kibby and High.
Estimated Construction Cost = \$788,000; with Federal Portion = \$630,400

FY 2016 Steward: Wildwood to Lansing PASER=3, Curb Good, ADT=7046, length=0.739 mi
Proposed Work: Mill and resurface with curb repairs. Replace RR crossing. Reconstruct traffic signal at Ganson.
Estimated Construction Cost = \$599,000; with Federal Portion = \$479,200

FY 2017 Kibby Rd: City Limits to West PASER=4, Curb Good, ADT=9,638, length=0.658 mi
Proposed Work: Reconstruct pavement with curb repairs on boulevard island and curb replacement on outside lanes to reduce pavement width to one vehicle lane and bike lane each direction.
Estimated Construction Cost = \$1,161,000; with Federal Portion = \$928,800

NOW, THEREFORE, BE IT RESOLVED that the City Council approves the street list as selected for inclusion in the 2014-2017 Transportation Improvement Plan; and

BE IT FURTHER RESOLVED that the City Council approves the local match and is willing to pay the local match for the selected projects.

* * * *

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 January, 2013.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 23rd day of January, 2013.

Lynn Fessel, City Clerk



Neighborhood & Economic Operations

Building a Stronger Jackson

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Building Inspection
(517) 788-4012

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CITY COUNCIL MEETING January 22, 2013

TO: Honorable Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager
Jon H. Dowling, P.E., City Engineer

SUBJECT: Change to Consumers Energy Standard Streetlighting Contract

RECOMMENDATION: To Approve the Resolutions for Changes to Consumers Energy Standard Streetlighting Contract and Authorize the Mayor and City Clerk to Sign the Appropriate Documents.

As part of Consumers Energy's routine maintenance, all mercury vapor streetlights are being removed to eliminate the mercury from their lights over a ten-year program. These lights are being replaced with high pressure sodium streetlights.

Attached are six Authorizations for Change in Standard Streetlighting Contract from Consumers Energy for the work that has occurred last year for 127 lights. Consumers Energy resolutions authorizing these changes are also attached.

We request the approval of the changes to the Consumers Energy Standard Streetlighting Contract and the authorization for the Mayor and City Clerk to sign the appropriate documents.

JHD:sms

Cc: Lynn Fessel, City Clerk
Troy R. White, P.E., Civil Engineer III
Robert Dietz, Parking Manager/Engineering Assistant

AUTHORIZATION FOR CHANGE IN STANDARD LIGHTING CONTRACT (COMPANY-OWNED)

Consumers Energy Company is authorized as of 5/07/2012, by the City of Jackson, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the City of Jackson, dated 10/1/2010.

General Service Unmetered Lighting Rate GUL, Standard High Intensity Discharge as identified in Exhibit A.
 General Unmetered Experimental Lighting Rate GU-XL as identified in Exhibit B.

Notification Number Conversion: 1015459141, 1015459148, 1015459150, 1015459151, 1015459152, 1015459153, 1015459154, 1015459155, 1015459156, 1015459160, 1015459161, 1015459162 Demand: 1016238969, 1016896779, 1017675380, 1014806656, 1017323427, 1017128003, 1016346900, 1017854707

Construction Work Order Number Conversion: 17782542, 17782546, 17782645, 17782646, 17782652, 17782656, 17782801, 17782803, 17782805, 17782810, 17782813, 17782814 Demand: 18126245, 18419183, 18754813, 17433863, 18597331, 18510161, 18176281, 18844469

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 10/1/2010, shall remain in full force and effect.

By: _____
Its

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

RESOLUTION

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the City Village Township of Jackson, dated 10/1/2010, in accordance with the Authorization for Change in Standard Lighting Contract dated as of 5/07/2012, heretofore submitted to and considered by this Commission Council Board; and

RESOLVED, further, that the _____ Clerk be and are authorized to execute such authorization for change on behalf of the City Village Township.

STATE OF MICHIGAN)
) ss
COUNTY OF Jackson)

I, _____, Clerk of the City Village Township of _____ do hereby certify that the foregoing resolution was duly adopted by the Commission Council Board of said municipality, at the meeting held on _____.

 City Village Township Clerk

Dated:

GENERAL SERVICE UNMETERED LIGHTING RATE GUL, STANDARD HIGH INTENSITY DISCHARGE

Number of Luminaires	Luminaire Nominal Watts	Type of Luminaire	Type of Fixture	Style of Fixture	Install/Remove	Location
9	250	MV	Cobrahead	Non-Cutoff	Remove	On Porter St
9	100	HPS	Cobrahead	Non-Cutoff	Install	On Porter St
3	250	MV	Cobrahead	Non-Cutoff	Remove	On Frost St
3	100	HPS	Cobrahead	Non-Cutoff	Install	On Frost St
1	250	MV	Cobrahead	Non-Cutoff	Remove	On Newton St
1	100	HPS	Cobrahead	Non-Cutoff	Install	On Newton St
1	400	MV	Cobrahead	Non-Cutoff	Remove	Intersection of Porter St & Cooper St
1	100	HPS	Cobrahead	Non-Cutoff	Install	Intersection of Porter St & Cooper St
9	175	MV	Cobrahead	Non-Cutoff	Remove	On Cooper St
9	100	HPS	Cobrahead	Non-Cutoff	Install	On Cooper St
2	250	MV	Cobrahead	Non-Cutoff	Remove	On Price St
2	100	HPS	Cobrahead	Non-Cutoff	Install	On Price St
1	175	MV	Cobrahead	Non-Cutoff	Remove	On Monroe St
9	250	MV	Cobrahead	Non-Cutoff	Remove	On Monroe St
10	100	HPS	Cobrahead	Non-Cutoff	Install	On Monroe St
1	250	MV	Cobrahead	Non-Cutoff	Remove	On N Starr St
1	100	HPS	Cobrahead	Non-Cutoff	Install	On N Starr St
1	250	MV	Cobrahead	Non-Cutoff	Remove	On Shahan Dr
1	100	HPS	Cobrahead	Non-Cutoff	Install	On Shahan Dr
4	175	MV	Cobrahead	Non-Cutoff	Remove	On Blackstone St
2	250	MV	Cobrahead	Non-Cutoff	Remove	On Blackstone St
6	100	HPS	Cobrahead	Non-Cutoff	Install	On Blackstone St

Comments: _____

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Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 10/1/2010, shall remain in full force and effect.

By: _____
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RESOLUTION

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RESOLVED, further, that the _____ Clerk be and are authorized to execute such authorization for change on behalf of the City Village Township.

STATE OF MICHIGAN)
) ss
COUNTY OF Jackson)

I, _____, Clerk of the City Village Township of _____ do hereby certify that the foregoing resolution was duly adopted by the Commission Council Board of said municipality, at the meeting held on _____.

 City Village Township Clerk

Dated:

GENERAL SERVICE UNMETERED LIGHTING RATE GUL, STANDARD HIGH INTENSITY DISCHARGE

Number of Luminaires	Luminaire Nominal Watts	Type of Luminaire	Type of Fixture	Style of Fixture	Install/Remove	Location
4	250	MV	Cobrahead	Non-Cutoff	Remove	On St Clair Ave
4	100	HPS	Cobrahead	Non-Cutoff	Install	On St Clair Ave
3	250	MV	Cobrahead	Non-Cutoff	Remove	On Dewey Ave
3	100	HPS	Cobrahead	Non-Cutoff	Install	On Dewey Ave
2	250	MV	Cobrahead	Non-Cutoff	Remove	On Austin Ave
2	100	HPS	Cobrahead	Non-Cutoff	Install	On Austin Ave
1	250	MV	Cobrahead	Non-Cutoff	Remove	On Hobart St
1	100	HPS	Cobrahead	Non-Cutoff	Install	On Hobart St
3	250	MV	Cobrahead	Non-Cutoff	Remove	On Marshall Ave
3	100	HPS	Cobrahead	Non-Cutoff	Install	On Marshall Ave
1	250	MV	Center Suspension	NA	Remove	Intersection of George St & Hill St
1	100	HPS	Center Suspension	NA	Install	Intersection of George St & Hill St
1	175	MV	Cobrahead	Non-Cutoff	Remove	On Madison St
1	100	HPS	Cobrahead	Non-Cutoff	Install	On Madison St
1	175	MV	Cobrahead	Non-Cutoff	Remove	On Jefferson St
1	250	MV	Cobrahead	Non-Cutoff	Remove	On Jefferson St
2	100	HPS	Cobrahead	Non-Cutoff	Install	On Jefferson St
2	175	MV	Center Suspension	NA	Remove	On Blackstone St
1	250	MV	Center Suspension	NA	Remove	On Blackstone St
3	100	HPS	Center Suspension	NA	Install	On Blackstone St
2	250	MV	Cobrahead	Non-Cutoff	Remove	On Adams St
2	100	HPS	Cobrahead	Non-Cutoff	Install	On Adams St

Comments: _____

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RESOLVED, further, that the _____ Clerk be and are authorized to execute such authorization for change on behalf of the City Village Township.

STATE OF MICHIGAN)
) ss
COUNTY OF Jackson)

I, _____, Clerk of the City Village Township of _____ do hereby certify that the foregoing resolution was duly adopted by the Commission Council Board of said municipality, at the meeting held on _____.

 City Village Township Clerk

Dated:

GENERAL SERVICE UNMETERED LIGHTING RATE GUL, STANDARD HIGH INTENSITY DISCHARGE

Number of Luminaires	Luminaire Nominal Watts	Type of Luminaire	Type of Fixture	Style of Fixture	Install/Remove	Location
3	250	MV	Cobrahead	Non-Cutoff	Remove	On Hill St
3	100	HPS	Cobrahead	Non-Cutoff	Install	On Hill St
1	250	MV	Cobrahead	Non-Cutoff	Remove	On McKinnely St
1	100	HPS	Cobrahead	Non-Cutoff	Install	On McKinnely St
1	175	MV	Cobrahead	Non-Cutoff	Remove	On Spring St
1	100	HPS	Cobrahead	Non-Cutoff	Install	On Spring St
15	175	MV	Cobrahead	Non-Cutoff	Remove	On North St
15	100	HPS	Cobrahead	Non-Cutoff	Install	On North St
1	175	MV	Cobrahead	Non-Cutoff	Remove	On Myrtle St
1	100	HPS	Cobrahead	Non-Cutoff	Install	On Myrtle St
2	175	MV	Cobrahead	Non-Cutoff	Remove	On Taylor St
2	100	HPS	Cobrahead	Non-Cutoff	Install	On Taylor St
1	175	MV	Center Suspension	NA	Remove	On Arnold St
1	100	HPS	Center Suspension	NA	Install	On Arnold St
1	175	MV	Cobrahead	Non-Cutoff	Remove	On State St
1	250	MV	Cobrahead	Non-Cutoff	Remove	On State St
2	100	HPS	Cobrahead	Non-Cutoff	Install	On State St
2	250	MV	Cobrahead	Non-Cutoff	Remove	On Bush St
2	100	HPS	Cobrahead	Non-Cutoff	Install	On Bush St
1	250	MV	Center Suspension	NA	Remove	On Lincoln St
1	100	HPS	Center Suspension	NA	Install	On Lincoln St
1	250	MV	Cobrahead	Non-Cutoff	Remove	On Lincoln St
1	100	HPS	Cobrahead	Non-Cutoff	Install	On Lincoln St

Comments: _____

AUTHORIZATION FOR CHANGE IN STANDARD LIGHTING CONTRACT (COMPANY-OWNED)

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Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 10/1/2010, shall remain in full force and effect.

By: _____
Its _____

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RESOLUTION

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the City Village Township of Jackson, dated 10/1/2010, in accordance with the Authorization for Change in Standard Lighting Contract dated as of 5/07/2012, heretofore submitted to and considered by this Commission Council Board; and

RESOLVED, further, that the _____ Clerk be and are authorized to execute such authorization for change on behalf of the City Village Township.

STATE OF MICHIGAN)
) ss
COUNTY OF Jackson)

I, _____, Clerk of the City Village Township of _____ do hereby certify that the foregoing resolution was duly adopted by the Commission Council Board of said municipality, at the meeting held on _____.

 City Village Township Clerk

Dated:

GENERAL SERVICE UNMETERED LIGHTING RATE GUL, STANDARD HIGH INTENSITY DISCHARGE

Number of Luminaires	Luminaire Nominal Watts	Type of Luminaire	Type of Fixture	Style of Fixture	Install/Remove	Location
1	250	MV	Cobrahead	Non-Cutoff	Remove	On Bennett St
1	100	HPS	Cobrahead	Non-Cutoff	Install	On Bennett St
1	175	MV	Center Suspension	NA	Remove	On Bennett St
1	100	HPS	Center Suspension	NA	Install	On Bennett St
1	175	MH	Cobrahead	Non-Cutoff	Remove	On Backus St
1	100	HPS	Cobrahead	Non-Cutoff	Install	On Backus St
1	175	MV	Center Suspension	NA	Remove	On Hamilton St
1	100	HPS	Center Suspension	NA	Install	On Hamilton St
1	175	MV	Cobrahead	Non-Cutoff	Remove	On Hamilton St
2	250	MV	Cobrahead	Non-Cutoff	Remove	On Hamilton St
3	100	HPS	Cobrahead	Non-Cutoff	Install	On Hamilton St
1	175	MV	Cobrahead	Non-Cutoff	Remove	On Walker St
1	100	HPS	Cobrahead	Non-Cutoff	Install	On Walker St
1	175	MV	Center Suspension	NA	Remove	On Walker St
1	100	HPS	Center Suspension	NA	Install	On Walker St
2	175	MV	Cobrahead	Non-Cutoff	Remove	On Argyle St
2	250	MV	Cobrahead	Non-Cutoff	Remove	On Argyle St
4	100	HPS	Cobrahead	Non-Cutoff	Install	On Argyle St
1	175	MV	Center Suspension	NA	Remove	On Argyle St
1	100	HPS	Center Suspension	NA	Install	On Argyle St
1	250	MV	Cobrahead	Non-Cutoff	Remove	On Hollywood St
1	100	HPS	Cobrahead	Non-Cutoff	Install	On Hollywood St

Comments: _____

AUTHORIZATION FOR CHANGE IN STANDARD LIGHTING CONTRACT (COMPANY-OWNED)

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RESOLUTION

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the City Village Township of Jackson _____, dated 10/1/2010 _____, in accordance with the Authorization for Change in Standard Lighting Contract dated as of 5/07/2012 _____, heretofore submitted to and considered by this Commission Council Board; and

RESOLVED, further, that the _____ Clerk be and are authorized to execute such authorization for change on behalf of the City Village Township.

STATE OF MICHIGAN)
) ss
COUNTY OF Jackson _____)

I, _____, Clerk of the City Village Township of _____ do hereby certify that the foregoing resolution was duly adopted by the Commission Council Board of said municipality, at the meeting held on _____.

 City Village Township Clerk

Dated:

GENERAL SERVICE UNMETERED LIGHTING RATE GUL, STANDARD HIGH INTENSITY DISCHARGE

Number of Luminaires	Luminaire Nominal Watts	Type of Luminaire	Type of Fixture	Style of Fixture	Install/Remove	Location
1	250	MV	Cobrahead	Non-Cutoff	Remove	On Rock St
1	100	HPS	Cobrahead	Non-Cutoff	Install	On Rock St
1	250	MV	Center Suspension	NA	Remove	On Rock St
1	100	HPS	Center Suspension	NA	Install	On Rock St
3	250	MV	Cobrahead	Non-Cutoff	Remove	On Howard St, Scott St, and Larson St
3	100	HPS	Cobrahead	Non-Cutoff	Install	On Howard St, Scott St, and Larson St
1	250	MV	Cobrahead	Non-Cutoff	Remove	On Backus St
1	100	HPS	Cobrahead	Non-Cutoff	Install	On Backus St
1	175	MV	Center Suspension	Non-Cutoff	Remove	On Backus St
1	100	HPS	Center Suspension	Non-Cutoff	Install	On Backus St
1	175	MV	Cobrahead	Non-Cutoff	Remove	On Sparks St
1	250	MV	Cobrahead	Non-Cutoff	Remove	On Sparks St
2	100	HPS	Cobrahead	Non-Cutoff	Install	On Sparks St
1	250	MV	Cobrahead	Non-Cutoff	Remove	111 W Mason St
1	150	HPS	Cobrahead	Non-Cutoff	Install	111 W Mason St
1	250	MV	Cobrahead	Non-Cutoff	Remove	1214 Burr Ave
1	100	HPS	Cobrahead	Non-Cutoff	Install	1214 Burr Ave
1	250	MV	Cobrahead	Non-Cutoff	Remove	1224 Seymore Ave
1	100	HPS	Cobrahead	Non-Cutoff	Install	1224 Seymore Ave
1	250	MV	Center Suspension	NA	Remove	145 N Thompson St
1	150	HPS	Center Suspension	NA	Install	145 N Thompson St
1	175	MV	Cobrahead	Non-Cutoff	Remove	745 Woodfield Dr
1	100	HPS	Cobrahead	Non-Cutoff	Install	745 Woodfield Dr

Comments: _____

AUTHORIZATION FOR CHANGE IN STANDARD LIGHTING CONTRACT (COMPANY-OWNED)

Consumers Energy Company is authorized as of 5/07/2012, by the City of Jackson, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the City of Jackson, dated 10/1/2010.

General Service Unmetered Lighting Rate GUL, Standard High Intensity Discharge as identified in Exhibit A.
 General Unmetered Experimental Lighting Rate GU-XL as identified in Exhibit B.

Notification Number Conversion: 1015459141, 1015459148, 1015459150, 1015459151, 1015459152, 1015459153, 1015459154, 1015459155, 1015459156, 1015459160, 1015459161, 1015459162 Demand: 1016238969, 1016896779, 1017675380, 1014806656, 1017323427, 1017128003, 1016346900, 1017854707

Construction Work Order Number Conversion: 17782542, 17782546, 17782645, 17782646, 17782652, 17782656, 17782801, 17782803, 17782805, 17782810, 17782813, 17782814 Demand: 18126245, 18419183, 18754813, 17433863, 18597331, 18510161, 18176281, 18844469

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 10/1/2010, shall remain in full force and effect.

By: _____
Its

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

RESOLUTION

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the City Village Township of Jackson, dated 10/1/2010, in accordance with the Authorization for Change in Standard Lighting Contract dated as of 5/07/2012, heretofore submitted to and considered by this Commission Council Board; and

RESOLVED, further, that the _____ Clerk be and are authorized to execute such authorization for change on behalf of the City Village Township.

STATE OF MICHIGAN)
) ss
COUNTY OF Jackson)

I, _____, Clerk of the City Village Township of _____ do hereby certify that the foregoing resolution was duly adopted by the Commission Council Board of said municipality, at the meeting held on _____.

 City Village Township Clerk

Dated:



CITY CLERK'S OFFICE
Lynn Fessel, City Clerk

CITY COUNCIL MEETING
January 22, 2013

DATE: January 15, 2013
MEMO TO: Honorable Mayor and City Councilmembers
FROM: Lynn Fessel, City Clerk *Lynn*
SUBJECT: Establishment of Election Receiving Boards

**CONSIDERATION OF A RESOLUTION ESTABLISHING RECEIVING
BOARDS FOR ELECTIONS HELD IN THE CITY IN 2013**

Attached please find a resolution approving the use of receiving boards at elections held in the City during 2013.

A receiving board is a group of officials assigned to review documents completed by the election inspectors on election day and after the polls are closed. Once it is determined that all election workers have properly completed the Poll Book and Statement of Votes, seals have been correctly placed and recorded, the documents can be sealed in the appropriate envelopes. One set of documents is retained in the City Clerk's office and two sets are delivered to the County Clerk and the appropriate Board of Canvassers.

The City receiving board will be comprised of the City Clerk's office staff and additional election workers as needed. As required by law, both political parties will be represented. The Michigan Bureau of Elections recommends that a resolution approving the use of receiving boards be adopted by the local legislative body each year.

Recommended action is to adopt the resolution, in accordance with the recommendation of the City Clerk.

C: City Manager

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, Michigan State Election Law Section 168.679 (a) provides for the establishment of receiving boards at each election and requires the adoption of a resolution by the local legislative body approving their establishment; and

WHEREAS, Michigan State Election Law Section 168.679 (a) further provides for the appointment and duties of inspectors serving on these receiving boards; and

WHEREAS, the City Clerk believes a receiving board is advantageous in assuring that election documents are properly completed and sealed and wishes to use a receiving board at any election to be held in the City of Jackson during the year 2013.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Jackson, Michigan, hereby approves the use of receiving boards at all elections to be held in the City of Jackson during the year 2013.

* * * * *

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 January, 2013.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 23rd day of January, 2013.

_____ City Clerk



CITY COUNCIL MEETING
January 22, 2013

TO: Honorable Mayor and City Councilmembers

FROM: Matthew R. Heins
Chief of Police

SUBJECT: Consideration of a request to install VHF transmitter and radio equipment

Recommendation:

- A. To authorize Advanced Wireless Telecom to install a five channel VHF transmitter and related radio equipment at a total cost of \$146,395.52.**

At the November 27, 2012 meeting Council approved a resolution establishing a budget for the State Homeland Security Program grant. This grant will be used to fund the installation of VHF transmitters on the roof of the Jackson County Tower Building. This equipment will be purchased and installed by Advanced Wireless Telecom as they are the current vendor for the County radio system. All transmit and receive sites throughout the county are on a system of timed delays. Any variance in timing will cause county wide radio communication problems. Therefore the new transmitters need to be programmed and installed by the current vendor.

This equipment will permit joint communication services with more than fifteen different law enforcement agencies, area fire departments, first responders, and the Jackson County Sheriff Office. This equipment will also enable the Jackson Police Department to meet new FCC narrowband compliance regulations, as well as meet a national priority to strengthen interoperable communication capabilities.

Your consideration of this request is appreciated.



**Proposal for:
County Tower QS2 TX/RX - City of Jackson, MI (Jackson County, MI)
1/14/2013**

		Item	Qty		
County Tower					
	QS2 System Equipment			Bundled Pricing	\$ 23,236.25
	T805-24-8000	Taitnet Audio Signal Processor Simulcast Subrack - Black	5		
	T805-22-0000	Taitnet Audio Signal Processor Simulcast Card	5		
	T809-10-87C2	T800 Power Supply Dual 30A 100-240VAC 2U Black	1		
	M-Int-Panel	Intra-, Inter System Connection Panel, Hardware and Cables	1		
	T992-08-0000	Cabinet Black w/Power Distribution, and Cable Management	1		
	QS2 RF Equipment			Bundled Pricing	\$ 55,600.13
	M-Int-Panel	Intra-, Inter System Connection Panel, Hardware and Cables	1		
	TB8100	TB8100 Bstn/Rptr 148-174M 100W AC/DC12, +12VAux	5		
	TMAA02-01	Microphone TMA Rugged	1		
	T805-26-8201/P	TaitNet Remote Site Unit Simulcast 2 Ch GPS - Primary	1		
	T805-26-8201/S	TaitNet Remote Site Unit Simulcast 2 Ch GPS - Secondary	1		
	219-02597-00	Cable RF - GPS RSU to N/M	2		
	T805-RSU-ANT/G	GPS Antenna Kit for RSU, with 100' Cable, PolyPhaser, and Bracket	2		
	T801-10	Master Frequency Reference	1		
	T992-08-0000	Cabinet Black w/Power Distribution, and Cable Management	1		
	VHF Antenna System			Bundled Pricing	\$ 2,822.61
	471168	Andrew 7/8" Foam Helix Cable	200		
	462765	Andrew N Female Connector	4		
	469707	Lightning Protection - Polyphaser	1		
	59787	Belden RG142B/U Teflon Plenum Cable	50		
	91681	Emerson Network Power BNC Male Crimp-RG142	10		
	54680	RF Industries N Male Crimp-RG55/RG142	10		
	383590	RFS VHF Antenna	1		
	477157	Andrew 3' length 1/2" diameter N male/N male jumper	1		
	VHF RF Filtering Equipment				\$ 11,890.00
	TJ2215	138-174 5 Ch. Combiner	1		

County Tower Sub-total: \$ 93,548.99

Professional Services

SERVICE	System Wide Design & Retune in support of new simulcast site (146.47 Hrs.)	1	\$	14,647.00
SERVICE	FCC LMR Licensing (Licensing Coordinator and Admin Fees)	1		\$3,000.00
SERVICE	Project Management (95 Hrs. Includes oversight and coordination of all suppliers)	1	\$	9,500.00
SERVICE	AWT Installation & System Optimization (190 Hrs.)	1	\$	19,000.00
SERVICE	1 Yr Tait Software Support for system implementation & tuning-required 1st year	1	\$	4,677.45
SERVICE	Freight (shipping & handling for all components from all suppliers locations)	1	\$	2,022.08

Professional Services Sub-total: \$ 52,846.53

Grand Total \$ 146,395.52



City of Jackson

Dept. of Personnel & Labor Relations

Crystal Y. Dixon, Director

CITY COUNCIL MEETING

January 22, 2013

MEMO TO: Honorable Mayor and City Council Members

FROM: Crystal Y. Dixon, City/County Director of Human Resources *CYD*

SUBJECT: Request to Amend Personnel Policy/ERS Retirement System and Adopt Hybrid/Defined Contribution Pension Plans for Eligible Full-Time Non-Union Employees

RECOMMENDATIONS: #1. To amend applicable retirement system and personnel policies to change the non-union pension multiplier for the defined benefit plan to 1.25% for eligible full-time non-union employees hired on or after March 1, 2013. #2. To approve the adoption of the MERS Defined Contribution plan for all eligible full-time non-union employees hired on or after March 1, 2013 and any applicable contract employees with a defined contribution plan in their employment contract.

Background

The City of Jackson has taken a number of initiatives to provide competitive and cost efficient workplace and retirement options for employees. We have been very successful in the past few months to collectively bargain significant cost-savings measures with our unions in the area of pensions, including a new defined contribution/hybrid pension plan for new union employees. In an effort to continue to make equitable changes for all employees, we now look to institute a hybrid pension plan for new eligible full-time non-union employees and a defined contribution plan for applicable employment-contract employees. Note that part-time, contract or fee-basis employees and certain appointed and elected officials are excluded by ordinance from membership in the City's Employees Retirement System.

Newly hired eligible full-time non-union employees currently become members of the defined benefit plan with a 2% pension multiplier. It is proposed that effective March 1, 2013, all newly hired eligible full-time non-union employees participate in a hybrid pension benefit. The Defined Benefit portion of this plan will have a plan multiplier of 1.25%. The Defined Contribution portion of the plan will be through the Municipal Employees Retirement System (MERS) and will require the City to contribute 3% on behalf of the non-union employee with the employee having the option to invest between 3% and 20% to the plan.

In order to establish these plans, it requires City Council to make the change of multiplier to the defined benefit plan and to adopt the MERS defined contribution plan. Therefore, it is recommended that City Council amend applicable retirement system and personnel policies to change the non-union pension multiplier for the defined benefit plan to 1.25% for those eligible full-time non-union employees hired on or after March 1, 2013. In addition, to approve the adoption of the MERS Defined Contribution Plan for all eligible full-time non-union employees hired on or after March 1, 2013 and any applicable contract employees with a defined contribution plan in their employment contract. Thank you for your consideration.

MERS 2010 Restated Uniform Defined Contribution Program Resolution



104 Municipal Way, Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711 | www.mersretirement.com

This Resolution, together with Section 19A of the MERS Plan Document and the MERS Defined Contribution Plan Adoption Agreement, constitute the entire Benefit Program DC ("MERS Defined Contribution Plan") Plan Document.

WHEREAS, the MERS Plan Document of 1996, effective October 1, 1996, authorized a defined contribution option (Section 19A, Benefit Program DC) as a new benefit program that a participating municipality or participating court ("court") may adopt for MERS members to be administered under the discretion of the Municipal Employees' Retirement Board as trustee and fiduciary, directly by (or through a combination of) MERS or MERS' duly-appointed third-party administrator.

WHEREAS, as a new provision, Section 19A, along with the remainder of the Plan, received from the Internal Revenue Service a Letter of Favorable Determination (dated July 8, 1997, with most current Letter dated June 15, 2005) that the Plan is a qualified Plan under Section 401(a) of the Internal Revenue Code, and an exempt trust under Section 501(a).

WHEREAS, Benefit Program DC became operational in August 1997, following the July 8, 1997, Letter of Favorable Determination.

WHEREAS, this Restated Uniform Resolution has been approved by the Board under the authority of 2004 PA 490 (amending 1996 PA 220), Section 36(2)(a); MCL 38.1536(2)(a), declaring that the Retirement Board "shall determine . . . and establish" all provisions of the retirement system. Under this authority, the Board authorized Section 19A, the Benefit Program DC, which shall not be implemented unless in strict compliance with the terms and conditions of this Restated Resolution.

- It is expressly agreed and understood as an integral and nonseverable part of this Restated Resolution that Section 43B of the Plan Document shall not apply to this Restated Uniform Resolution and its administration or interpretation.
- As provided in Plan Document Section 19A(2), in the event any alteration of the terms or conditions stated in this Restated Uniform Resolution is made or occurs, under Section 43B or other plan provision or other law, it is expressly recognized that MERS and the Retirement Board, as sole trustee and fiduciary of the MERS Plan and its trust reserves, and whose authority is nondelegable, shall have no obligation or duty: to administer (or to have administered) the Benefit Program DC; to authorize the transfer of any defined benefit assets to the Benefit Program DC; or to continue administration by MERS (or any duly-appointed third-party administrator).

WHEREAS, concurrent with this 2010 Restated Resolution, and as a continuing obligation, this governing body has completed and approved, and submitted to MERS documents necessary for adoption and implementation of the MERS Benefit Program DC.

NOW, THEREFORE, BE IT RESOLVED that the governing body adopts MERS Benefit Program DC as provided below.

MERS 2010 Restated Uniform Defined Contribution Program Resolution

I. NEW EMPLOYEES (Plan Sec 19A(4) – (10))

AVAILABLE FOR ADOPTION SO LONG AS THE TOTAL FUNDED PERCENT OF AGGREGATE ACCRUED LIABILITIES AND VALUATION ASSETS OF ALL RESERVES SPECIFIED IN TABLE 13 (OR SUCCESSOR TABLE) FOR THE PARTICIPATING MUNICIPALITY OR COURT, AND FOR THE AFFECTED MERS BENEFIT PROGRAM CLASSIFICATION(S) OF THE MOST RECENT MERS ANNUAL ACTUARIAL VALUATION REPORT IS AT LEAST EIGHTY PERCENT (80%).

Effective the first day of March 1, 2013, (to be known as the ADOPTION DATE),

the City of Jackson, Michigan hereby adopts Benefit Program
(MERS municipality/court)

DC for all eligible full-time non-union employees hired on or after March 1, 2013
(specify division #s)

first hired or rehired to the division at any time on and after the Adoption Date, and optional participation for any employee or officer of this municipality otherwise eligible to participate in MERS under Section 2B(3)(a) of the Plan Document who has previously elected to not participate in MERS. The employer shall establish the transfer rule for transferred employees in the Employer Resolution Establishing a Uniform Transfer Provision. **ONLY THOSE EMPLOYEES ELIGIBLE FOR MERS MEMBERSHIP (SECTIONS 2B(3) AND 3 OF THE PLAN DOCUMENT) SHALL BE ELIGIBLE TO PARTICIPATE.**

- (A) **CONTRIBUTIONS** shall be as allowed and specified in the MERS Defined Contribution Program Adoption Agreement (Attachment 2, completed and approved and a certified copy submitted to MERS concurrent with and incorporated by reference in this Resolution) **subject to the provisions of the Plan Document. A member is immediately vested 100% in any employee contributions (Section 19A(5)), and is vested in employer contributions under the employer vesting schedule (Section 19A(6)).**
- (B) **EARNINGS** under the Adoption Agreement shall be defined as “Compensation” under Section 2A(6) of the MERS Plan Document, being the Medicare taxable wages reported on the member’s W-2 statement.
- (C) **VESTING** shall be as allowed and specified under:
- (1) Plan Section 19A(6); and
 - (2) the Adoption Agreement.

STOP

If covering new employees only, skip II and go to III on page 5.

STOP

MERS 2010 Restated Uniform Defined Contribution Program Resolution

II. OPTIONAL PROVISION FOR CURRENT MERS DEFINED BENEFIT MEMBERS WHERE BENEFIT PROGRAM DC FOR NEW EMPLOYEES ESTABLISHED (Plan Sec 19A(18)-(21))

THIS OPTIONAL PROVISION SHALL ONLY BE SELECTED WHERE THE TOTAL FUNDED PERCENT OF AGGREGATE ACCRUED LIABILITIES AND VALUATION ASSETS OF ALL RESERVES SPECIFIED IN TABLE 13 (OR SUCCESSOR TABLE) FOR THE PARTICIPATING MUNICIPALITY OR COURT, AND FOR THE AFFECTED MERS BENEFIT PROGRAM CLASSIFICATION(S) OF THE MOST RECENT MERS ANNUAL ACTUARIAL VALUATION REPORT IS AT LEAST EIGHTY PERCENT (80%).

IT IS ADDITIONALLY RESOLVED, as provided in each of the following paragraphs:

- (A) Effective on the Adoption Date, pursuant to Plan Section 19A(18) all current MERS defined benefit members who are members of the same employee classification described in Section I above on the Adoption Date shall:

THE GOVERNING BODY SHALL SELECT ONLY ONE OF THE FOLLOWING:

- where vested under this municipality's applicable MERS vesting program (10, 8, or 6 years)
- where the employee has at least the following number of years of credited service for this municipality on Adoption Date: _____ (insert whole number less than vesting program)
- without regard to vesting

be offered the opportunity to irrevocably elect coverage under Benefit Program DC, under the detailed procedures provided in Plan Section 19A(19)-(21).

Section 19A(19) specifies an employee's written election to participate shall be filed with MERS: (a) not earlier than the last day of the third month after this Resolution is adopted and received by MERS; and (b) not later than the first day of the first calendar month that is at least six months after MERS receives this Resolution. This means each eligible employee will have about 90 days to make the decision.

After MERS receives this Resolution, this governing body's authorized official and eligible employees will be advised by MERS of the election window timelines and other information to consider in making the irrevocable decision whether to participate in Benefit Program DC.

Participation for those electing coverage shall be effective the first day of the first calendar month at least six (6) months after MERS' receipt of the Resolution, here designated as being the month of _____, 20____, (insert month and year) which shall be known as the "CONVERSION DATE."

MERS 2010 Restated Uniform Defined Contribution Program Resolution

The opportunity for current employees on the Adoption Date to participate in the Benefit Program DC shall (select one of the following two choices):

- apply to all employees who separate from or terminate employment with this municipality after the Adoption Date and before the Conversion Date, so long as the employee does not receive a retirement allowance (including distributions from Benefit Programs DC or H) from MERS based on service for this municipality.
- not apply to any employee who separates from or terminates employment with this municipality after the Adoption Date.

(B) **CONTRIBUTIONS** shall be as provided in Section I (A) above.

(C) **EARNINGS** shall be as provided in Section I (B) above.

(D) **VESTING** shall be as provided in Section I (C) above, and participants shall be credited, on participant written request and MERS verification of such service, with all eligible service, if any, specified in Plan Section 19A(3):

Where a member has previously acquired in the employ of any participating municipality or court:

- (a) not less than one year of defined benefit service (including Benefit Program H, Hybrid) in force with any participating municipality or court;
- (b) eligible credited service where the participating municipality or court has adopted the Reciprocal Retirement Act, 1961 PA 88;
- (c) at least 12 months in which employer contributions by a participating municipality or court have been made on behalf of the member under Benefit Program DC or Benefit Program H,

such service shall be applied toward satisfying the vesting schedule for employer contributions.

(E) For each employee irrevocably electing to participate in Benefit Program DC, then under Plan Section 19A(21), MERS shall transfer to the member's credit (as adjusted through MERS' records to the Conversion Date) the greater of:

- (1) The member's accumulated contributions in the reserve for employee contributions; or
- (2) The actuarial present value (as determined in Paragraph (F) below).

The transfer shall be made approximately 30 calendar days after the **Conversion Date**, and the transfer amount shall include pro-rated regular interest at the regular Board-established rate for crediting of interest on member's accumulated contribution in the defined benefit program, measured from the **Conversion Date** to the actual transfer date.

MERS 2010 Restated Uniform Defined Contribution Program Resolution

- (F) Per Plan Section 19A(21)(b)(i), the MERS Retirement Board has established the assumptions for calculation of the actuarial present value of a member's accrued benefit that may be transferred. The assumptions are:
- (1) The interest rate in effect as of the Adoption Date, to determine actuarial present value, shall be the Board-established investment earnings rate assumption (currently eight percent (8.00%)).
 - (2) The funded level for the member's specific MERS division (total funded percentage of the present value of accrued benefits which shall be determined using Termination Liability under Table 12 or successor table and valuation assets of all reserves using Table 13) as of the Adoption Date from the most recent MERS annual actuarial valuation report data provided by MERS' actuary. In the APV calculation, the funded level used shall be:

THE GOVERNING BODY SHALL SELECT ONLY ONE OF THE FOLLOWING:

- Table 12 Termination Liability funded level for the division (not less than 80% nor exceeding 100% funded level).
- If greater than the division's funded level but not more than 100% funded level, then MERS is directed to compute the funded percentage for the transfer calculation on _____% funded basis (insert number greater than the division's Table 12 Termination Liability funded level percentage but not more than 100%). Where less than 100% funded level exists, this governing body recognizes that such direction shall increase its pension funding liability. MERS shall not implement such direction unless the governing body forwards to MERS sufficient cash up to the funded level selected for all members prior to the Conversion Date; if sufficient cash is not forwarded, then the governing body expressly covenants with MERS and directs, as a condition of this selection, to MERS billing and the governing body remitting to MERS all contributions necessary to fund the unfunded liability occasioned by the aggregate transfer of the difference between the actual funded level for the division and funded level directed above over a period of four (4) years.

III. EFFECTIVENESS OF THIS RESTATED RESOLUTION

BE IT FINALLY RESOLVED: This Resolution shall have no legal effect under the MERS Plan Document until a certified copy of this adopting Resolution shall be filed with MERS, and MERS determines that all necessary requirements under Plan Document Section 19A, the Adoption Agreement, and this Resolution have been met. All dates for implementation of Benefit Program DC under Section 19A shall be determined by MERS from the date of filing with MERS of this 2010 Restated Resolution in proper form and content. Upon MERS determination that all necessary documents have been submitted to MERS, MERS shall record its formal approval upon this Resolution, and return a copy to the Employer's designated primary contact.

MERS 2010 Restated Uniform Defined Contribution Program Resolution

Form MD-069 (version 2011-01-31)

In the event an amendatory Resolution or other action by the municipality is required, such Resolution or action shall be deemed effective as of the date of the initial Resolution or action where concurred in by this governing body and MERS (and any third-party administrator selected by MERS, if applicable and necessary). Section 54 of the Plan Document shall apply to this Resolution and all acts performed under its authority. The terms and conditions of this Restated Resolution supersede and stand in place of any prior resolution, and its terms are controlling.

I hereby certify that the above is a true copy of a Resolution adopted at the official meeting held on _____, 20__13__.

(Signature of authorized official)

Please send MERS fully executed copy of:

- MERS 2010 Restated Uniform Defined Contribution Program Resolution (this form, MD-069)
- MERS Restated Defined Contribution Plan Adoption Agreement (MD-070)
- Certified minutes stating governing body approval, and/or union contract language

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20__

(Authorized MERS signatory)

MEMBERSHIP AGREEMENT

(For Defined Benefit, Defined Contribution and Hybrid Plans)



This **AGREEMENT** dated March 1, 2013, by and between the Retirement Board ("**Board**") of the Municipal Employees' Retirement System ("**MERS**"), and the governing body of the City of Jackson, Michigan, an eligible participating municipality or court ("**participating entity**"), is entered into under the provisions of 1996 PA 220 and the Plan Document of 1996. This Agreement does not waive or excuse or render inapplicable all duties and obligations imposed on the parties by law or the MERS Plan Document of 1996 as each may be revised periodically.

Through Resolution adopted January 22, 2013, this entity has elected to participate in MERS in accordance with Plan Section 41 or 41A.

(Check Boxes I, II, or III, as applicable.)

I. MERS DEFINED BENEFIT PLAN IS INITIALLY ADOPTED

A. The participating entity has furnished MERS with data regarding each person in its employ and the Board's actuary has computed the liabilities for service benefits payable and which may become payable (on account of service already, and to be, rendered), as required by Plan Section 42, through Initial Actuarial Valuation dated _____, 20____.

B. As a condition of MERS membership, and pursuant to the Board's power as Plan Administrator and Trustee under Plan Section 36, MCL 38.1536, it is appropriate and necessary to enter into this Agreement providing for the payment of the required contributions of a participating entity.

1. On or before January 1 each calendar year, the Board's actuary shall make an Annual Actuarial Valuation of the participating entity's accrued service liabilities, and if necessary, adjust the amount of the annual contributions to be paid by the entity to MERS in monthly installments. A copy of the annual valuation and required contributions shall be provided by MERS to the participating entity on or before January 1 each year.
2. The Wage and Service Reports due monthly, and the Member Contributions (if any) and Employer Contributions due and payable monthly, shall be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment.
3. Should the participating entity agree to the crediting of all or a portion of pre-MERS prior service rendered to it by its covered employees in the Resolution for Adopting MERS Defined Benefit Programs, then the provisions of that Resolution are incorporated by reference in this Agreement. This includes, but is not limited to, the amortization of any unfunded prior service obligations, as adjusted in the Annual Actuarial Valuation.
4. Each contribution payment received from the participating entity (or covered employee, where there are employee contributions) shall be promptly credited by MERS to the appropriate Reserve.
5. If at any time the balance standing to the participating entity's credit in the Reserve for Employer Contributions and Benefit Payments is insufficient to pay all service benefits due and payable to the entity's retirants and beneficiaries, the participating entity agrees and

covenants to promptly remit to MERS the amount of such deficiency as determined and certified by the Board. The Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a municipality's retirement plan is a contractual obligation of the municipality, and prohibits the use of the municipality's required current service funding to finance unfunded accrued liabilities.

6. It is further agreed that should the participating entity fail to make its required contribution when due, the retirement service benefits due and payable by MERS on behalf of the entity to its retirants and beneficiaries may be suspended until the delinquent payment is received by MERS, and subject to applicable interest and penalty charges per Plan Section 45A(3) and the MERS Enforcement Procedure for Prompt Reporting and Payment.^(Form 86)

II. MERS DEFINED CONTRIBUTION PROGRAM IS INITIALLY ADOPTED

The participating entity elects to come under the provisions of Plan Section 19A, and as a condition of membership, agrees to comply with Section 19A and all other provisions and requirements applicable to MERS Benefit Program DC.

III. MERS HYBRID PROGRAM (BENEFIT H) IS INITIALLY ADOPTED

The participating entity elects to come under the provisions of Plan Section 19B, and as a condition of membership, agrees to comply with Section 19B and all other provisions and requirements applicable to MERS Benefit Program H. All provisions of Section I of this Agreement above shall fully apply to the extent there is no conflict with any provision of Plan Section 19B.

MUNICIPAL EMPLOYEES' RETIREMENT BOARD

By: _____
Chief Executive Officer
Municipal Employees' Retirement System of Michigan

GOVERNING BODY

By: Patrick Burtch
Title: City Manager
Dated: _____

MERS Restated Defined Contribution Plan Adoption Agreement



1164 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 617.703.9711

www.mers-michigan.com

The Employer, a participating municipality or participating court ("court") within the State of Michigan that has adopted MERS coverage, hereby establishes the following MERS Benefit Program: **Defined Contribution under MERS Plan Document ("MERS Defined Contribution Plan")** as authorized by Section 19A of the Municipal Employees' Retirement System of Michigan Plan Document. All references to "Plan Document" are to sections of the MERS Plan Document; any reference to "Plan," the "MERS Plan," "Plan Participant," "Participant," or "Program," shall mean the MERS Defined Contribution Plan, unless otherwise specified. This Adoption Agreement, together with Section 19A of the MERS Plan Document and the MERS Restated Uniform Defined Contribution Program Resolution ("Resolution"), constitute the entire MERS Benefit Program Defined Contribution Plan Document.

I. EMPLOYER: City of Jackson, Michigan
Name of municipality or court

II. EFFECTIVE DATE

1. If this is the initial Adoption Agreement relating to the MERS Defined Contribution Plan for this Division, the Effective Date of the Benefit Program here adopted shall be the first day of: March 1, 2013
Month and Year
2. If this is an amendment and restatement of an existing adoption agreement relating to the MERS Defined Contribution Plan for this Division, the effective date of this amendment and restatement shall be the first day of: _____ . This adoption agreement is intended to replace and serve as an amendment and restatement of the Employer's preexisting plan, which was originally effective on the first day of: _____ .
Month and Year

III. ELIGIBILITY REQUIREMENTS

Only those Employees eligible for MERS Membership (Section 3 of the MERS Plan Document) shall be eligible to participate in the MERS Defined Contribution Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following group(s) of Employees are eligible to participate in the Plan:

all eligible full-time non-union employees hired on or after March 1, 2013

Specify employee classification and division numbers

MERS Restated Defined Contribution Plan Adoption Agreement

IV. CONTRIBUTION PROVISIONS

1. The Employer shall contribute on behalf of each Participant 3.0% of Earnings or \$_____ for the calendar year (subject to the limitations of Sections 415(c) of the Internal Revenue Code).
2. Each Participant is required to contribute 3.0*% of Earnings for the calendar year as a condition of participation in the Plan. (Write "0" if no contribution is required.) *If other contribution options are provided, please list on separate sheet of paper and attach to Adoption Agreement. See supplement page.

If Employee contributions are required, an Employee shall not have the right to discontinue or vary the rate of such contributions after becoming a Plan Participant.

The Employer hereby elects to "pick up" the Mandatory/Required Employee contribution. The "pick-up" provision allows the employer to direct mandatory employee contributions to be pre-tax.

Yes No

[**Note to Employer:** Picked up contributions are excludable from the Employee's gross income under Section 414(h)(2) of the Internal Revenue Code of 1986 only if they meet the requirements of Rev. Rul. 2006-43, 2006-35 I.R.B. 329. Those requirements are (1) that the Employer must specify that the contributions, although designated as Employee contributions, are being paid by the Employer in lieu of contributions by the Employee; and (2) the Employee must not have the option of receiving the contributed amounts directly instead of having them paid by the Employer to the Plan. The execution of this Adoption Agreement by the Employer shall constitute the official action required by Revenue Ruling 2006-43.]

3. Each Employee may make a voluntary (unmatched), after-tax contribution, subject to the limitations of Section 415 of the Internal Revenue Code.
4. Employer contributions and Employee contributions shall be contributed to the Trust in accordance with the following payment schedule:

Weekly Bi-weekly Monthly

V. EARNINGS

Earnings shall be defined as "compensation" under Section 2A(6) of the MERS Plan Document, being the Medicare taxable wages reported on the Employee's W-2 statement.

MERS Restated Defined Contribution Plan Adoption Agreement

VI. VESTING PROVISION FOR EMPLOYER CONTRIBUTIONS AND NORMAL RETIREMENT AGE

The Employer hereby specifies the following vesting schedule (choose one):

- Immediate Vesting upon Participation
- Cliff Vesting: The participant is 100% vested upon a stated number of years. Stated year may not exceed maximum 5 years of service:

Stated Year: 1 2 3 4 5

- Graded Vesting Percentage per year of service: Employers can select the percentage of vesting with the corresponding years of service, however the scale cannot exceed a maximum of six years of service to reach 100% vesting, nor less than the stated minimums below:

_____ % after 1 year of service.
_____ % after 2 years of service.
_____ % (not less than 25%) after 3 years of service.
_____ % (not less than 50%) after 4 years of service.
_____ % (not less than 75%) after 5 years of service.
100 % (not less than 100%) after 6 years of service.

Notwithstanding the above, a member shall be vested in his/her entire employer contribution account, to the extent that the balance of such account has not previously been forfeited, if he/she is employed on or after his/her Normal Retirement Age. "Normal Retirement Age" shall be presumed to be age 60 (unless a different normal retirement age is here specified: _____).

In addition, notwithstanding the above, in the event of disability or death, a member or his/her beneficiary shall be vested in his/her entire employer contribution account, to the extent that the balance of such account has not previously been forfeited as described in Section 19A(7) of the MERS Plan Document.

- VII. Loans (not more than two) are permitted under the Program. MERS recommendation is "No," not to allow loans: loans permit your employees to borrow against their retirement account.

Yes No

- VIII. The Plan will accept an eligible rollover distribution from an eligible retirement plan described in Section 401(a)(including "401(k)") or 403(a) of the Code, an annuity contract described in Section 403(b) of the Code, an eligible deferred compensation plan described in Section 457(b) of the Code maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state, or an individual retirement account or annuity described in Section 408(a) or 408(b) of the Code, including after-tax employee contributions, as applicable. The Plan will account separately for pre-tax and post-tax contributions and earnings thereon.

MERS Restated Defined Contribution Plan Adoption Agreement

- IX. The Employer hereby agrees to the provisions of the MERS Uniform Defined Contribution Plan and agrees that in the event of any conflict between MERS Plan Document Section 19A and the MERS Defined Contribution Plan, the provisions of Section 19A shall control.
- X. The Employer hereby appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan.
- XI. The Employer hereby agrees to the provisions of the Plan.
- XII. The Employer hereby acknowledges it understands that failure to properly fill out this Adoption Agreement may result in the ineligibility of the Plan in the MERS Benefit Program Defined Contribution.

In Witness Whereof, the Employer hereby causes this Agreement to be executed on this _____ day of _____, 2013.

Employer: _____

By: Patrick Burtch _____

Title: City Manager _____

Attest: _____

City of Jackson, Michigan
Defined Contribution Plan
Contribution Parameters
Non-Union Employees

<u>Employer</u>	<u>Employee</u>
3%	3%
3%	4%
3%	5%
3%	6%
3%	7%
3%	8%
3%	9%
3%	10%
3%	11%
3%	12%

MERS 2010 Restated Uniform Defined Contribution Program Resolution



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.708.9711

www.mers-michigan.org

This Resolution, together with Section 19A of the MERS Plan Document and the MERS Defined Contribution Plan Adoption Agreement, constitute the entire Benefit Program DC ("MERS Defined Contribution Plan") Plan Document.

WHEREAS, the MERS Plan Document of 1996, effective October 1, 1996, authorized a defined contribution option (Section 19A, Benefit Program DC) as a new benefit program that a participating municipality or participating court ("court") may adopt for MERS members to be administered under the discretion of the Municipal Employees' Retirement Board as trustee and fiduciary, directly by (or through a combination of) MERS or MERS' duly-appointed third-party administrator.

WHEREAS, as a new provision, Section 19A, along with the remainder of the Plan, received from the Internal Revenue Service a Letter of Favorable Determination (dated July 8, 1997, with most current Letter dated June 15, 2005) that the Plan is a qualified Plan under Section 401(a) of the Internal Revenue Code, and an exempt trust under Section 501(a).

WHEREAS, Benefit Program DC became operational in August 1997, following the July 8, 1997, Letter of Favorable Determination.

WHEREAS, this Restated Uniform Resolution has been approved by the Board under the authority of 2004 PA 490 (amending 1996 PA 220), Section 36(2)(a); MCL 38.1536(2)(a), declaring that the Retirement Board "shall determine . . . and establish" all provisions of the retirement system. Under this authority, the Board authorized Section 19A, the Benefit Program DC, which shall not be implemented unless in strict compliance with the terms and conditions of this Restated Resolution.

- It is expressly agreed and understood as an integral and nonseverable part of this Restated Resolution that Section 43B of the Plan Document shall not apply to this Restated Uniform Resolution and its administration or interpretation.
- As provided in Plan Document Section 19A(2), in the event any alteration of the terms or conditions stated in this Restated Uniform Resolution is made or occurs, under Section 43B or other plan provision or other law, it is expressly recognized that MERS and the Retirement Board, as sole trustee and fiduciary of the MERS Plan and its trust reserves, and whose authority is nondelegable, shall have no obligation or duty: to administer (or to have administered) the Benefit Program DC; to authorize the transfer of any defined benefit assets to the Benefit Program DC; or to continue administration by MERS (or any duly-appointed third-party administrator).

WHEREAS, concurrent with this 2010 Restated Resolution, and as a continuing obligation, this governing body has completed and approved, and submitted to MERS documents necessary for adoption and implementation of the MERS Benefit Program DC.

NOW, THEREFORE, BE IT RESOLVED that the governing body adopts MERS Benefit Program DC as provided below.

MERS 2010 Restated Uniform Defined Contribution Program Resolution

I. NEW EMPLOYEES (Plan Sec 19A(4) – (10))

AVAILABLE FOR ADOPTION SO LONG AS THE TOTAL FUNDED PERCENT OF AGGREGATE ACCRUED LIABILITIES AND VALUATION ASSETS OF ALL RESERVES SPECIFIED IN TABLE 13 (OR SUCCESSOR TABLE) FOR THE PARTICIPATING MUNICIPALITY OR COURT, AND FOR THE AFFECTED MERS BENEFIT PROGRAM CLASSIFICATION(S) OF THE MOST RECENT MERS ANNUAL ACTUARIAL VALUATION REPORT IS AT LEAST EIGHTY PERCENT (80%).

Effective the first day of March 1, 2013, (to be known as the ADOPTION DATE),

the City of Jackson, Michigan hereby adopts Benefit Program
(MERS municipality/court)

DC for all full-time non-union ee's under a written employment contract hired on/after 8/20/12
(specify division #s)

first hired or rehired to the division at any time on and after the Adoption Date, and optional participation for any employee or officer of this municipality otherwise eligible to participate in MERS under Section 2B(3)(a) of the Plan Document who has previously elected to not participate in MERS. The employer shall establish the transfer rule for transferred employees in the Employer Resolution Establishing a Uniform Transfer Provision. **ONLY THOSE EMPLOYEES ELIGIBLE FOR MERS MEMBERSHIP (SECTIONS 2B(3) AND 3 OF THE PLAN DOCUMENT) SHALL BE ELIGIBLE TO PARTICIPATE.**

- (A) **CONTRIBUTIONS** shall be as allowed and specified in the MERS Defined Contribution Program Adoption Agreement (Attachment 2, completed and approved and a certified copy submitted to MERS concurrent with and incorporated by reference in this Resolution) **subject to the provisions of the Plan Document. A member is immediately vested 100% in any employee contributions (Section 19A(5)), and is vested in employer contributions under the employer vesting schedule (Section 19A(6)).**
- (B) **EARNINGS** under the Adoption Agreement shall be defined as "Compensation" under Section 2A(6) of the MERS Plan Document, being the Medicare taxable wages reported on the member's W-2 statement.
- (C) **VESTING** shall be as allowed and specified under:
 - (1) Plan Section 19A(6); and
 - (2) the Adoption Agreement.

STOP

If covering new employees only, skip II and go to III on page 5.

STOP

MERS 2010 Restated Uniform Defined Contribution Program Resolution

II. OPTIONAL PROVISION FOR CURRENT MERS DEFINED BENEFIT MEMBERS WHERE BENEFIT PROGRAM DC FOR NEW EMPLOYEES ESTABLISHED (Plan Sec 19A(18)-(21))

THIS OPTIONAL PROVISION SHALL ONLY BE SELECTED WHERE THE TOTAL FUNDED PERCENT OF AGGREGATE ACCRUED LIABILITIES AND VALUATION ASSETS OF ALL RESERVES SPECIFIED IN TABLE 13 (OR SUCCESSOR TABLE) FOR THE PARTICIPATING MUNICIPALITY OR COURT, AND FOR THE AFFECTED MERS BENEFIT PROGRAM CLASSIFICATION(S) OF THE MOST RECENT MERS ANNUAL ACTUARIAL VALUATION REPORT IS AT LEAST EIGHTY PERCENT (80%).

IT IS ADDITIONALLY RESOLVED, as provided in each of the following paragraphs:

- (A) Effective on the **Adoption Date**, pursuant to Plan Section 19A(18) all current **MERS defined benefit** members who are members of the same employee classification described in Section I above on the **Adoption Date** shall:

THE GOVERNING BODY SHALL SELECT ONLY ONE OF THE FOLLOWING:

- where vested under this municipality's applicable MERS vesting program (10, 8, or 6 years)
- where the employee has at least the following number of years of credited service for this municipality on **Adoption Date**: _____ (insert whole number less than vesting program)
- without regard to vesting

be offered the opportunity to irrevocably elect coverage under Benefit Program DC, under the detailed procedures provided in Plan Section 19A(19)-(21).

Section 19A(19) specifies an employee's written election to participate shall be filed with MERS: (a) not earlier than the last day of the third month after this Resolution is adopted and received by MERS; and (b) not later than the first day of the first calendar month that is at least six months after MERS receives this Resolution. This means each eligible employee will have about 90 days to make the decision.

After MERS receives this Resolution, this governing body's authorized official and eligible employees will be advised by MERS of the election window timelines and other information to consider in making the irrevocable decision whether to participate in Benefit Program DC.

Participation for those electing coverage shall be effective the first day of the first calendar month at least six (6) months after MERS' receipt of the Resolution, here designated as being the month of _____, 20____, (insert month and year) which shall be known as the "**CONVERSION DATE.**"

MERS 2010 Restated Uniform Defined Contribution Program Resolution

The opportunity for current employees on the Adoption Date to participate in the Benefit Program DC shall (select one of the following two choices):

- apply to all employees who separate from or terminate employment with this municipality after the Adoption Date and before the Conversion Date, so long as the employee does not receive a retirement allowance (including distributions from Benefit Programs DC or H) from MERS based on service for this municipality.
- not apply to any employee who separates from or terminates employment with this municipality after the Adoption Date.

- (B) **CONTRIBUTIONS** shall be as provided in Section I (A) above.
- (C) **EARNINGS** shall be as provided in Section I (B) above.
- (D) **VESTING** shall be as provided in Section I (C) above, and participants shall be credited, on participant written request and MERS verification of such service, with all eligible service, if any, specified in Plan Section 19A(3):

Where a member has previously acquired in the employ of any participating municipality or court:

- (a) not less than one year of defined benefit service (including Benefit Program H, Hybrid) in force with any participating municipality or court;
- (b) eligible credited service where the participating municipality or court has adopted the Reciprocal Retirement Act, 1961 PA 88;
- (c) at least 12 months in which employer contributions by a participating municipality or court have been made on behalf of the member under Benefit Program DC or Benefit Program H,

such service shall be applied toward satisfying the vesting schedule for employer contributions.

- (E) For each employee irrevocably electing to participate in Benefit Program DC, then under Plan Section 19A(21), MERS shall transfer to the member's credit (as adjusted through MERS' records to the Conversion Date) the greater of:
 - (1) The member's accumulated contributions in the reserve for employee contributions; or
 - (2) The actuarial present value (as determined in Paragraph (F) below).

The transfer shall be made approximately 30 calendar days after the **Conversion Date**, and the transfer amount shall include pro-rated regular interest at the regular Board-established rate for crediting of interest on member's accumulated contribution in the defined benefit program, measured from the **Conversion Date** to the actual transfer date.

MERS 2010 Restated Uniform Defined Contribution Program Resolution

- (F) Per Plan Section 19A(21)(b)(i), the MERS Retirement Board has established the assumptions for calculation of the actuarial present value of a member's accrued benefit that may be transferred. The assumptions are:
- (1) The interest rate in effect as of the Adoption Date, to determine actuarial present value, shall be the Board-established investment earnings rate assumption (currently eight percent (8.00%)).
 - (2) The funded level for the member's specific MERS division (total funded percentage of the present value of accrued benefits which shall be determined using Termination Liability under Table 12 or successor table and valuation assets of all reserves using Table 13) as of the Adoption Date from the most recent MERS annual actuarial valuation report data provided by MERS' actuary. In the APV calculation, the funded level used shall be:

THE GOVERNING BODY SHALL SELECT ONLY ONE OF THE FOLLOWING:

- Table 12 Termination Liability funded level for the division (not less than 80% nor exceeding 100% funded level).
- If greater than the division's funded level but not more than 100% funded level, then MERS is directed to compute the funded percentage for the transfer calculation on _____% funded basis (insert number greater than the division's Table 12 Termination Liability funded level percentage but not more than 100%). Where less than 100% funded level exists, this governing body recognizes that such direction shall increase its pension funding liability. MERS shall not implement such direction unless the governing body forwards to MERS sufficient cash up to the funded level selected for all members prior to the Conversion Date; if sufficient cash is not forwarded, then the governing body expressly covenants with MERS and directs, as a condition of this selection, to MERS billing and the governing body remitting to MERS all contributions necessary to fund the unfunded liability occasioned by the aggregate transfer of the difference between the actual funded level for the division and funded level directed above over a period of four (4) years.

III. EFFECTIVENESS OF THIS RESTATED RESOLUTION

BE IT FINALLY RESOLVED: This Resolution shall have no legal effect under the MERS Plan Document until a certified copy of this adopting Resolution shall be filed with MERS, and MERS determines that all necessary requirements under Plan Document Section 19A, the Adoption Agreement, and this Resolution have been met. All dates for implementation of Benefit Program DC under Section 19A shall be determined by MERS from the date of filing with MERS of this 2010 Restated Resolution in proper form and content. Upon MERS determination that all necessary documents have been submitted to MERS, MERS shall record its formal approval upon this Resolution, and return a copy to the Employer's designated primary contact.

MERS 2010 Restated Uniform Defined Contribution Program Resolution

In the event an amendatory Resolution or other action by the municipality is required, such Resolution or action shall be deemed effective as of the date of the initial Resolution or action where concurred in by this governing body and MERS (and any third-party administrator selected by MERS, if applicable and necessary). Section 54 of the Plan Document shall apply to this Resolution and all acts performed under its authority. The terms and conditions of this Restated Resolution supersede and stand in place of any prior resolution, and its terms are controlling.

I hereby certify that the above is a true copy of a Resolution adopted at the official meeting held on _____, 20 13 . _____

(Signature of authorized official)

Please send MERS fully executed copy of:

- MERS 2010 Restated Uniform Defined Contribution Program Resolution (this form, MD-069)
- MERS Restated Defined Contribution Plan Adoption Agreement (MD-070)
- Certified minutes stating governing body approval, and/or union contract language

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20 _____

(Authorized MERS signatory)

MEMBERSHIP AGREEMENT

(For Defined Benefit, Defined Contribution and Hybrid Plans)



This AGREEMENT dated March 1, 2013, by and between the Retirement Board (“Board”) of the Municipal Employees’ Retirement System (“MERS”), and the governing body of the City of Jackson, Michigan, an eligible participating municipality or court (“participating entity”), is entered into under the provisions of 1996 PA 220 and the Plan Document of 1996. This Agreement does not waive or excuse or render inapplicable all duties and obligations imposed on the parties by law or the MERS Plan Document of 1996 as each may be revised periodically.

Through Resolution adopted January 22, 2013, this entity has elected to participate in MERS in accordance with Plan Section 41 or 41A.

(Check Boxes I, II, or III, as applicable.)

I. MERS DEFINED BENEFIT PLAN IS INITIALLY ADOPTED

A. The participating entity has furnished MERS with data regarding each person in its employ and the Board’s actuary has computed the liabilities for service benefits payable and which may become payable (on account of service already, and to be, rendered), as required by Plan Section 42, through Initial Actuarial Valuation dated _____, 20____.

B. As a condition of MERS membership, and pursuant to the Board’s power as Plan Administrator and Trustee under Plan Section 36, MCL 38.1536, it is appropriate and necessary to enter into this Agreement providing for the payment of the required contributions of a participating entity.

1. On or before January 1 each calendar year, the Board’s actuary shall make an Annual Actuarial Valuation of the participating entity’s accrued service liabilities, and if necessary, adjust the amount of the annual contributions to be paid by the entity to MERS in monthly installments. A copy of the annual valuation and required contributions shall be provided by MERS to the participating entity on or before January 1 each year.
2. The Wage and Service Reports due monthly, and the Member Contributions (if any) and Employer Contributions due and payable monthly, shall be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment.
3. Should the participating entity agree to the crediting of all or a portion of pre-MERS prior service rendered to it by its covered employees in the Resolution for Adopting MERS Defined Benefit Programs, then the provisions of that Resolution are incorporated by reference in this Agreement. This includes, but is not limited to, the amortization of any unfunded prior service obligations, as adjusted in the Annual Actuarial Valuation.
4. Each contribution payment received from the participating entity (or covered employee, where there are employee contributions) shall be promptly credited by MERS to the appropriate Reserve.
5. If at any time the balance standing to the participating entity’s credit in the Reserve for Employer Contributions and Benefit Payments is insufficient to pay all service benefits due and payable to the entity’s retirants and beneficiaries, the participating entity agrees and

covenants to promptly remit to MERS the amount of such deficiency as determined and certified by the Board. The Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a municipality's retirement plan is a contractual obligation of the municipality, and prohibits the use of the municipality's required current service funding to finance unfunded accrued liabilities.

6. It is further agreed that should the participating entity fail to make its required contribution when due, the retirement service benefits due and payable by MERS on behalf of the entity to its retirants and beneficiaries may be suspended until the delinquent payment is received by MERS, and subject to applicable interest and penalty charges per Plan Section 45A(3) and the MERS Enforcement Procedure for Prompt Reporting and Payment.^(Form 86)

II. MERS DEFINED CONTRIBUTION PROGRAM IS INITIALLY ADOPTED

The participating entity elects to come under the provisions of Plan Section 19A, and as a condition of membership, agrees to comply with Section 19A and all other provisions and requirements applicable to MERS Benefit Program DC.

III. MERS HYBRID PROGRAM (BENEFIT H) IS INITIALLY ADOPTED

The participating entity elects to come under the provisions of Plan Section 19B, and as a condition of membership, agrees to comply with Section 19B and all other provisions and requirements applicable to MERS Benefit Program H. All provisions of Section I of this Agreement above shall fully apply to the extent there is no conflict with any provision of Plan Section 19B.

MUNICIPAL EMPLOYEES' RETIREMENT BOARD

By: _____
Chief Executive Officer
Municipal Employees' Retirement System of Michigan

GOVERNING BODY

By: Patrick Burtch
Title: City Manager
Dated: _____

MERS Restated Defined Contribution Plan Adoption Agreement



1184 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.708.9711 | www.mers-system.com

The Employer, a participating municipality or participating court ("court") within the State of Michigan that has adopted MERS coverage, hereby establishes the following MERS Benefit Program: **Defined Contribution under MERS Plan Document ("MERS Defined Contribution Plan")** as authorized by Section 19A of the Municipal Employees' Retirement System of Michigan Plan Document. All references to "Plan Document" are to sections of the MERS Plan Document; any reference to "Plan," the "MERS Plan," "Plan Participant," "Participant," or "Program," shall mean the MERS Defined Contribution Plan, unless otherwise specified. This Adoption Agreement, together with Section 19A of the MERS Plan Document and the MERS Restated Uniform Defined Contribution Program Resolution ("Resolution"), constitute the entire MERS Benefit Program Defined Contribution Plan Document.

I. EMPLOYER: City of Jackson, Michigan
Name of municipality or court

II. EFFECTIVE DATE

1. If this is the initial Adoption Agreement relating to the MERS Defined Contribution Plan for this Division, the Effective Date of the Benefit Program here adopted shall be the first day of:
March 1, 2013
Month and Year
2. If this is an amendment and restatement of an existing adoption agreement relating to the MERS Defined Contribution Plan for this Division, the effective date of this amendment and restatement shall be the first day of: _____ . This adoption agreement is intended to replace and serve as an amendment and restatement of the Employer's preexisting plan, which was originally effective on the first day of: _____ .
Month and Year

III. ELIGIBILITY REQUIREMENTS

Only those Employees eligible for MERS Membership (Section 3 of the MERS Plan Document) shall be eligible to participate in the MERS Defined Contribution Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following group(s) of Employees are eligible to participate in the Plan:

all full-time non-union employees under a written employment contract hired on or after 8.20/12

Specify employee classification and division numbers

MERS Restated Defined Contribution Plan Adoption Agreement

IV. CONTRIBUTION PROVISIONS

1. The Employer shall contribute on behalf of each Participant 3.0 % of Earnings or \$ _____ for the calendar year (subject to the limitations of Sections 415(c) of the Internal Revenue Code).
2. Each Participant is required to contribute 3.0 % of Earnings for the calendar year as a condition of participation in the Plan. (Write "0" if no contribution is required.) *If other contribution options are provided, please list on separate sheet of paper and attach to Adoption Agreement. See supplement page.

If Employee contributions are required, an Employee shall not have the right to discontinue or vary the rate of such contributions after becoming a Plan Participant.

The Employer hereby elects to "pick up" the Mandatory/Required Employee contribution. The "pick-up" provision allows the employer to direct mandatory employee contributions to be pre-tax.

Yes No

[Note to Employer: Picked up contributions are excludable from the Employee's gross income under Section 414(h)(2) of the Internal Revenue Code of 1986 only if they meet the requirements of Rev. Rul. 2006-43, 2006-35 I.R.B. 329. Those requirements are (1) that the Employer must specify that the contributions, although designated as Employee contributions, are being paid by the Employer in lieu of contributions by the Employee; and (2) the Employee must not have the option of receiving the contributed amounts directly instead of having them paid by the Employer to the Plan. The execution of this Adoption Agreement by the Employer shall constitute the official action required by Revenue Ruling 2006-43.]

3. Each Employee may make a voluntary (unmatched), after-tax contribution, subject to the limitations of Section 415 of the Internal Revenue Code.
4. Employer contributions and Employee contributions shall be contributed to the Trust in accordance with the following payment schedule:

Weekly Bi-weekly Monthly

V. EARNINGS

Earnings shall be defined as "compensation" under Section 2A(6) of the MERS Plan Document, being the Medicare taxable wages reported on the Employee's W-2 statement.

MERS Restated Defined Contribution Plan Adoption Agreement

VI. VESTING PROVISION FOR EMPLOYER CONTRIBUTIONS AND NORMAL RETIREMENT AGE

The Employer hereby specifies the following vesting schedule (choose one):

- Immediate Vesting upon Participation
- Cliff Vesting: The participant is 100% vested upon a stated number of years. Stated year may not exceed maximum 5 years of service:

Stated Year: 1 2 3 4 5

- Graded Vesting Percentage per year of service: Employers can select the percentage of vesting with the corresponding years of service, however the scale cannot exceed a maximum of six years of service to reach 100% vesting, nor less than the stated minimums below:

_____ % after 1 year of service.
_____ % after 2 years of service.
_____ % (not less than 25%) after 3 years of service.
_____ % (not less than 50%) after 4 years of service.
_____ % (not less than 75%) after 5 years of service.
100 % (not less than 100%) after 6 years of service.

Notwithstanding the above, a member shall be vested in his/her entire employer contribution account, to the extent that the balance of such account has not previously been forfeited, if he/she is employed on or after his/her Normal Retirement Age. "Normal Retirement Age" shall be presumed to be age 60 (unless a different normal retirement age is here specified:_____).

In addition, notwithstanding the above, in the event of disability or death, a member or his/her beneficiary shall be vested in his/her entire employer contribution account, to the extent that the balance of such account has not previously been forfeited as described in Section 19A(7) of the MERS Plan Document.

- VII. Loans (not more than two) are permitted under the Program. MERS recommendation is "No," not to allow loans: loans permit your employees to borrow against their retirement account.

Yes No

- VIII. The Plan will accept an eligible rollover distribution from an eligible retirement plan described in Section 401(a)(including "401(k)") or 403(a) of the Code, an annuity contract described in Section 403(b) of the Code, an eligible deferred compensation plan described in Section 457(b) of the Code maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state, or an individual retirement account or annuity described in Section 408(a) or 408(b) of the Code, including after-tax employee contributions, as applicable. The Plan will account separately for pre-tax and post-tax contributions and earnings thereon.

MERS Restated Defined Contribution Plan Adoption Agreement

- IX. The Employer hereby agrees to the provisions of the MERS Uniform Defined Contribution Plan and agrees that in the event of any conflict between MERS Plan Document Section 19A and the MERS Defined Contribution Plan, the provisions of Section 19A shall control.

- X. The Employer hereby appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan.

- XI. The Employer hereby agrees to the provisions of the Plan.

- XII. The Employer hereby acknowledges it understands that failure to properly fill out this Adoption Agreement may result in the ineligibility of the Plan in the MERS Benefit Program Defined Contribution.

In Witness Whereof, the Employer hereby causes this Agreement to be executed on this _____ day of _____, 2013.

Employer: _____

By: Patrick Burtch

Title: City Manager

Attest: _____

City of Jackson, Michigan
Defined Contribution Plan
Contribution Parameters
Non-Union Employees

Employer

3%
3%
3%
3%
3%
3%
3%
3%
3%
3%

Employee

3%
4%
5%
6%
7%
8%
9%
10%
11%
12%

**City of Jackson Police Department
216 East Washington Avenue
Jackson, Michigan 49201
(517) 788-4127**



MEMORANDUM

DATE: January 10, 2013
TO: Patrick Burtch, City Manager
FROM: Matthew R. Heins, Director of Police and Fire Services
SUBJECT: December Manager's Report

Chief Matthew Heins

- Attended:
 - MSU Staff & Command Interviews (2)
 - Fire Prevention Code Meeting w/City Attorney
 - Reserve Program Command Staff Meeting
 - Blight Elimination Grant Preparation Meeting
 - Fire Department Promotion Discussion with City Manager
 - Personnel Policy Discussion with City Manager
 - Meeting with MACI President
 - Meeting with Prosecutor-elect Jerry Jarzynka
 - IAFF Contract Signing
- Time Away from Office:
 - 24 hours of holiday time
 - 64 hours of vacation

Deputy Chief John Holda

- Attended:
 - Department Head meeting
 - Area Chiefs Meeting
 - MSP – Response to Sandy / Capitol Protests
 - Cleaning/Maintenance Meeting
 - Personnel Policy Discussion
 - Salvation Army Advisory Board meeting
 - Phone System Overview Meeting
 - Crime Mapping/GIS meetings (2)
 - IT Meeting
- IT:
 - Correct MDC issues (patrol vehicles)

- Net Motion configuration (patrol vehicles)
 - Service Desk re-design for IT needs
- Time Away from Office:
 - 24 hours of holiday time
 - 48 hours of vacation

Lt. Christopher Simpson

- Attended:
 - Communication Specialist Oral Board Interviews
 - Child Advocacy Center Ribbon Cutting Ceremony
 - Training Consortium Meeting
 - Prescription Drop Box Conference Call
 - Detective Bureau end of year briefing
 - Radio Communications meeting
- Projects
 - Permanent Prescription Drug Drop Box
 - Radio Grant Implementation
- Time Away from Office:
 - 24 hours of holiday time
 - 64 hours of vacation

Lt. Elmer Hitt

- Attended:
 - Meeting at Aware Shelter
 - SRT Activation
 - Child Advocacy Center Ribbon Cutting Ceremony
 - CrimeStoppers Board Meeting
 - Eve on the Ave
- Other Update Information:
 - OWI Enforcement overtime worked over the New Year's Eve weekend/holiday. Additional OWI Enforcement scheduled for February.
 - Eve on the Ave event and the run/walk were completed with no issues.
 - Continuing process to procure new duty weapons for officers through the JAG grant.
 - Performance evaluations for officers are completed and are being reviewed by command staff.
- Time Away from Office:
 - 16 hours of holiday time
 - 8 hours of training (SRT)