



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

AGENDA – CITY COUNCIL MEETING

September 9, 2008

7:00 p.m.

1. Call to Order.
2. Pledge of Allegiance – Invocation by Daniel P. Greer, 3rd Ward City Councilmember.
3. Roll Call.
4. Adoption of Agenda.
5. **Presentations/Proclamations.**
 - A. Presentation by Charles Reisdorf, Region 2 Planning Commission Executive Director, regarding the Metro Fire Study.
6. **Citizen Comments. (3-Minute Limit)**
7. **Consent Calendar.**
 - A. Approval of the minutes of the regular City Council meeting of August 12, 2008.
 - B. Approval of the minutes of the special City Council meeting of August 13, 2008.
 - C. Approval of the request from the Greater Jackson Area CROP Walk Committee to hold their annual Walk for Hunger on Sunday, October 12, 2008, beginning at 2:00 p.m. (Recommended approval received from the Police and Fire Departments, and the Downtown Development Authority. Proper insurance coverage received.)
 - D. Approval of the request from the Midtown Association of Jackson requesting permission to hold a downtown sidewalk sale on Saturday, September 13, 2008, beginning at 9:00 a.m. (Recommended approval received from the Police and Fire Departments, and the Downtown Development Authority. Proper insurance coverage received.)
 - E. Approval of the request from Helping All People Excel (HAPE) to hold their Families Matter Fall Festival at the Martin Luther King Center grounds, on Saturday, September 13, 2008, beginning at 12:00 noon. (Recommended approval received from the Police, Fire, Parks/Forestry and Public Services Departments. Proper insurance coverage received.)
 - F. Approval of the recommendation of the Downtown Development Authority to amend the Downtown Development Authority fiscal year 2008-2009 operational budget to include a carryover amount of \$15,000.00 for the Façade Loan program from the 2007-2008 fiscal year.
 - G. Approval of payment of the Region 2 Planning Commission invoice, in the amount of \$11,509.90, for planning services for the month of August 2008, in

accordance with the recommendation of the City Manager.

- H. Approval of Final Balancing Change Order No. 1, to the contract with The Rothenberger Company, Inc., Concord, in the amount of \$15,245.31, for the Whitney Street Water Main Replacement project, and authorization for the City Manager and City Engineer to execute the appropriate document(s), in accordance with the recommendation of the City Engineer.
- I. Approval of Traffic Control Order (TCO) No. 1984, changing parking regulations, with restrictions, on North Mechanic Street between Ganson Street and Armory Court, in accordance with the recommendation of the City Engineer.
- J. Approval of the request of the Community Development Director to disseminate the draft Consolidated Annual Evaluation and Performance Report (CAPER) for public review and begin the 15-day comment period.
- K. Approval of the request to allow the listed entities additional time to expend their Community Development Block Grant (CDBG) and HOME funding, and authorization for the Mayor and City Clerk to execute the Amended Subrecipient Agreements, in accordance with the recommendation of the Community Development Director (postponed at the August 12, 2008, meeting).
- L. Receipt of the City of Jackson's summary of revenue and expenditures for one (1) month ended, July 31, 2008.
- M. Receipt of Dangerous Building Report through July 31, 2008.
- N. Receipt of the Community Development Department CDBG Financial Summary through July 31, 2008.

8. **Committee Reports.**

- *A. **Consideration of the recommendation of the City Affairs Committee to adopt a policy related to Payment In Lieu of Tax (PILOT) Applications and Procedures.**

9. **Appointments.**

- A. Approval of the Mayor's request to recommend to Jackson County the reappointment of Councilmember Andrew Frounfelker, to the Jackson County Land Bank Authority for a four-year term beginning November 1, 2008, and ending October 31, 2012.
- B. Approval of the Mayor's recommendation to appoint Patricia Feldpausch to the Citizens Advisory Council for Community Development, filling a current vacancy beginning immediately and ending December 31, 2009.
- C. Approval of the Mayor's recommendation to appoint Councilmember Robert Howe to the City Affairs Committee replacing Councilmember Carl Breeding.

10. **Public Hearings.**

- A. Public hearing on the request to rezone from PUDD (Planned Unit Development District) to C-4 (General Commercial), property located at 500 & 505 N. Jackson, 216-224 Trail, and 523 Blackman Streets. (City Planning Commission recommends approval.)
 - 1. Consideration of an ordinance to amend Chapter 28, Section 28.183, City Code, rezoning property located at 500 & 505 N. Jackson, 216-224 Trail, and 523 Blackman Streets.

11. **Resolutions.**

- A. Consideration of a resolution adopting the Municipal Employees' Retirement System (MERS) retiree health funding vehicle.

12. **Ordinances.**

13. **Other Business.**

14. **New Business.**

- A. Consideration of the designation of an official representative and alternate to cast the vote of the municipality at the Michigan Municipal League Annual Business Meeting to be held on October 2, 2008, at the Grand Hotel, Mackinac Island, MI.
- A. Consideration of the request to approve the fourth year renewal to the contract with Synagro, Lansing, at their price of \$0.0304 per gallon, estimated cost of \$106,400.00, for hauling and land application of sewage sludge, in accordance with the recommendation of the Director of Sewage Treatment and Facilities and the Purchasing Agent.
- B. Consideration of the request to approve Change Order No. 1 to the contract with Belden Paving Co., Inc., increasing the contract amount by \$50,000.00, for a total contract amount of \$129,375.00, for pavement services for water main projects, and authorization for the City Manager and the Director of Public Services to execute the appropriate document(s), in accordance with the recommendation of the Director of Public Services.
- C. Consideration of the request to approve a bid award to Midwest Municipal Instrumentation, Inc., Jackson, (sole source supplier) in the amount of \$22,145.00 for two Flo-Dar flow monitors, and approval of Change Order No. 2 to the contract with Earth Tech, Grand Rapids, in the amount of \$9,750.00, to install the Flo-Dar monitors on interceptor sanitary sewers at two (2) locations, and authorization for the City Manager, City Engineer, and Director of Sewage Treatment and Facilities to execute the appropriate document(s), in accordance with the City Engineer, Purchasing Agent, and the Director of Sewage Treatment and Facilities.
- D. Consideration of the bid award to Michigan CAT, Mason, in the amount of \$140,866.00, to purchase a 2008 Caterpillar 928HZ Front End Wheel Loader, in accordance with the recommendation of the Purchasing Agent and the Director of Public Services.
- E. Consideration of the request to issue a purchase order to The Detroit Salt Company, Detroit, at their bid price of \$36.72 per ton, for an estimated contract cost of \$157,896.00, (second year of the Jackson County Road Commission contract) for 2008-2009 road salt purchase for local and major City streets, in accordance with the recommendation of the Purchasing Agent, Jackson County Road Commission and the Director of Public Services.
- F. Consideration of the request to issue a purchase order to North American Salt Company, Overland, Kansas, at their bid price of \$42.79 per ton (approximately \$42,790.00) for 2008-2009 road salt purchase for State Trunk Lines (as mandated by the Michigan Department of Transportation through the State of Michigan Salt Purchase Contract) (one year contract), in accordance with the recommendation of the Director of Public Services, the Purchasing Agent, and the State of Michigan.
- G. Consideration of the bid award to JDE Equipment Co., Grand Rapids, at their low bid price of \$96,270.00, for a 2008 John Deere 410J Backhoe/Loader, in accordance with the recommendation of the Purchasing Agent and the Director of Public Services.
- H. Consideration of the bid award to Paul Bengal Company, in the amount of \$234,000.00, for Water Treatment Plant improvements, and authorization of the Mayor and City Clerk to execute the appropriate contract document(s), in

accordance with the recommendation of the Director of Public Services, Jones & Henry Consulting Engineers, and the Purchasing Agent.

- I. Consideration of the request from Allegiance Health to remove the glass art mural located in the lobby of 212 W. Michigan Avenue at their cost, and removal of any debris created from the process, in accordance with the recommendation of the Community Development Director.
- J. Consideration of the proposal from Goodwill Industries of Central Michigan's Heartland, to transfer the recycling center from its current location on Louis Glick Highway to the Goodwill Industries site, and authorization for the City Manager to take the appropriate action to complete the transfer.
- K. Consideration of the low bid award to Belden Asphalt, in the amount of \$150,000.00, for reconstruction of basketball and tennis courts at Lions and Exchange Parks, in accordance with the recommendation of the Director of Parks, Recreation and Grounds, and George Covalle, Architect and Associates, Inc.
- L. Consideration of the establishment of a date for a City Council Goal Setting Session.

15. **City Councilmembers' Comments.**

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

17. **Adjournment.**

*Items Added, Deleted or Changed.

Study of a Metropolitan Fire Authority

Presentation to
Jackson City Council
September 9, 2008

Prepared by
Region 2 Planning Commission

Oversight Committee

Kip Ballast, Leoni Twp

Jim Dunn, Summit Twp

David Phelps, Leoni Twp

William Ross, City of Jackson

Ray Snell, Blackman Twp

Technical Committee

Michael Jester, Blackman Public Safety

John Worden

Larry Bosell, Jackson Fire Dept

Scot Harvey, Summit Fire Department

William Lanaghan, Leoni Public Safety

Study Purpose

...to determine whether a metropolitan fire authority could be established to serve the area of the City of Jackson; and Blackman, Leoni, and Summit Townships; and
to analyze the impacts of such an arrangement on effectiveness, efficiency, and cost.

Study Constraints

- Full time fire force, not volunteer
- Recognize current administrative structure
 - Blackman Public Safety; City, Leoni, and Summit Fire Departments
- Show enhanced safety, efficiency, and cost savings to each unit.

| Data Summary | | | | | |
|--------------------------|-------------|-----------------|--------------|---------------|--------------|
| | <u>City</u> | <u>Blackman</u> | <u>Leoni</u> | <u>Summit</u> | <u>Total</u> |
| Demographics, 2000 | | | | | |
| population | 36,316 | 22,800 | 13,459 | 21,534 | 94,109 |
| housing units | 15,241 | 6,907 | 5,565 | 9,123 | 36,836 |
| age of housing | 7,783 | 775 | 1,264 | 1,328 | 11,150 |
| | | | | | |
| Property Valuation, 2006 | 1,852 | 1,322 | 1,042 | 1,564 | 5,780 |
| (in \$ millions) | | | | | |
| | | | | | |
| Emergency Calls, 2005 | | | | | |
| structural fires | 106 | 96 | 41 | 56 | 299 |
| nonstructural fires | 1,247 | 67 | 66 | 20 | 1,400 |
| emergency runs | 2,945 | 1,569 | 653 | 1,360 | 6,527 |

**CITY OF JACKSON
BLACKMAN, LEONI AND
SUMMIT TOWNSHIPS**

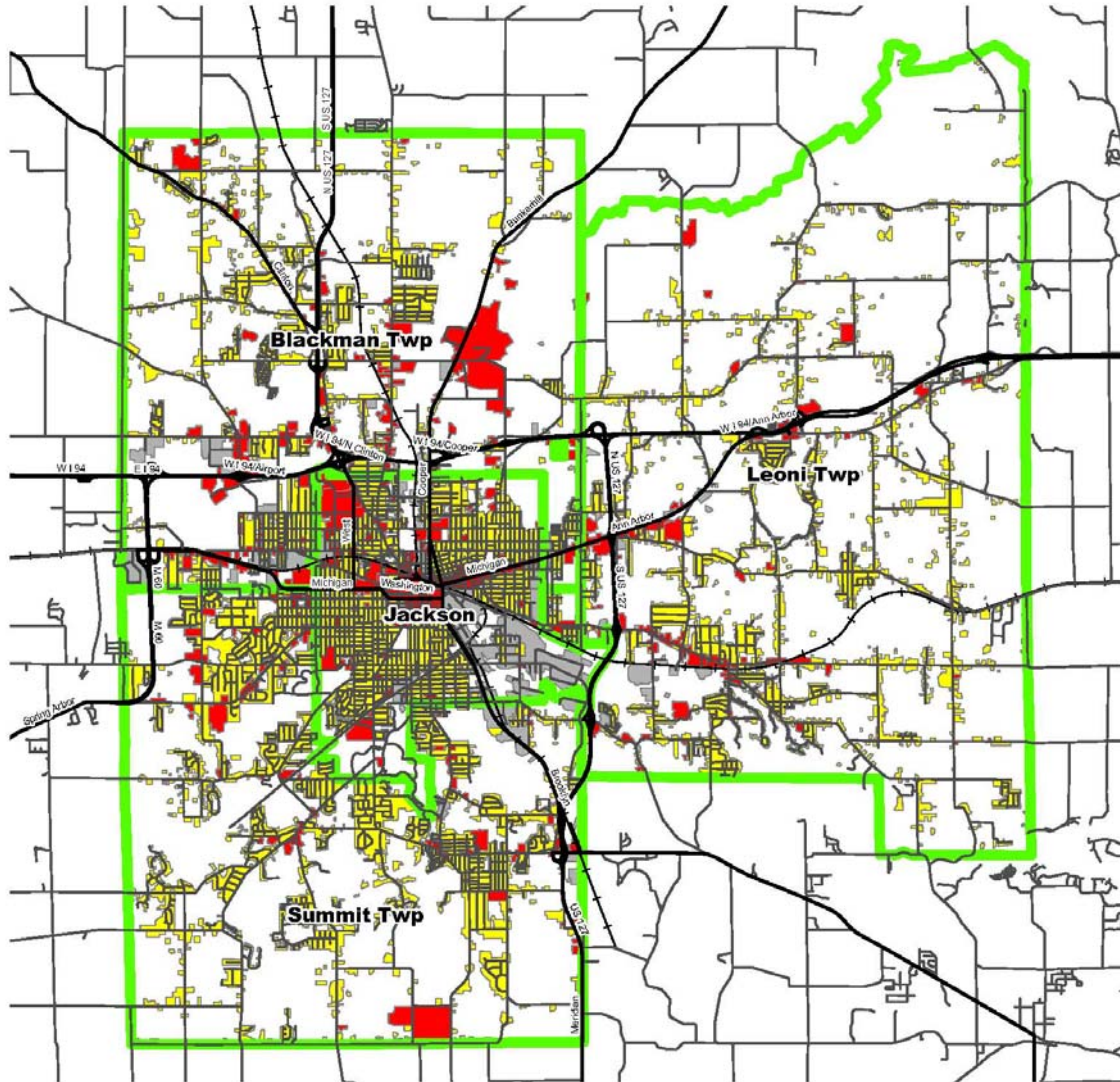
Jackson County, Michigan

Map 2-2
**LAND USE/LAND COVER
2000**

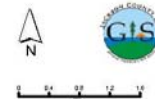
LEGEND

-  Residential
-  Commercial
-  Industrial

Source: Jackson County Aerial Imagery, 2000



Map Printed July 29th, 2007



**CITY OF JACKSON
BLACKMAN, LEONI AND
SUMMIT TOWNSHIPS**

Jackson County, Michigan

Map 5-1

**METROPOLITAN AREA
FIRE STATIONS
AND
LAND USE/LAND COVER
2000**

LEGEND

-  Residential
-  Commercial
-  Industrial
-  Fire Stations
-  1.5 Mile Radius

Source: Jackson County Aerial Imagery, 2000

Blackman Township

1. Pamall Road Station
2. Dettman Road Station

City of Jackson

3. North Jackson Street Station
4. Prospect Street Station
5. Pringle Street Station

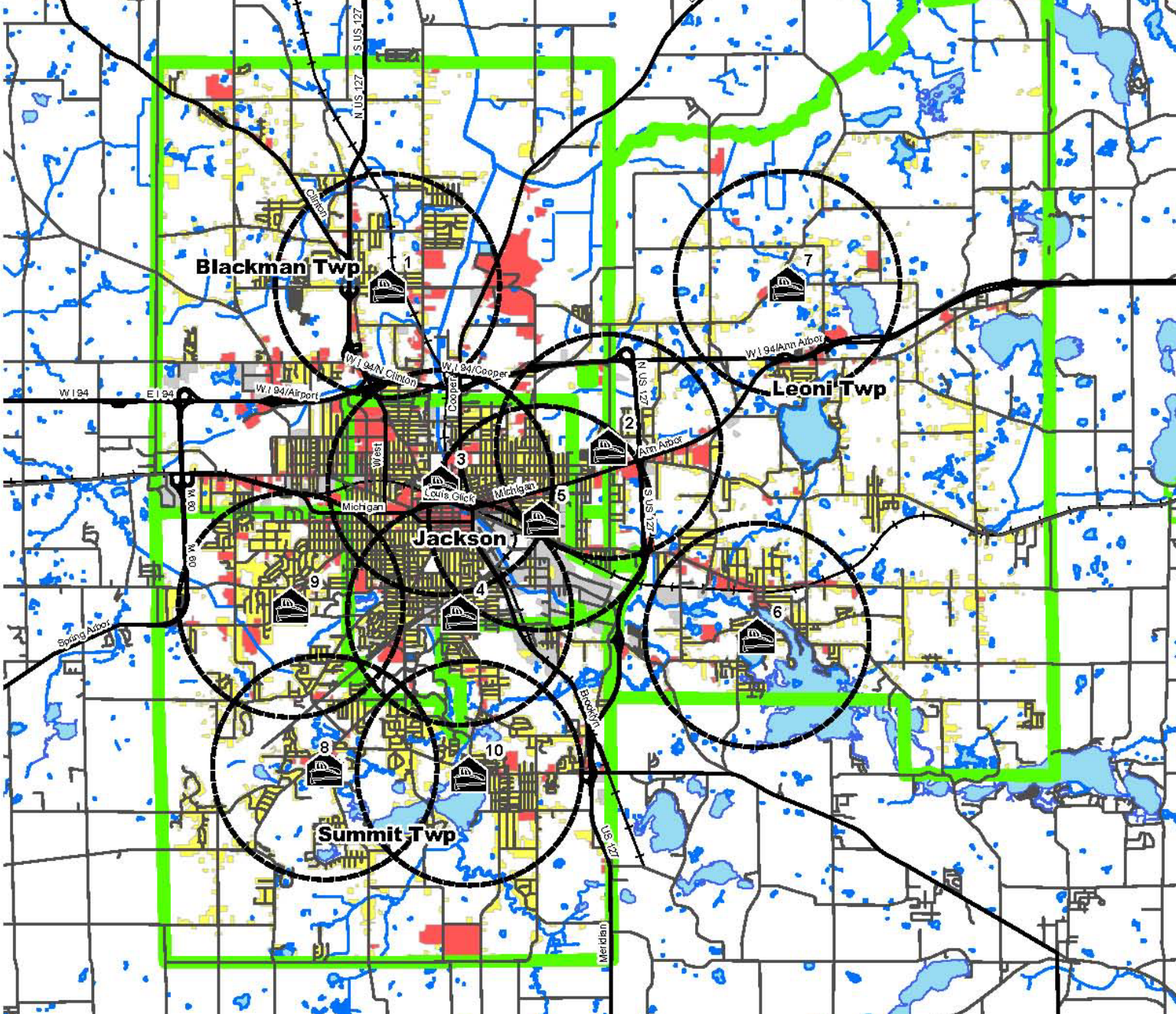
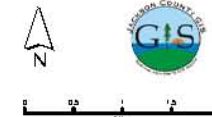
Leoni Township

6. Fifth Street Station
7. Brills Lake Station

Summit Township

8. Ferguson Corner Station
9. Spring Arbor Road Station
10. Vanercook Lake

Map Printed July 28th, 2001



**CITY OF JACKSON,
BLACKMAN CHARTER,
LEONI AND SUMMIT
TOWNSHIPS**
Jackson County, Michigan

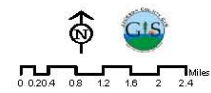
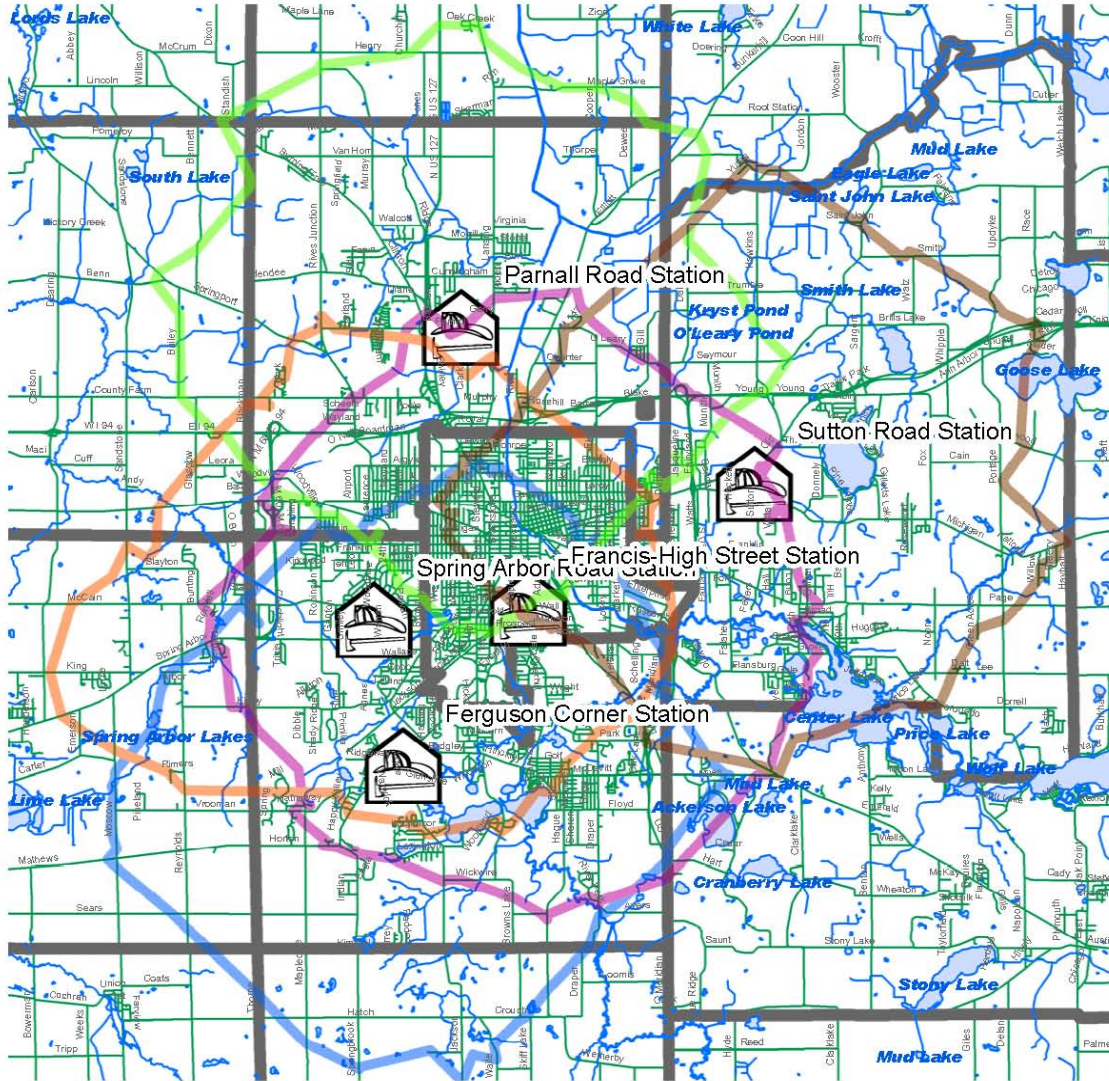
Map S-2b

**PROPOSED STATION
LOCATIONS
ALTERNATIVE 2**

Five (5) Mile Travel Distance

LEGEND

-  Sutton Road Station
-  Ferguson Corner Station
-  Francis-High Street Station
-  Parnall Road Station
-  Spring Arbor Road Station



Fire stations – Existing/Proposed

- Parnall Road
 - Dettman Road
 - Jackson Street
 - Milwaukee Street
 - Pringle Street
 - Fifth Street
 - Brills Lake
 - Ferguson Corners
 - Spring Arbor Road
 - McDevitt Street
- Parnall Road
 - Milwaukee Street
 - Sutton Road
 - Ferguson Corners
 - Spring Arbor Road

| Equipment Distribution for Proposed Stations | | | | | |
|--|----------------------------|----------------|-----------------------|----------------|--------------|
| <u>station</u> | <u>quints/ ladders</u> | <u>engines</u> | <u>grass rigs</u> | <u>rescues</u> | <u>total</u> |
| Parnall Rd | 1 | 1 | 1 | 1 | 4 |
| Milwaukee St | 1 | 1 | | 1 | 3 |
| Sutton Rd | 1 | 1 | 2 | 1 | 5 |
| Ferguson Rd | | 1 | 1 | 1 | 3 |
| Spring Arbor Rd | | <u>1</u> | | <u>1</u> | <u>2</u> |
| total | 3 | 5 | 4 | 5 | 17 |

| Proposed Personnel | | |
|---------------------------|------------------------------------|---------------------|
| <u>location</u> | <u>fire fighters/ shift</u> | <u>total</u> |
| Parnall Rd | 4 | 12 |
| Milwaukee St | 6 | 18 |
| Sutton Rd | 4 | 12 |
| Ferguson Rd | 4 | 12 |
| <u>Spring Arbor Rd</u> | <u>4</u> | <u>12</u> |
| s. total | 22 | 66 |
| <u>Administrative</u> | <u>0</u> | <u>5</u> |
| TOTAL | 22 | 71 |
| TOTAL est. existing | | 82 |

Estimated uniformed personnel costs

Existing system

\$6,956,000

Metro system

\$6,126,000

Annual savings =
\$830,000

Estimated total costs

Existing System

\$8,761,400

Metro System

\$7,715,500

A savings system wide
of \$1,045,900

Metro system authorization

- Intergovernmental contracts, Act 35 of 1951
- Urban Cooperation, Act 7 of 1967; and Intergovernmental Transfer of Functions and Responsibilities, Act 8 of 1967
- Emergency Services to Municipalities, Act 57 of 1988.

| Metro-Fire Financing Alternatives | | | |
|-----------------------------------|------------------|------------------|------------------|
| | | | |
| | current | Proposed Metro | Consistant |
| <u>unit</u> | <u>expenses</u> | <u>2.67 mils</u> | <u>Share</u> |
| Blackman Twp | 1,064,000 | 1,765,467 | 936,987 |
| City of Jackson | 5,098,175 | 2,472,069 | 4,489,588 |
| Leoni Township | 1,187,717 | 1,391,449 | 1,045,935 |
| <u>Summit Twp</u> | <u>1,411,504</u> | <u>2,088,421</u> | <u>1,243,008</u> |
| total | 8,761,396 | 7,717,406 | 7,715,518 |

Opportunities and Obstacles to Metro Fire

- Cost of services
- Current arrangements for service
- Personnel structure
- Pay differential
- Equipment reduction and standardization
- Number and locations of stations

Conclusions

“While (a metropolitan) approach was discussed in the preparation and development of this study, no conclusion could be reached on how such an arrangement could operate, how costs could be fairly shared, and how personnel could be treated in an equitable fashion.”

Recommendations

- Cooperate on capital purchases, equipment and supplies
- Institute a metro maintenance program
- Institute automatic mutual aid for rescue responses
- Share reserve apparatus
- Refine automatic mutual-aid system
- Expand centralized training and testing
- Continue to meet to consider cooperation improvements

Questions?

Region 2 Planning Commission



MEMORANDUM

To: Jackson City Council – Oversight Committee for the Study of a Metropolitan Fire Authority and the Technical Committee for the Study of a Metropolitan Fire Authority

From: Charles C. Reisdorf, Executive Director

Date: September 3, 2008

Subject: Updated Version of Study of a Metropolitan Fire Authority

Throughout the preparation of the fire study several drafts have been prepared and distributed. A current draft has been prepared which incorporates all revisions and corrections identified in previous drafts. This current draft is attached as a PDF file.

Please note that the cost estimates for a metropolitan fire protection solution contained in Chapter 15 have been revised and corrected.

Please destroy all previous versions of this fire study.

STUDY OF A METROPOLITAN FIRE AUTHORITY



Jackson, Michigan

September, 2008

STUDY OF A METROPOLITAN FIRE AUTHORITY

Jackson, Michigan

Prepared by:

**The Region 2 Planning Commission
120 W. Michigan Ave.
Jackson, MI 49201
(517) 788-4426**

Oversight Committee

Kip Ballast, Supervisor, Leoni Township
James Dunn, Supervisor, Summit Township
David (Jim) Phelps, Former Supervisor, Leoni Township
William Ross, City Manager, City of Jackson
Raymond Snell, Supervisor, Blackman Township

Technical Committee

Michael Jester, Director, Blackman Twp. Public Safety Dept.
John Worden, Fire Consultant
Larry Bosell, Chief, City of Jackson Fire Department
Scot Harvey, Chief, Summit Township Fire Department
William Lanaghan, Chief, Leoni Township Director of Public Safety

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INTRODUCTION

Study Purpose

Fire protection is one of the most important services offered by local units of government. Historically, the threat of fire posed one of the greatest dangers in areas in terms of property damage and potential loss of life. While fire codes, sprinkler systems, and construction methods have improved fire safety, fires remain a threat within our communities. In addition, fire services include more than simply fighting structure fires. Fire service personnel respond to medical emergencies, conduct inspections, and investigate suspicious fires.

Public safety, including both police and fire services, is the largest expenditure facing local units of government. With the decline in revenues to local units of government in Michigan over the past several years, the impacts upon the police and fire services are unavoidable. The solution lies in either increasing revenues or decreasing costs.

The purpose of this study is to examine the fire protection services offered in the Jackson metropolitan area, which includes four units of government – the City of Jackson; and the Townships of Blackman, Leoni, and Summit. When considering reduction in the cost of fire services, one possibility is a reduction in cost through the consolidation of services. The focus of this study is whether a metropolitan fire authority could be established to serve the area of these four local units of government, and the impacts of such an arrangement on effectiveness, efficiency, and cost.

Study Constraints

While there are no constraints imposed on the study *per se*, a tacit consensus supports a fire services system which is staffed by full-time professional staff engaged in fire protection. There does not appear to be support for instituting a volunteer fire protection system.

Secondly, two administrative structures are employed to provide fire protection services. The City of Jackson and the Townships of Leoni and Summit operate separate fire departments. Blackman Township has a public safety department in which police and fire services are offered by the same personnel. As the system in Blackman Township operates, public safety officers provide both police protection and fire protection to the residents and businesses. From the perspective of instituting a metropolitan authority for fire protection, either the metropolitan system must be developed as a fire department, or some type of public safety department; or an approach will have to be developed which would make use of both the public safety approach in the area of Blackman, and the fire departmental approach in the remaining units of government in the metropolitan area.

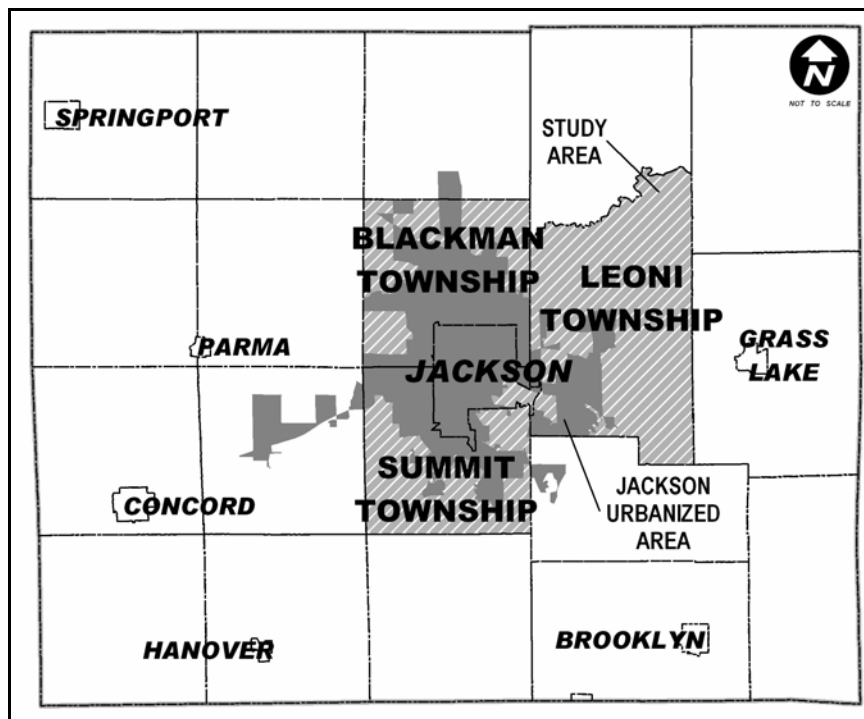
Finally, to be politically feasible, any type of metropolitan approach must result in enhanced safety, efficiency, and at least some cost savings to each unit of government.

FIRE SERVICE SETTING

Geography

The study area is comprised of the City of Jackson and the Townships of Blackman, Leoni, and Summit. The City of Jackson is located in the geographic center of Jackson County and is surrounded by three townships: Blackman to the north, Summit to the south, and Leoni to the east.

Map 2-1
ORIENTATION MAP



The study area contains 124.2 square miles. The largest of the four municipalities, Leoni Township, has an area of 51.3 square miles which covers 41% of the study area. Blackman Township has an area of 31.9 square miles which comprises 26% of the study area, while Summit Township has an area of 30.0 square miles, covering 24% of the study area. The City of Jackson has an area of 11.0 square miles which comprises 9% of the study area. The townships surrounding the study area are primarily rural in nature, although some portions of the Jackson Urbanized Area extend in to Spring Arbor, Napoleon, and Rives Townships.

The municipalities within the study area have fire departments which include full-time firefighting personnel. Those municipalities (townships) surrounding the study area, though they may have some paid personnel, are primarily part-paid, or volunteer fire departments.

Demographics

Population

The population of the study area in the year 2000 was 94,109. Most of this population, 36,316 persons, or 38.6% of the population of the study area, resided within the City of Jackson. The Townships of Blackman and Summit contained 22,800 and 21,534 persons respectively, in the year 2000. Leoni Township had 13,459 persons.

The Region 2 Planning Commission has prepared population projections. Projections through the year 2020, based upon population change since 1980, indicate a slightly increasing, but stable population size for the area as a whole. Over the 20-year period between 2000 and 2020, population in the City is expected to continue to decline, while population in Blackman Township will increase, and populations in Summit and Leoni Township will remain relatively stable. (See Table 2-1 Population, 1980-2020).

| | 1980 | 1990 | 2000 | 2000 | 2010 | 2020 | 2020 |
|-------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Blackman Township | 19,741 | 20,492 | 22,800 | 24.2% | 25,271 | 27,682 | 28.8% |
| City of Jackson | 39,739 | 37,446 | 36,316 | 38.6% | 34,611 | 32,931 | 34.3% |
| Leoni Township | 14,259 | 13,435 | 13,459 | 14.3% | 13,444 | 13,276 | 13.8% |
| Summit Township | 22,113 | 21,130 | 21,534 | 22.9% | 21,913 | 22,078 | 23.0% |
| Study Area | 95,852 | 92,503 | 94,109 | 100.0% | 95,239 | 95,967 | 100.0% |

Source: U.S. Census Bureau and Region 2 Planning Commission (R2PC)

The US Bureau of the Census has provided population estimates for local units of government through 2005. These estimates identify population growth above that anticipated in projections as noted above. (See Table 2-2 – Population Estimates, 2005) Population estimates for the study area for 2005 amount to 95,619 persons. If these estimates are accurate it may be necessary to revise the population projections presented above; however, the margin of error in the projections is insufficient to impact study outcomes.

| | 2005 |
|-------------------|---------------|
| Blackman Township | 24,847 |
| City of Jackson | 34,879 |
| Leoni Township | 13,835 |
| Summit Township | 22,058 |
| Study Area | 95,619 |

Source: U.S. Census Bureau

Population and Households and Group Quarters, 2000

In 2000, 85,530 persons, the study area's population, resided in 34,798 households. Almost 41% of the study area's households resided within the City of Jackson. Summit Township contained 25% of the households, Blackman Township 19%, and Leoni Township 15%. (See Table 2-3, Number of Households, 2000)

| | Households | % |
|-------------------|---------------|---------------|
| Blackman Township | 6,658 | 19.1% |
| City of Jackson | 14,210 | 40.8% |
| Leoni Township | 5,240 | 15.1% |
| Summit Township | 8,690 | 25.0% |
| Study Area | 34,798 | 100.0% |

Source: U.S. Census Bureau

The distribution of the population of these households by household type is shown in Table 2-4, Population and Households in Group Quarters, 2000. As noted above, 85,530 persons resided in households. The remaining 8,579 persons resided in group quarters, the vast majority of these, almost 85%, resided in Blackman Township in the State Prison of Southern Michigan prison complex. This group quarters population in Blackman Township is significant, with 32.0% of the township's population residing in group quarters. (See Table 2-4, Population and Households and Group Quarters, 2000).

| | Population in Households | % | Population in Group Quarters | % | TOTAL | % |
|-------------------|--------------------------|---------------|------------------------------|---------------|---------------|---------------|
| Blackman Township | 15,525 | 18.2% | 7,275 | 84.8% | 22,800 | 24.2% |
| City of Jackson | 35,212 | 41.2% | 1,104 | 12.9% | 36,316 | 38.6% |
| Leoni Township | 13,436 | 15.7% | 23 | 0.3% | 13,459 | 14.3% |
| Summit Township | 21,357 | 25.0% | 177 | 2.1% | 21,534 | 22.9% |
| Study Area | 85,530 | 100.0% | 8,579 | 100.0% | 94,109 | 100.0% |

Source: U.S. Census Bureau

Numbers of Dwelling Units

In the 2000, the study area contained 36,836 dwelling units. Most of these, 15,241, or 41% of the total units were located within the City of Jackson. Summit Township had 9,123 units, while Blackman and Leoni had 6,907 and 5,565 units respectively.

| | Total Units | Occupied | Vacant | Vacancy Rate |
|----------------------------|---------------|---------------|--------------|--------------|
| Blackman Township | 6,907 | 6,638 | 269 | 3.9% |
| City of Jackson | 15,241 | 14,210 | 1,031 | 6.8% |
| Leoni Township | 5,565 | 5,219 | 346 | 6.2% |
| Summit Township | 9,123 | 8,710 | 413 | 4.5% |
| Study Area | 36,836 | 34,777 | 2,059 | 5.6% |
| Michigan Center | 1,950 | 1,856 | 94 | 5.1% |
| Vandercook Lake | 2,157 | 1,847 | 310 | 16.8% |
| Source: U.S. Census Bureau | | | | |

Housing units are either occupied or vacant. In the year 2000 of the 36,836 units in the study area, 34,777 were occupied and 2,059 were vacant, a vacancy rate of 5.6%. The highest vacancy rates were in the City of Jackson where 6.0% of the units were vacant. Leoni Township had a vacancy rate of 6.2%, and Summit and Blackman Townships had vacancy rates of 4.5% and 3.9% respectively. (See Table 2-5, Housing Units and Vacancy Rates, 2000).

The U.S. Census also contains information for the unincorporated acres of Michigan Center and Vandercook Lake. These areas of high density tend to generate a substantial number of fire and emergency runs because of the number of people residing within them the number of dwelling units they contain and the age of these structures. Vandercook Lake, in Summit Township had 2,157 units. The vacancy rate in Vandercook Lake (with some seasonal housing) is high, at 16.8%. Michigan Center contained 1,950 structures and had a vacancy rate of 5.1%.

Age of Housing

Table 2-6, Age of Housing Units, provides data on new housing units constructed, those constructed between 1980 and 2000; and older housing, those units constructed prior to 1940. As could be expected, older housing units are located within the City of Jackson and in the unincorporated villages of Michigan Center and Vandercook Lake, in Leoni and Summit Townships, respectively.

Of the City's 15,241 housing units in the year 2000, slightly over 51% were constructed prior to 1940. Leoni Township has a substantial number of dwelling units constructed prior to 1940 which amount to 22.7% of its total 5,565 housing units. Summit and Blackman Townships have substantially fewer of their units constructed prior to 1940 at 14.6% and 11.2% respectively.

| | Total Units | Units Constructed 1980-2000 | % Constructed 1980-2000 | Unit Constructed Prior to 1940 | % Constructed Prior to 1940 |
|-------------------|---------------|-----------------------------|-------------------------|--------------------------------|-----------------------------|
| Blackman Township | 6,907 | 1,916 | 27.7% | 775 | 11.2% |
| City of Jackson | 15,241 | 876 | 5.7% | 7,783 | 51.1% |
| Leoni Township | 5,565 | 1,002 | 18.0% | 1,264 | 22.7% |
| Summit Township | 9,123 | 1,720 | 18.9% | 1,328 | 14.6% |
| Study Area | 36,836 | 5,514 | 15.0% | 11,150 | 30.3% |
| Michigan Center | 1,957 | 181 | 9.2% | 586 | 29.9% |
| Vandercook Lake | 1,942 | 224 | 11.5% | 460 | 23.7% |

Source: U.S. Census Bureau

Newer housing units, those constructed between 1980 and 2000 are primarily located within the township areas, most specifically in Blackman Township where 27.7% of the housing units in the township were constructed between 1980 and 2000. Substantial numbers of housing units were constructed in Summit and Leoni Townships between 1980 and 2000, 18.9% and 18.0% respectively. Within the City of Jackson, 5.7% of total housing units were constructed during the 20-year period between 1980 and 2000.

Both Michigan Center and the Vandercook Lake area have substantial numbers of housing units which were constructed prior to 1940 which amount to 29.9% and 23.7%, respectively. New housing units, those constructed between the period of time between 1980 and 2000 include 9.2% in Michigan Center and 11.5% in Vandercook Lake.

Dwelling Units by Type of Unit

Table 2-7, Dwelling Unit Types, 2000, provides the number of dwelling units by structure type – single-family, multiple-family, or mobile homes/other. Of the 36,836 dwelling units in the study area, 26,689 or 72.5% are single-family dwelling units. Dwelling units contained in multiple-family structures number 8,224, or 22.3% of total dwelling units. Mobile homes number 1,923, which amounts to 5.2% of total dwelling units.

| | Total | % |
|---------------------|---------------|---------------|
| Single Family | 26,689 | 72.5% |
| Multiple Family | 8,224 | 22.3% |
| Mobile Home / Other | 1,923 | 5.2% |
| TOTAL | 36,836 | 100.0% |

Source: U.S. Census

Table 2-8, Dwelling Unit Types by Governmental Unit, 2000, provides the type of unit – single-family, multiple-family or mobile home/other, for each of the three townships in the study area and the City of Jackson. Of the 15,241 units in the City of Jackson 10,232, or 67.1% were single-family units; 4,942 or 32.4% were multiple-family units while 67 or 4% were mobile homes.

| | Blackman Township | | City of Jackson | | Leoni Township | | Summit Township | |
|---------------------|-------------------|---------------|-----------------|---------------|----------------|---------------|-----------------|---------------|
| | # | % | # | % | # | % | # | % |
| Single Family | 4,036 | 58.4% | 10,232 | 67.1% | 4,724 | 80.4% | 7,697 | 87.3% |
| Multiple Family | 1,826 | 26.4% | 4,942 | 32.4% | 605 | 10.3% | 851 | 9.7% |
| Mobile Home / Other | 1,045 | 15.1% | 67 | 0.4% | 547 | 9.3% | 264 | 3.0% |
| TOTAL | 6,907 | 100.0% | 15,241 | 100.0% | 5,876 | 100.0% | 8,812 | 100.0% |

Source: U.S. Census Bureau

Among the townships, Blackman Township had the greatest percentage of multiple-family units and the greatest percentage of mobile home/other units, 26.4% and 15.1% respectively. Summit Township had the greatest percentage of single-family dwelling units within its township. Of the 8,812 units in Summit Township, 7,697, or 87.3% were single-family.

Population and Dwelling Unit Density

Population and dwelling unit densities are highest within the City of Jackson, the older developed area of the metropolitan area or study area. The population density within the City amounts to 3,301 persons per square mile residing in dwelling units of a density of 1,386 per square mile.

| | Square Miles | Population | Population Density (persons/sq.mi) | Dwelling Units | Dwelling Unit Density (units/sq.mi) |
|-------------------|--------------|---------------|------------------------------------|----------------|-------------------------------------|
| Blackman Township | 31.9 | 22,800 | 715 | 6,927 | 217 |
| City of Jackson | 11.0 | 36,316 | 3,301 | 15,241 | 1,386 |
| Leoni Township | 51.3 | 13,459 | 262 | 5,592 | 109 |
| Summit Township | 30.0 | 21,534 | 718 | 9,109 | 304 |
| Study Area | 124.2 | 94,109 | 758 | 36,869 | 297 |

Source: Region 2 Planning Commission

Population densities are almost equal at 715 and 718 persons per square mile in Blackman and Summit Townships, respectively. Summit Township, however, has a higher dwelling unit density at 304 dwelling units per square mile, while Blackman has 217 units per square mile. The difference between population density and dwelling unit density between these two units can be explained by the prison population residing in group quarters. Population and dwelling unit densities are lowest in Leoni Township with population densities at 262 persons per square mile, and dwelling unit densities at 109 persons per square mile. (See Table 2-9, Population and Dwelling Unit Density, 2000).

Land Use

The Michigan Information Resource Inventory System (MIRIS) is a state wide inventory of land cover. The MIRIS inventory was used to map residential, commercial and industrial land uses within the study area. The maps also show transportation routes, lakes, streams, and political

boundaries. As noted above, most of the Jackson metropolitan area is contained within the study area comprised of the City of Jackson and the Townships of Blackman, Leoni, and Summit. The land use / land cover Map 2-2, Land Use/Land Cover, 2000; show the land uses – residential, commercial and industrial within the study area; and the general patterns of land use. The map clearly delineates this urbanized area showing high concentrations of development and population within the City of Jackson and along roads which extend out into each of the three townships. This map is significant because it identifies the areas of the City and each of the other three townships which must be served by fire protection and emergency services.

The map also makes obviously evident through the examination of roads and streets, the ease of traffic movement, and therefore location of development, along radial routes extending outward from the urban core; and the more difficult range of movement laterally from these corridors. Generally, it is easier to move to and from the core of the metropolitan area to outlying areas, than from outlying area to outlying area. Development has tended to follow these lateral routes. This development pattern is due to the configuration of lakes, streams, wetlands; and the freeways and rail systems which extend through, or serve the metropolitan area.

Property Valuation

The true cash value of real and personal property, property which includes land, buildings, and generally, contents of commercial and industrial properties can be estimated from data available from the Jackson County Equalization Department. The department calculates the State Equalized Valuation (S.E.V.) for the purposes of the property tax levy. S.E.V. is approximately equal to one half of true cash value.

In 2006, true cash value of real and personal property is estimated to be almost \$5.8 billion in the four municipalities in the study are. (See Table 2-10 True Cash Value of Real and Personnel Property).

| | Real | Personal | Total |
|-------------------|----------------------|--------------------|----------------------|
| Blackman Township | 1,135,390,430 | 187,056,420 | 1,322,446,850 |
| City of Jackson | 1,681,717,000 | 170,020,000 | 1,851,737,000 |
| Leoni Township | 979,557,700 | 62,726,538 | 1,042,284,238 |
| Summit Township | 1,510,729,420 | 53,631,000 | 1,564,360,400 |
| TOTAL | 5,307,394,530 | 473,433,958 | 5,780,828,488 |

In Michigan, local units of governments rely, in part, upon the property tax for general fund revenues. Fire and police protection services are funded through general fund revenues within these local units of government. The tax collected is equal to the mileage rate multiplied by one half of the true cash value of real and personal property, the State Equalized Valuation (S.E.V.) The millage rate is established by the local taxing entity subject to limits imposed by state law.

Real Property consists of land, and the buildings upon land. Personal Property refers to the contents of buildings, vehicles, and other personal property items. Only the personal property

CITY OF JACKSON BLACKMAN, LEONI AND SUMMIT TOWNSHIPS

Jackson County, Michigan

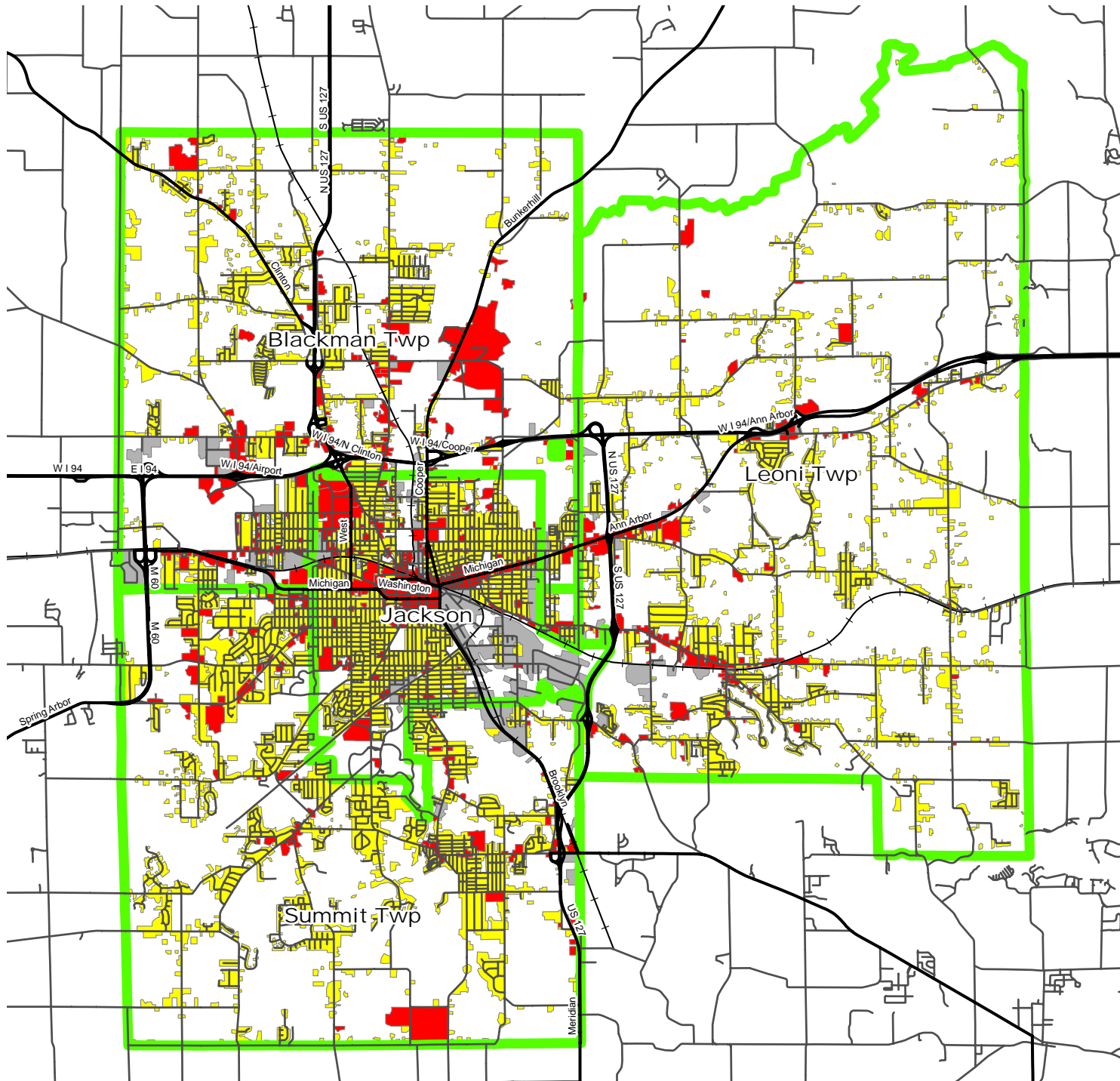
Map 2-2

LAND USE/LAND COVER 2000

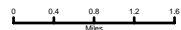
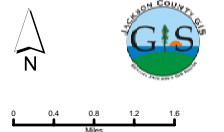
LEGEND

-  Residential
-  Commercial
-  Industrial

Source: Jackson County Aerial Imagery, 2000



Map Printed July 26th, 2007



for businesses is taxed. Personal property for individuals at or in their residence is exempt from taxation through the property tax.

Table 2-11, Real and Personal Property Values, (S.E.V.), 2006, provides the real and personal property values for Blackman, Leoni, and Summit Townships; and the City of Jackson. The total value of real and personal equalized property for the study area consists of \$2.89 billion. Of this total, the vast majority, 91.8% is real property while 8.2% is personal property. The City of Jackson has the highest valuation at \$926 million or 32% of the valuation of the study area. Valuations in descending order for the three townships include Summit at \$782 million, Blackman at \$661 million, and Leoni at \$521 million.

| | Real | Personal | TOTAL | % of TOTAL |
|-------------------|----------------------|--------------------|----------------------|-------------|
| Blackman Township | 567,695,215 | 93,528,210 | 661,223,425 | 22.9% |
| City of Jackson | 840,858,500 | 85,010,000 | 925,868,500 | 32.0% |
| Leoni Township | 489,778,850 | 31,363,269 | 521,142,119 | 18.0% |
| Summit Township | 755,364,700 | 26,815,500 | 782,180,200 | 27.1% |
| TOTAL | 2,653,697,265 | 236,716,979 | 2,890,414,244 | 100% |
| % of TOTAL | 91.8% | 8.2% | 100.0% | |

Table 2-12, Real Property Values (S.E.V.), 2006 provides real property values for residential, commercial, industrial, developmental and agricultural property for each of the four municipalities in the study area – the City of Jackson, and the Townships of Blackman, Leoni and Summit. The City of Jackson has the greatest valuation at \$841 million, or 31.7% of the valuation of the municipalities in the study area. Summit, Blackman, and Leoni Townships have valuation equal to 28.5%, 21.4% and 18.5%, respectively. Of the categories of real property in the study area, residential has the highest valuation at \$1.76 billion which amounts to 66.4% of total real equalized property value for the study area. Commercial real property values included 23.5% of total valuation, while industrial properties included 8.5% of total valuation. Developmental and agricultural property values were considerably lower at 0.4% and 1.1% respectively.

| | Residential | Commercial | Industrial | Developmental | Agricultural | TOTAL | % of TOTAL |
|-------------------|----------------------|--------------------|--------------------|-------------------|-------------------|----------------------|---------------|
| Blackman Township | 276,382,515 | 227,044,783 | 49,957,331 | 2,507,592 | 11,802,994 | 567,695,215 | 21.4% |
| City of Jackson | 457,126,600 | 237,898,650 | 145,833,250 | 0 | 0 | 840,858,500 | 31.7% |
| Leoni Township | 386,401,810 | 71,400,506 | 15,334,300 | 524,500 | 16,117,734 | 489,778,850 | 18.5% |
| Summit Township | 642,063,100 | 88,581,200 | 15,612,100 | 7,484,900 | 1,623,400 | 755,364,700 | 28.5% |
| TOTAL | 1,761,974,025 | 624,925,139 | 226,736,981 | 10,516,992 | 29,544,128 | 2,653,697,265 | 100.0% |
| % of TOTAL | 66.4% | 23.5% | 8.5% | 0.4% | 1.1% | 100.0% | |

THE DEMAND FOR FIRE PROTECTION SERVICES

The term “fire protection” in communities generally, and in the four communities in the study area, includes responses to not only structure and non-structure fires; but also responses to emergency medical situations. In each municipality the fire department responds to medical emergencies. The purpose of this chapter is to provide and analyze fire protection data by incident, type, and location.

Fire and Emergency Service Calls, 2004-2005

Table 3-1, Fire and Emergency Service Calls, include the number of fire and emergency service calls for the years 2004 and 2005 for the City of Jackson; and the Townships of Blackman, Leoni, and Summit. In 2005 these four units of local government responded to 8,226 emergency service calls. This is an increase of 585 calls over the 7,641 calls in 2004, an increase of 7.7%.

Most emergency calls occur within the City of Jackson. In 2005 there were 4,298 calls; whereas Blackman Township, Summit Township, and Leoni Township experienced 1,732; 1,436; and 760 calls, respectively. (See Table 3-1, Fire and Emergency Service Calls, 2004-2005).

| Table 3-1 FIRE AND EMERGENCY SERVICE CALLS | | | | |
|---|--------------|--------------|------------|-------------|
| | 2004 | 2005 | Change | % Change |
| Blackman Township | 1,415 | 1,732 | 317 | 22.4% |
| City of Jackson | 4,090 | 4,298 | 208 | 5.1% |
| Leoni Township | 785 | 760 | -25 | -3.2% |
| Summit Township | 1,351 | 1,436 | 85 | 6.3% |
| TOTAL | 7,641 | 8,226 | 585 | 7.7% |

Source: Regional Fire Survey, 2006

As noted above, emergency calls include calls for fires, both structural and non-structural; and calls for emergency medical services. The number of calls by type and governmental unit may be found in Table 3-2, Fire and Emergency Service calls by Municipality, 2005. Calls for emergency medical services comprise the vast majority of total calls numbering 6,527 of 8,226 calls, or 79.3%. There were 299 calls for structural fires in 2005, and 1,400 calls for non-structural fires. These comprise 3.6% and 17.0% of total calls, respectively.

| Table 3-2 FIRE AND EMERGENCY SERVICE CALLS BY MUNICIPALITY, 2005 | | | | | |
|---|---------------------|-------------------------|----------------------|--------------|---------------|
| | Structural Fires | Non-Structural Fires | Emergency Medical | Total | % of Total |
| Blackman Township | 96 | 67 | 1,569 | 1,732 | 21.1% |
| City of Jackson | 106 | 1247 | 2945 | 4,298 | 52.2% |
| Leoni Township | 41 | 66 | 653 | 760 | 9.2% |
| Summit Township | 56 | 20 | 1,360 | 1,436 | 17.5% |
| TOTAL | 299 | 1400 | 6527 | 8,226 | 100.0% |
| % OF TOTAL | 3.6% | 17.0% | 79.3% | | |

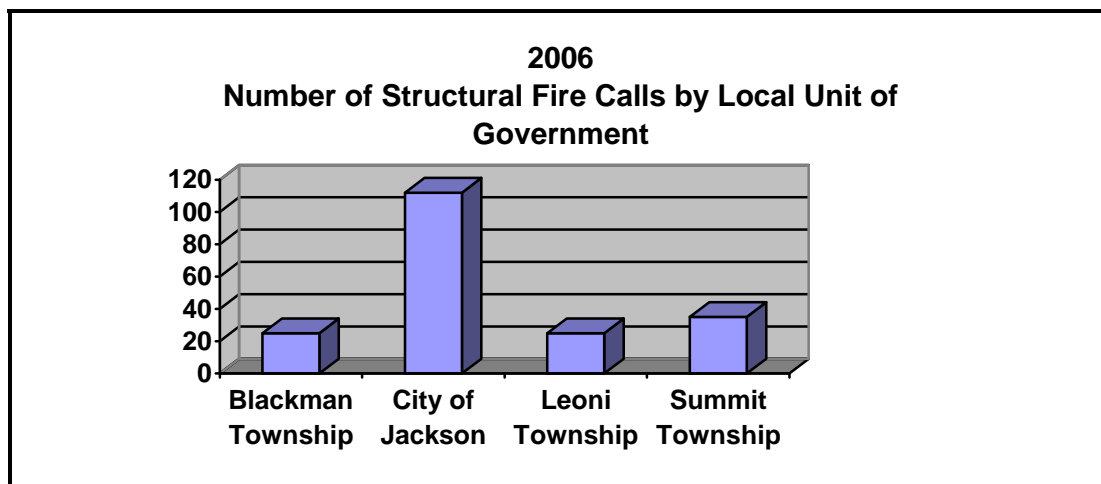
Source: Region 2 Planning Commission

Three characteristics are apparent in Table 3-2, Fire and Emergency Service Calls by Municipality, 2005. First, Blackman Township, according to the data, has a relatively high number of structural fires when compared to the City, and Leoni and Summit Townships. Secondly, the City of Jackson has a high percentage of non-structure fires. Third, the City of Jackson has a high proportion of calls for medical emergencies.

The Demand For Fire Protection

Table 3-3, Fire Calls by Local Unit of Government, provides and analyzes fire protection data for 2006 by incident type and location for automatic mutual aid. Data on fire calls was provided by the Leoni Township Fire Department for automatic mutual aid calls for structure fires in 2006. Over this period of time, there were 197 automatic mutual aid fire calls. Of these 25 were in Blackman Township, 112 in the City of Jackson, 25 in Leoni Township, and 35 in Summit Township. The distribution of these calls may be found on Map 3-1 Structure Fire Calls.

| Table 3-3 FIRE CALLS BY LOCAL UNIT OF GOVERNMENT | | |
|---|-----------------|-------------|
| | Number of Calls | % |
| Blackman Township | 25 | 13% |
| City of Jackson | 112 | 57% |
| Leoni Township | 25 | 13% |
| Summit Township | 35 | 18% |
| TOTAL | 197 | 100% |
| Source: John Worden/Analysis of Fire Calls 2006 | | |



Most of the fire calls originated within the City of Jackson. Calls in Blackman and Leoni Townships were equal at about 25 over the year, and calls in Summit Township numbered 35.

Fire Calls by Month

Fire calls were also analyzed to determine the number of calls per month. Given that there were 197 calls during the year, the average number of calls per month were approximately 16. This average number was exceeded during the months of February, March, April, October and December. Months in which the number of fire calls fell below this average occurred in January,

CITY OF JACKSON
BLACKMAN, LEONI AND
SUMMIT TOWNSHIPS

Jackson County, Michigan

Map 3-1

STRUCTURE FIRES
2006

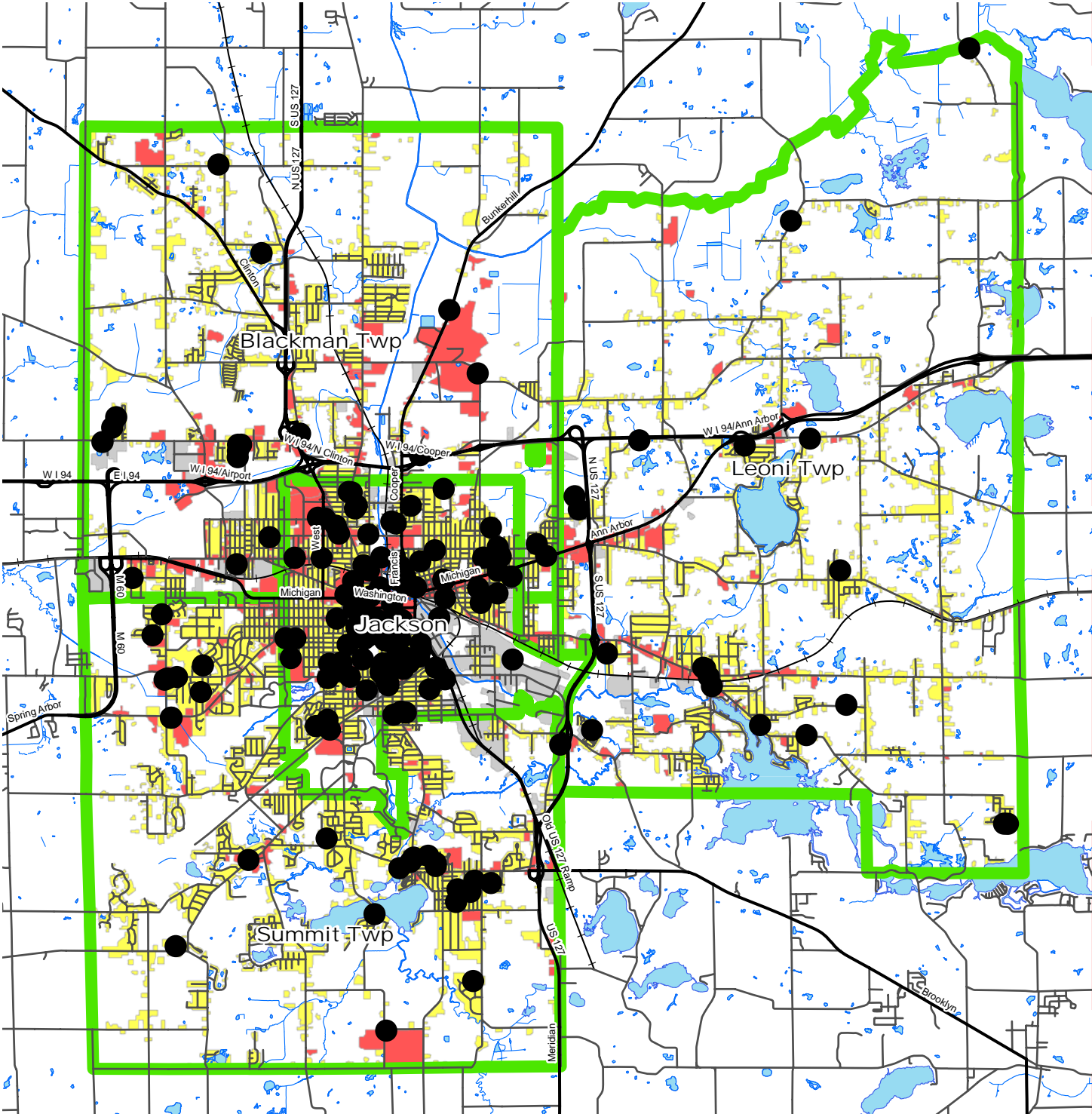
Source: Blackman Charter Township Public Safety

LAND USE/LAND COVER
2000

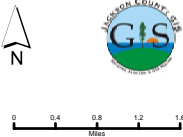
LEGEND

- Residential
- Commercial
- Industrial

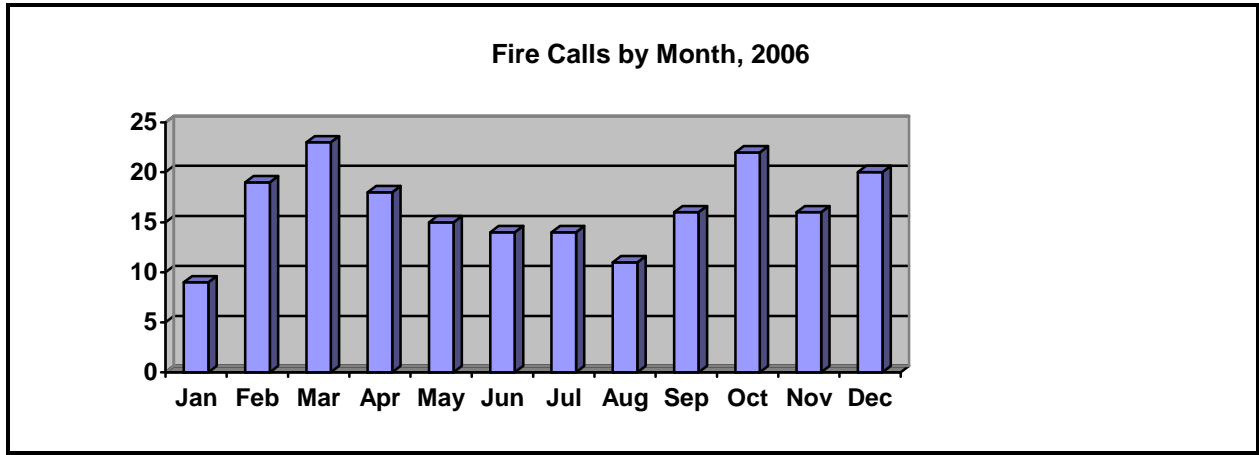
Source: Jackson County Aerial Imagery, 2000



Map Printed July 26th, 2007

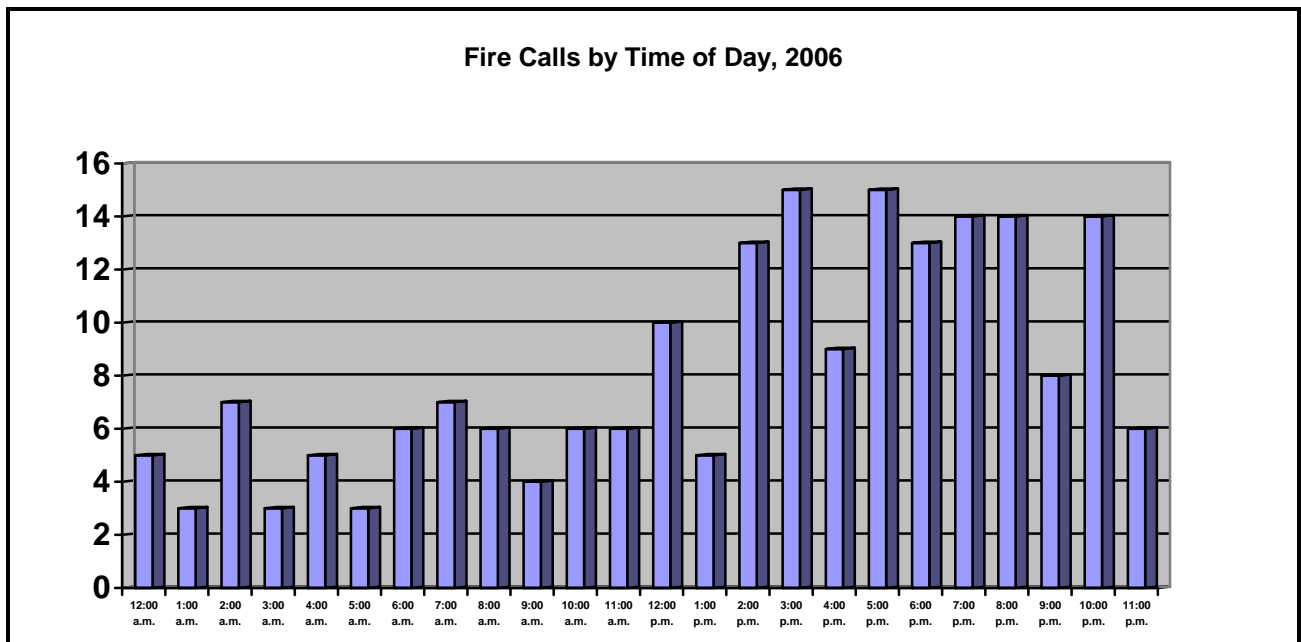


May, June, July and August. Particularly busy months included March and October, when over twenty structural fire calls were received. The least number of structural fire calls were received in January and August. Less than 12 calls were received during each of these months.



Fire Calls by Time of Day

The data was also analyzed to determine calls per time of day. On average, eight calls could be expected per hour. Calls exceeding eight per hour occurred for the hours of twelve noon and 2 p.m. through 8 p.m. and 10 p.m. Calls below eight per hour were experienced during the morning hours between 12 a.m. and noon and for the one hour period between 1:00 p.m. and 2:00 p.m. Patterns in the case of calls per hour are obvious. More fire calls are experienced in the afternoon and evening hours. Many fewer calls are experienced between midnight and noon.



THE EXISTING FIRE SERVICE ARRANGEMENT

Each of the four units of government in the study area operates fire protection services. These services are provided by career and part-paid firefighters. Each of the four units of government operates at least two but not more than three fire stations and maintains the appropriate firefighting apparatus.

Blackman Township's fire protection services are provided as a component of the township's public safety department. The public safety department maintains personnel trained in both police and fire services and these services are funded through a single public safety item in the Township's budget. Each of the remaining local units of government operates a separate fire department, which is separately funded through each local unit's budget.

Funding for fire departments vary, but only slightly. Each of the units of government relies, on part, in funding through the local unit's general fund. Blackman, in addition to funding through its general fund, levies 2.0 mills for operation of its Public Safety Department. The City of Jackson and Summit Township rely solely on funding through their general funds. Leoni Township funds one-half its fire department budget through its general fund, and one-half through two property tax levies amounting to 2.3804 mills.

Mutual - Aid

Each of the four units of government participates in a mutual-aid agreement with other fire departments in Jackson County. In the event of a serious fire emergency, the incident commander of any participating fire department may request assistance from other fire departments. These other departments may respond at their discretion based upon their own firefighting needs at the time. The agreement acknowledges that the fire or public safety department requesting mutual-aid shall be in command of all units which respond from other governmental units. All commands and orders for the use personnel and equipment are made by the incident commander of the requesting department through the ranking officer of the unit or units responding. The officer in-charge of the department sending assistance at all times has the power to recall the responding department and firefighters from an assistance mission. The refusal of a department to respond to a mutual-aid request does not result in liability for damage to any party. The agreement also stipulates that expenses for salaries, fringes, repairs, maintenance and other such expenses are borne by the governmental unit providing firefighters and owning the equipment. In addition, while one governmental unit may assist another through the mutual aid pact, each government has the responsibility for providing protection services to its own jurisdiction. The agreement requires re-adoption every four years.

Mutual-aid is highly regarded among these fire departments and their local units of government as a means of providing assistance in fire emergencies. This highly successful network has been in place for many years in Jackson County, and throughout the state of Michigan.

Automatic Mutual - Aid

The City of Jackson and Summit Township have an automatic mutual aid agreement for fire protection services for the Page Ave. area and the west city area. The agreement includes all types of responses except fire ordinance issues. Under the agreement, the City responds to

calls to an area in the Page Ave. area in Summit Township, and Summit Township responds to calls on the western part of the City.

The City and the Townships of Blackman, Leoni and Summit are also parties to an Automatic Mutual-Aid Agreement which became effective on September 21, 2005. With this agreement, the City and the three Townships assist each other on an automatic mutual-aid basis in accordance with a response protocol. Automatic mutual-aid is applied for any reported structure fire in the City or the Townships. Responding departments send one piece of firefighting apparatus and a minimum of two firefighters with Firefighter II certification. The responding department has the responsibility to determine which piece of apparatus they will send. Dispatch is handled through Jackson County Central Dispatch. Responding agencies respond with lights and siren, except when the first arriving units advise that there is no obvious sign of a fire emergency; in such case the responding agency then responds without lights and siren. The command of the incident remains with the requesting agency unless the command is passed to a responding agency. As in the arrangement for the provision of mutual-aid, each department is responsible for the costs incurred by its personnel and for the use of its equipment. Both the requesting agency and the responding agency indemnify, hold harmless, and defend claims.

To date the City, and the Townships of Blackman, Leoni and Summit are very satisfied with the Automatic Mutual-Aid Agreement. The use of automatic mutual-aid has enabled faster response times in many areas, and this collective agreement for the provision of services has improved the delivery of those services. This is not to say that no improvements could be made to the system to reduce costs or improve efficiency or safety. Further study is recommended to determine whether protocols could be modified so that in certain specific areas only the two or three closest departments (or stations) respond, without a system-wide reduction in efficiency or safety.

FIRE STATION LOCATION

The Jackson metropolitan area, which is coterminous with the study area, consists of Blackman Township, the City of Jackson, Leoni Township, and Summit Township. This area is currently served by ten fire stations, eight of which are manned. The location of these stations by governmental unit is displayed in Table 5-1, Metropolitan Area Fire Stations and also shown on Map 5-1. As noted in Table 5-1 Blackman Township has two stations, one of which, the main station at 1990 Parnall Road is manned. The remaining station is un-manned, but houses vehicles which can be accessed by Blackman's Public Safety Officers. The City of Jackson has three stations. Leoni Township has two stations. Summit Township has three stations, two of which, those located at 2121 Ferguson Road, and 2507 Spring Arbor Road, are manned. The station at 106 W. McDevitt is not manned but does house equipment which could be used in a fire emergency.

| Table 5-1 METROPOLITAN AREA FIRE STATIONS (CURRENT LOCATION) | | | |
|---|---------------|--------------------------|--------|
| | # of Stations | Address | Manned |
| Blackman Township | 1 | 1990 Parnall Road | Y |
| | 2 | 360 N. Dettman | N |
| City of Jackson | 1 | 518 N. Jackson Street | Y |
| | 2 | 1906 S. Milwaukee Street | Y |
| | 3 | 1705 Pringle Street | Y |
| Leoni Township | 1 | 915 Fifth Street | Y |
| | 2 | 5860 Brills Lake Road | Y |
| Summit Township | 1 | 2121 Ferguson Road | Y |
| | 2 | 2507 Spring Arbor Road | Y |
| | 3 | 106 W. McDevitt Street | N |

Source: Fire Departments and Region 2 Planning Commission

The placement of fire stations is important in securing good fire protection. In the placement of stations, consideration should be given to the following locational criteria:

1. Stations should be located to assure quick fire response.
2. A sufficient number of fire companies (units consisting of a vehicle and an appropriate number of fire fighters and housed in a station) should be available to handle series fires in high-value districts, and be within 1.5 miles of those areas.
3. A sufficient number of fire companies should be available to handle simultaneous fires.
4. Location of stations near governmental boundaries, or natural or manmade boundaries, limits the area to which the company can respond and therefore is a limitation on the fire protection value of the company.
5. A fire station is a major capital improvement which will be used for many years. A location for a new station should be selected with care to ensure the best possible protection at a minimum of cost.
6. Stations should be placed near extensively developed commercial and or industrial areas and in areas where there is a high-potential for life hazard. Within urban areas, given the distribution of stations, manpower, and apparatus, the fire-fighting system should be capable of a response with adequate personnel and equipment, and locations of stations should be based on a five mile travel distance.

CITY OF JACKSON
BLACKMAN, LEONI AND
SUMMIT TOWNSHIPS

Jackson County, Michigan

Map 5-1

METROPOLITAN AREA
FIRE STATIONS
AND
LAND USE/LAND COVER
2000

LEGEND

- Residential
- Commercial
- Industrial

Fire Stations

1.5 Mile Radius

Source: Jackson County Aerial Imagery, 2000

Blackman Township

1. Parnall Road Station
2. Dettman Road Station

City of Jackson

3. North Jackson Street Station
4. Prospect Street Station
5. Pringle Street Station

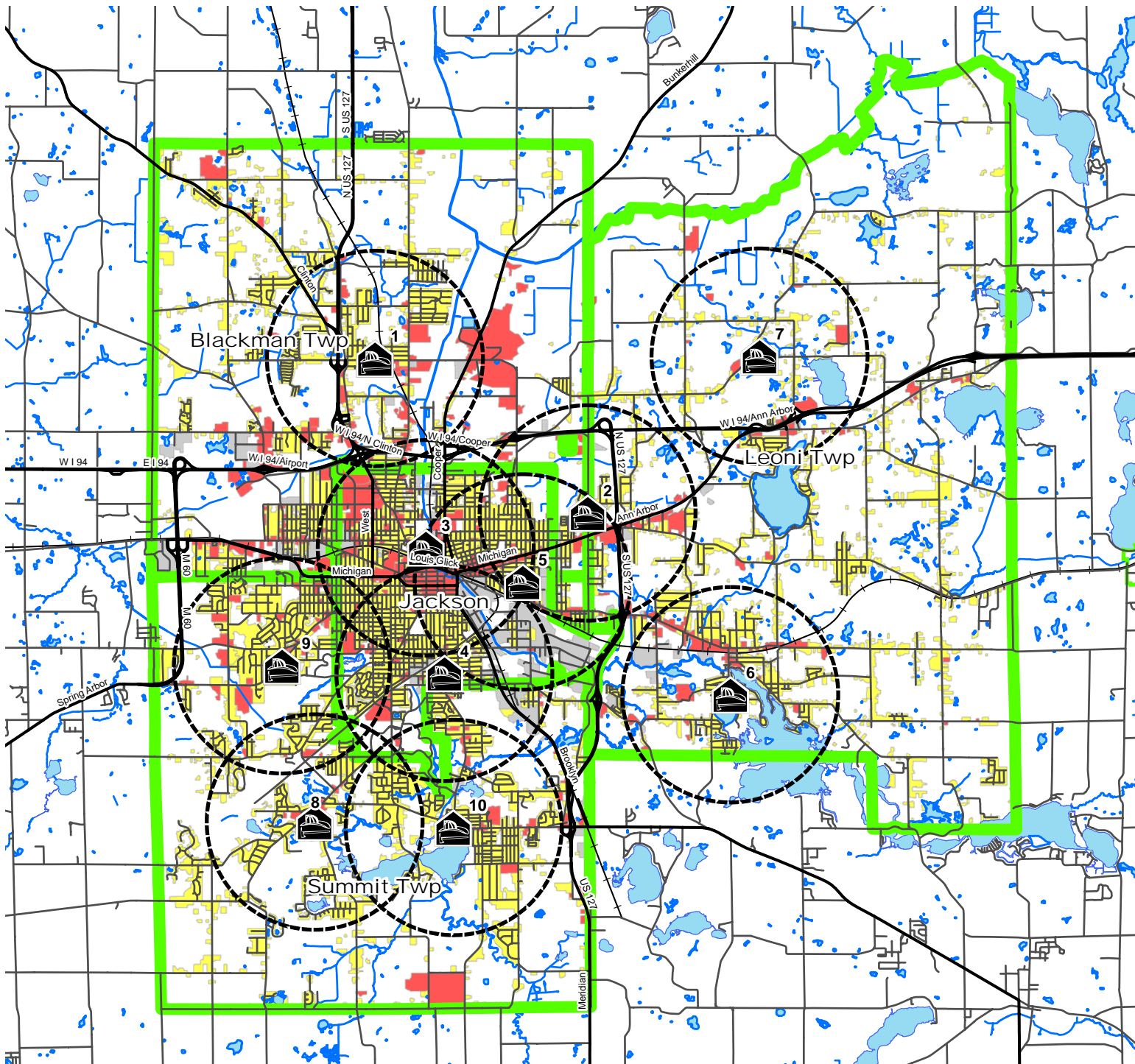
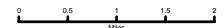
Leoni Township

6. Fifth Street Station
7. Brills Lake Station

Summit Township

8. Ferguson Corner Station
9. Spring Arbor Road Station
10. Vanercook Lake

Map Printed July 26th, 2007



In addition, the following factors should be considered in determining a specific site for a fire station:

1. The site should have good access to the major street system, but not be located directly on an arterial street with a volume of traffic so high as to make entering the traffic stream difficult.
2. There should be good site distances from the station exit.
3. Locations should be near an intersection of two major streets permitting quick response in all directions.
4. Location should not be on a major corner or near a traffic light which could hinder access to a street.
5. Sites should be located to minimize the effective barriers such as railroad tracks or 1-way streets.
6. It is easier to make fire runs into densely developed areas than to respond from a station placed within such areas.

Obviously, the current distribution of stations was determined by each unit of government based upon the need to provide the best possible service, the availability and cost of land, and other factors. While the placement of stations may adequately serve each unit of government individually, when viewed a metropolitan perspective, inefficiencies in station placement become apparent. The placement of stations from a metropolitan perspective eliminates the problems associated with inefficiencies due to the location of governmental boundary lines.

Each of the four municipalities was contacted in the preparation of this study to determine whether they were considering the closing of stations, or the opening of new stations in different locations. In Leoni Township, consideration is being given to the closure of the two existing stations located on Fifth Street and Brills Lake Roads and the replacement of these two stations with one station located immediately north of East Jackson High School on Sutton Road. One station centrally located on Sutton Road, near East Jackson High School would also provide good fire protection to suburban and more developed rural areas of Leoni Township.

An alternate plan for the distribution of stations based upon the establishment of a metropolitan fire protection system is proposed. It is recommended that the number of stations serving the metropolitan area be reduced in number to five stations, the location of which are shown in Table 5-2, Metropolitan Area Fire Stations - Proposed.

| Table 5-2 METROPOLITAN AREA FIRE STATIONS - PROPOSED |
|---|
| 1990 Parnall Road |
| 906 S. Milwaukee (or High and Francis) |
| Sutton Road near East Jackson High School |
| 2121 Ferguson Road |
| 2507 Spring Arbor Road |

The location of stations proposed are shown in Map 5-2. One station is located in the southern area of the City of Jackson which would provide immediate service to the southern two-thirds of the City, and areas to the south and Summit Township including the Francis Street corridor and Vandercook Lake. The area of Blackman Township and northern part of the City of Jackson is well served by the Parnall Road station in Blackman Township. Two stations are proposed in Summit, one at Ferguson Corners, and the other on Spring Arbor Road, in their current locations. These townships serve the Summit area and southeast and eastern portions of the






CITY OF JACKSON,
 BLACKMAN CHARTER,
 LEONI AND SUMMIT
 TOWNSHIPS
 Jackson County, Michigan

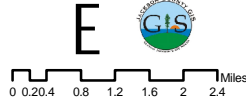
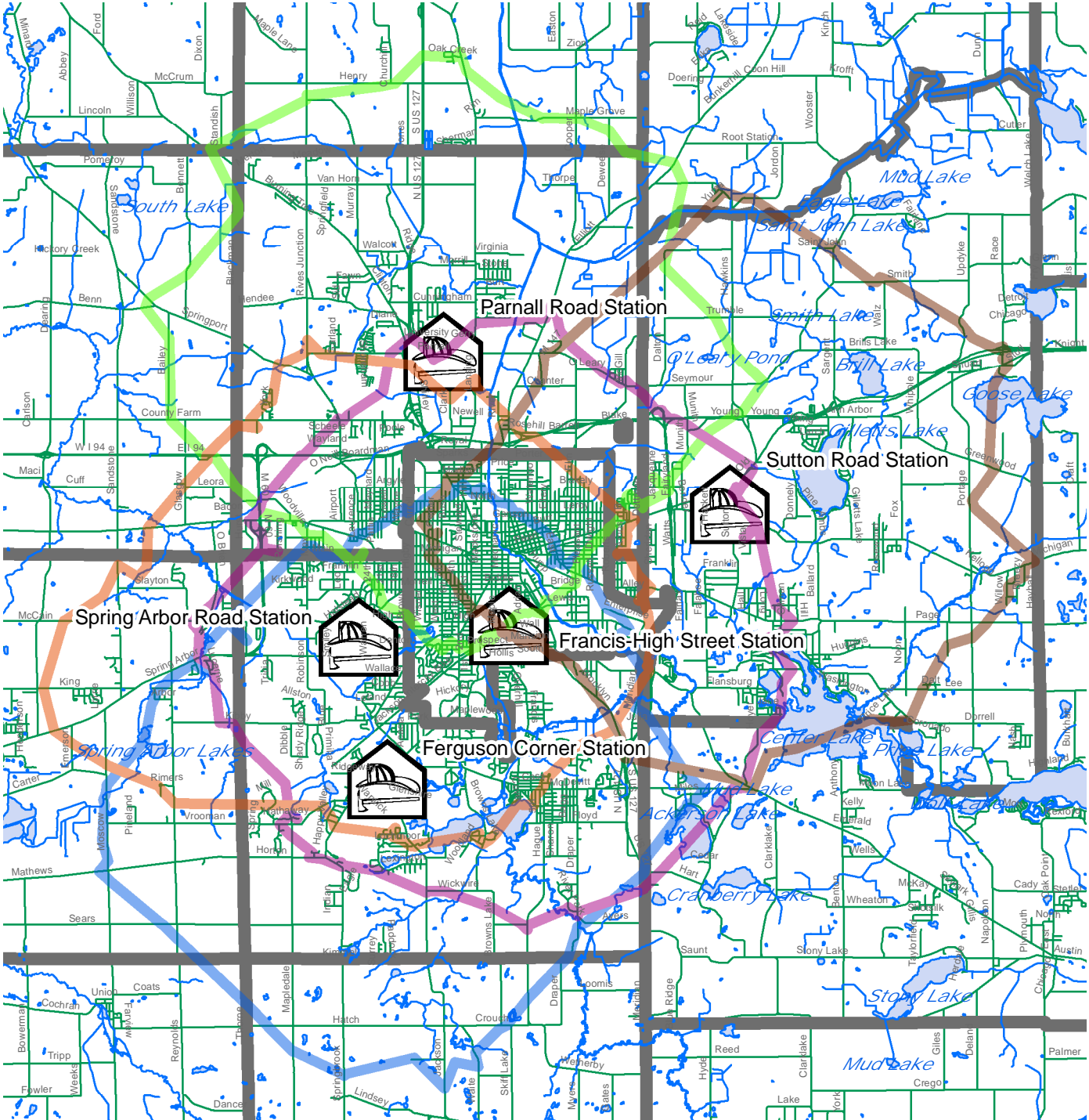
Map 5-2

PROPOSED STATION
 LOCATIONS

Five (5) Mile Travel Distance

LEGEND

-  Sutton Road Station
-  Ferguson Corner Station
-  Francis-High Street Station
-  Parnall Road Station
-  Spring Arbor Road Station



City of Jackson and western Blackman Township. Leoni is served by a station proposed to be located on Sutton Road, near East Jackson High School.

This alternative places one station within the City of Jackson and positions the remaining stations to serve the metropolitan area and outlying areas. This pattern of station locations is preferred according to fire professionals who believe it is better to locate a station outside a densely developed urban area and make fire runs into the area, than to place stations within the densely developed urban area and attempt to maneuver within these areas. From this perspective, each of these alternatives offers an advantage over the current distribution of stations.

The distribution of fire stations in the proposed metropolitan fire protection system is based upon the locational criteria cited above. Where possible, existing station locations were incorporated into the metropolitan system proposed. That is, stations which could provide services in needed areas, and which were well-located with regard to site location and characteristics, were maintained as stations in the metropolitan system proposal.

FIREFIGHTING EQUIPMENT AND APPARATUS

Firefighting apparatus, for the purpose of this study, is divided into the following categories:

1. Ladders and Quints – These vehicles carry, as a part of their basic construction, an aerial ladder which enables firefighters to attack fires from heights.
2. Engines – An engine may carry a moderate amount of water, but includes a pumping capability of substantial capacity.
3. Grass Rigs – These vehicles, typically jeeps or 4-wheel drive pick-up trucks, are designed for maneuverability to fight grass fires.
4. Other Vehicles – These vehicles include rescue vehicles which are designed to assist in rescue operations, and haz-mat vehicles which deal with hazardous materials emergencies.

As of 2006, the combined firefighting apparatus for the four governmental units included in the study area, included 30 vehicles. Types of vehicles and their distribution among units of government may be found in Table 6-1, Firefighting Equipment, 2006.

| | Station | Quints/ Ladders | Engines | Grass Rigs | Other Vehicles | TOTAL | TOTAL / Local Unit |
|--------------------------|-------------------|--------------------|-----------|---------------|-------------------|-----------|-----------------------|
| Blackman Township | Parnall Road | 1 | 2 | 1 | 2 | 6 | 8 |
| | Dettman Road | | 1 | | 1 | 2 | |
| City of Jackson | Jackson Street | 1 | 2 | | 3 | 6 | 8 |
| | Milwaukee Street | | 1 | | | 1 | |
| | Pringle Street | | 1 | | | 1 | |
| Leoni Township | Fifth Street | 1 | 1 | 1 | 1 | 4 | 7 |
| | Brills Lake Road | | 1 | 1 | 1 | 3 | |
| Summit Township | Ferguson Road | | 1 | 1 | 1 | 3 | 7 |
| | Spring Arbor Road | | 1 | 1 | 1 | 3 | |
| | McDevitt Street | | 1 | | | 1 | |
| Metropolitan Area | | 3 | 12 | 5 | 10 | 30 | 30 |

Firefighting apparatus is an important component of the fire protection system. Apparatus typically has a very high cost, with cost for engines exceeding \$400,000 and ladders, \$750,000. Rescue vehicles may cost \$150,000, and grass units, \$90,000. Although apparatus tends to have a long operational life, primarily due to maintenance and care given by the fire department, vehicles receive hard use. Engines powering the vehicles have no warm-up time and must operate at high levels of performance. The typical vehicle must be replaced after 10 years as first line apparatus. The effectiveness of firefighting capability depends a part upon the condition and age of vehicles and the equipment carried on those vehicles.

The number and type of vehicles necessary to operate a fire protection system depend upon the number of fire and distribution of fire stations and fire companies at a level adequate to safely respond to fire emergencies and the density and type of structures in the community.

An area for the potential savings of the cost of fire protection services is in the cost of fire fighting equipment. Considerably less equipment will be needed in the proposed metropolitan system. While there are currently deployed among the various stations and the existing system of fire protection, 30 vehicles; only 17 will be necessary in the metropolitan system..

For the five stations proposed in the metropolitan plan, equipment could be deployed as described in Table 6-2. Ladders would be located at Parnall Road and the Milwaukee Street stations, while a quint would be located at the Sutton Road station. An engine is proposed to be located in each of the five stations. The engines proposed to be located at Parnall Road and Sutton Road, because their service areas include rural areas, must be capable of carrying water sufficient to fight a fire until other sources of water can be found at the scene. Grass rigs are proposed for the Parnall Road and Ferguson Road stations; and two grass rigs would be necessary to be housed at the Sutton Road station. Rescue vehicles are proposed to be located in each of the stations. In total, 17 vehicles would be necessary to provide services based upon the distribution of five stations to serve the metropolitan area.

| Station | Quints/ Ladders | Engines | Grass Rigs | Rescue Vehicles | TOTAL |
|----------------------|--------------------|----------|---------------|--------------------|-----------|
| Parnall Road | 1 | 1 | 1 | 1 | 4 |
| Milwaukee Street | 1 | 1 | | 1 | 3 |
| Sutton Road | 1 | 1 | 2 | 1 | 5 |
| Ferguson Road | | 1 | 1 | 1 | 3 |
| Spring Arbor Road | | 1 | | 1 | 2 |
| | 3 | 5 | 4 | 5 | 17 |

STAFFING

Currently, the metropolitan area is served by 117 career and part-paid fire protection and public safety personnel. Of this total, 100 are career and there are 17 part-paid. Fire service personnel by unit of government may be found on Table 7-1, Fire Service Personnel – Existing Delivery System, 2006.

Blackman Township's Public Safety Department provides the Township with police protection, fire protection, and medical emergency services. The Township officials have indicated that they believe about 35% of their public safety budget is used for fire protection and emergency medical. As noted in Table 7-1, Fire Service Personnel, Existing Delivery System and Proposed Metro System, 2006, the total staff in the public safety department numbers 28 which include the public safety director, a fire inspector, 4 sergeants, and 22 public safety officers who might respond to fires and medical emergencies. The 35% estimate was applied to the total staff of 28, to obtain an estimate of 10 personnel who are estimated to have fire service duties.

Total estimated fire service personnel for the current system is 82. This total includes 10 fire service positions estimated for Blackman Township, 43 fire service positions for the City of Jackson, 13 positions for Leoni and 16 positions for Summit.

| Table 7-1 FIRE SERVICE PERSONNEL EXISTING DELIVERY SYSTEM, 2006 | | | | | | | | | | |
|---|-------------------|-----------------|----------------|------------------|------------|------------|-------------|-----------|-----------|-----------|
| | Chief or Director | Assistant Chief | Fire Inspector | Captain/Sergeant | Lieutenant | Driver | Firefighter | SUBTOTAL | Part-Paid | TOTAL |
| Blackman Township Public Safety | 1 | | 1 | 4 | | | 22 | 28 | 0 | 28 |
| Blackman Township Est. Fire Services | | | | | | | | 10 | | 10 |
| City of Jackson | 1 | 2 | | 9 | | 11 | 20 | 43 | 0 | 43 |
| Leoni Township | 1 | | | 3 | | | 9 | 13 | 5 | 18 |
| Summit Township | 1 | | | 3 | 3 | | 9 | 16 | 6 | 22 |
| TOTAL (estimated) | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 82 | 11 | 93 |
| N/A = Not applicable | | | | | | | | | | |

By far, the major expense in providing fire protection is the cost of personnel. For many communities the cost of fire protection is the highest single budget item, and this is true in each of the three townships. Within the City of Jackson, the fire department ranks second only to the police department in terms of the size of budget for various departments. To realize a cost savings of any significance within the fire protection services, it is necessary to reduce the number of fire service personnel.

The number of firefighters, and their deployment among stations for the proposed metropolitan system is shown in Table 7-2, Fire Service Personnel, Proposed Metro System. Table 7-2 is based upon the provision of five stations as described earlier in this report. Those five stations include stations located on Parnall Road, Milwaukee Street, Sutton Road, Ferguson Road, and Spring Arbor Road. As is proposed in metropolitan system plan, stations at Parnall Road, Sutton Road, Spring Arbor Road and Ferguson Road, would each have four fire fighters per shift for a total of 12 fire fighters per stations per day, or 48 firefighters total. Six fire fighters would be employed per shift at the Milwaukee Street station, for a total of 18 firefighters. One firefighter at each station is proposed to be designated as a captain. In total, the system could operate with 66 full-time and five administrative personnel.

| Table 7-2 FIRE SERVICE PERSONNEL PROPOSED METROPOLITAN SYSTEM | | | |
|---|---------------|-----------|----------------|
| Location | Fire Fighters | | Administrative |
| | Per Shift | Total | |
| Parnall Road | 4 | 12 | N/A |
| Milwaukee Street | 6 | 18 | N/A |
| Sutton Road | 4 | 12 | N/A |
| Ferguson Road | 4 | 12 | N/A |
| Spring Arbor Road | 4 | 12 | N/A |
| Total Metro Area | 22 | 66 | 5 |
| N/A = Not applicable | | | |

Current administrative staffs with the City of Jackson and three urban townships number 28, and include four chiefs (one of whom is Blackman Township Public Safety Director), two assistants chiefs, 19 captains or sergeants, and three lieutenants.

A substantial reduction in administrative staff is proposed for the metropolitan system. A chief, or director; one assistant chief, or assistant director; and three departmental managers would handle the fire service administration; a total of five administrative staff.

In total, the metropolitan system would rely on a total fire service staff of 71 firefighters and administrative personnel, as opposed to the current fire service system which has a staff of an estimated 82 positions.

DISPATCH AND EMERGENCY MEDICAL SERVICES

In Jackson County, emergencies of all types; fire, medical and police are dispatched through a 911 Central Dispatching Service offered by the Jackson County Sheriff's Department. For fire emergencies, Central Dispatch dispatches fire companies based upon a protocol established by each unit of government.

For medical emergencies, each of the four units of government provides first responder service based upon protocols approved by the local unit and the medical control board. An initial screening by 911 Dispatch is conducted to determine whether a rescue vehicle should be dispatched. The call is then forwarded to the Jackson Community Ambulance (JCA) a private firm which provides ambulance services in Jackson County. JCA further services the call and provides emergency medical services. Jackson Community Ambulance (JCA), responds with an ambulance and transports persons requiring emergency medical services to Foote Hospital. Fire departments do not transport. This means, of course, that a minimum of two vehicles – one responding from the fire services, and one from JCA, respond to medical emergencies dispatched through the 911 system.

Given that the private sector provides emergency medical services, the question may be asked whether the city or the township department should respond to medical emergencies at all? In considering this question, the following considerations apply:

1. Time is a critical factor in emergencies. Fire department units frequently arrive on-scene before JCA because of the distribution of stations and personnel in the community.
2. Emergency medical training is necessary for firefighters as a part of their training due to the hazardous nature of their work. Since they are trained at public expense, and field experience is valuable as a means of developing and maintaining competence, this resource should be tapped for public benefit for medical emergencies.
3. In simultaneous or severe emergencies, additional personnel may be needed to meet emergency care needs.
4. In certain emergencies, additional personnel are necessary due to the severity of the emergency, or to help in removing victims from emergency scenes or loading victims into emergency vehicles.

Previous studies of the consolidation resulted in the identification of an issue which relates to the dispatching of emergency medical services. This issue involves the need for screening of medical emergency calls to equate the level of response to the severity of the emergency. The issue, that of dispatching medical first responders to emergencies based upon the degree of severity of the emergencies, is significant due to the cost of the service provided, and the safety risk to fire personnel and the general public, while the fire truck or ambulance is responding to the scene. As the system currently operates, fire department first responders to medical emergencies are dispatched without regard to the nature of the severity of the medical emergency.

Fire departments have witnessed a large increase in recent years in the number of medical emergencies to which they are dispatched. Emergencies range from life threatening accidents to minor physical ailments. The increasing volume of these types of runs adds to the cost of the fire protection system, has a potential to tie up skilled responders in situations of simultaneous

calls, and endangers responders and the general public when vehicles are responding to an emergency under lights and siren.

As noted above, Dispatches for medical emergencies are controlled by the medical control board. Medical control boards draw their authority from Michigan law and rules established by the Michigan Department of Community Health. Each local unit of government may determine whether to provide responses for medical emergencies. If the local government determines that an emergency response will be provided, the response must occur in occurrence with criteria established by the medical control board. In such cases, the medical control board's interest lies whether the local unit of government can maintain proficiency in the provision of such services. In Jackson County, the Medical Control Board of Foote Hospital, Inc., is organized to oversee the provision of pre-hospital emergency Medical care.

According to Michigan Medical Control Board Rules and Regulations, the responsibilities of the medical control board are as follows:

1. Develop bylaws that define the medical control authority organizational structure,
2. Appoint a medical control authority board comprised of hospital representatives, and if the board also functions as the advisory body to the medical control authority, as in the case in Jackson County, members may be appointed representing life support agencies and emergency medical services personnel.
3. Appoint a medical director. (Dr. John Maino is the appointed medical director in Jackson County).
4. Appoint a professional standards review organization to improve the quality of medical care.
5. Make each licensed life support agency and individual accountable in the provision of emergency medical services as defined by approved protocols.
6. Establish written protocols for life support agencies and emerging medical services personnel, such as, but not limited to:
 - a. The acts, tasks, or functions that may be performed by each level of medical services personnel.
 - b. Procedures to assure that life support agencies are providing clinical competency assessments to emergency medical services personnel.
 - c. Medical protocols to require the appropriate dispatching of life support agencies based upon Medical need and the capability of the emergency medical services system.
7. Collect data to assess the quality and needs of emerging medical services.

A system of medical priority dispatching has been developed by the medical control board. The purposes of priority dispatching are as follows:

1. To accurately prioritize responses to requests for emergency medical services to most appropriately use the available resources, based upon a series of questions asked of the caller by trained emergency medical dispatchers.
2. Provide an opportunity for emergency medical dispatchers to give medical instructions to the caller so medical care can begin even before the first medical responders arrive on the scene of the emergency.

The medical control board has addressed the question of priority dispatching for medical emergencies with the approval of a response policy. The policy calls for the dispatching of medical response emergencies classified as "Category 1", "Category 2", or "Category 3".

Category 1 pertains to life threatening emergencies. Category 2 calls pertain to non-life threatening emergencies. Category 3 calls pertain to non-emergencies.

Dispatching for Category 1 and Category 2 emergencies requires the dispatch of an ambulance, an emergency unit, and first medical responders with lights and siren. Dispatches for emergencies classified as Category 3 require an ambulance with no lights or siren. The implementation of this policy reduces the number of responses required of fire department emergency medical service vehicles.

While the percentage of medical emergency responses relative to police responses is small, emergency medical responses far out number fire responses. Any reduction of emergency medical responses could reduce the cost of emergency medical services which must be borne by the City of Jackson, and the Townships of Blackman, Leoni, and Summit.

FIRE INVESTIGATION

Fire Investigation is handled differently by each of the departments in the metropolitan area. The Blackman Township Public Safety Department employs its own fire investigator qualified as an expert witness. The Jackson Fire Department sends an on-call assistant chief to investigate fires with the help of the State Fire Marshal and Jackson County's Fire Investigation Team. The Townships of Leoni and Summit rely upon on Jackson County's Fire Investigation Team and the State Fire Marshal's Office.

FIRE CODES

Two of the four local units of government in the metropolitan area have adopted a nationally recognized fire code. Blackman Township makes use of the International Fire Code. The City of Jackson uses the 1996 National Building Code developed by BOCA (Building Officials and Code Administrators). Leoni and Summit Townships have not officially adopted a code, although they refer to Michigan's Fire Prevention Code (PA 207 of 1941, MCL 29.1 et.al.) as necessary.

FIRE SERVICE PERSONNEL, PAY DIFFERENTIAL, AND FRINGE BENEFITS

A substantial difference exists in pay between city and township fire departments. These differences in pay are displayed in Table 11-1, Fire Service Personnel - Salary and Benefit Costs by Position. In addition, there is some difference in departmental ranks. The City of Jackson has assistant chiefs and drivers. Blackman Township has a position of sergeant in its Public Safety Department which may equate to a captain in a fire department.

| TABLE 11-1 FIRE SERVICE PERSONNEL SALARY AND BENEFIT COSTS BY POSITION | | | | | | | | | | | | |
|---|------------------------------|---------------|-----------------|----------------------------|---------------|-----------------|---------------------------|---------------|-----------------|----------------------------|-------------------------|-----------------|
| | Blackman Township | | | City of Jackson | | | Leoni Township | | | Summit Township | | |
| | | Salary | Benefits | | Salary | Benefits | | Salary | Benefits | | Salary | Benefits |
| Chief or Director | 1 | \$69,000 | \$25,000 | 1 | \$88,875 | \$41,800 | 1 | \$25,000 | | 1 | \$58,500 | \$38,700 |
| Assistant Chief | | | | 2 | \$76,165 | \$49,569 | | | | | | |
| Fire Inspector | 1 | \$57,000 | \$25,000 | | | | | | | | | |
| Captain/Sergeant | 4 | \$52,000 | \$25,000 | 9 | \$62,571 | \$41,463 | 3 | \$44,600 | \$26,333 | 3 | \$49,450 | \$32,900 |
| Lieutenant | | | | | | | | | | 3 | \$47,450 | \$32,570 |
| Driver | | | | 11 | \$59,559 | \$40,223 | | | | | | |
| Firefighter | 22 | \$48,000 | \$25,000 | 20 | \$53,955 | \$37,914 | 9 | \$42,600 | \$26,333 | 9 | \$41,340 to \$46,450 | \$32,400 |
| SUBTOTAL | 28 | | | 43 | | | 13 | | | 16 | | |
| Part-Paid | 0 | | | 0 | | | 5 | | | 12 | \$9/Hr | |
| TOTAL | 28 | | | 43 | | | 18 | | | 28 | | |

Salaries

Firefighter salaries range from \$42,600 per year in Leoni Township to \$53,955 per year in the City of Jackson. In addition, the City has an employment classification for drivers who are paid \$59,559. Salaries for the position of captain range from \$44,600 in Leoni Township to \$62,571 in the City of Jackson. Similarly, salaries for the fire chief position range from \$25,000 (a part-time position) in Leoni Township to \$88,875 in the City of Jackson.

Some form of reconciliation of compensation levels will be necessary if a metropolitan fire department is established.

Fringe Benefits

Fringe benefits also vary widely by department ranging from \$26,333 for firefighters in Leoni Township to a range of \$37,914 to \$49,569 for City of Jackson Fire Department personnel. As in the case of salaries for department personnel, the differential between city and township fire departments would have to be addressed in the establishment of any type of metropolitan fire protection system.

Pension Benefits

Pension benefits, generally, fall into two categories – defined benefit plans and defined contribution plans. Defined benefit plans are those for which a benefit is promised at retirement. The benefit is usually determined through an application of a formula which considers a multiplier times the years of service, times the highest level of compensation paid over a

specified period of time, typically either three or five years. With a defined benefit plan the community has an obligation to pay pension benefits into the future, usually for the life of the employee.

Defined contribution plans specify a certain percentage of salary to be set aside annually and paid into an employees retirement account. Usually, the employee has a wide selection of investments to select from, ranging from low-risk guaranteed investments to high-risk mutual funds whose values fluctuate widely over time. It is, in the case of defined contribution plans, the responsibility of the employee to select the mix of investments for the retirement portfolio. At retirement, the employee receives the retirement funds which have been accumulated in the defined contribution plan, and the obligation for the employer to provide any type of retirement income ceases.

Each of these two types of plans has advantages and disadvantages from the perspectives of both the employers and employees.

Each of the four units of government within the study area – the City of Jackson, and Townships of Blackman, Leoni and Summit, offer their firefighters defined benefit pension plans. City of Jackson firefighters are provided a defined benefit plan which is governed by the Firefighters and Police Officers Retirement Act, ACT 345 of 1937. The retirement benefits to be provided to firefighters and police officers under this act are to funded through a 5% of salary contribution by the firefighter or police officer, and the balance necessary to meet actuarial requirements is provided by the City.

Firefighters in Summit and Leoni Townships, and public safety officers in Blackman Township, are provided a defined benefit pension plan through the Municipal Employees Retirement System (MERS). A contribution is made by each township to fund the pension program, and the level of funding required is determined through an actuarial study.

A comparison of pension programs among the four local units of government is shown in Table 11-2, Comparison of Pension Programs.

| | | | Costs | | Benefits | |
|-------------------|-----------------|--------------------------------------|-----------------------|-------------------------|------------|----------------------------|
| | Type of Plan | Organization or enabling legislation | Employee Contribution | Local Unit Contribution | Multiplier | Final Average Compensation |
| City of Jackson | Defined Benefit | Act 345 | | | | 5 Year Average |
| Blackman Township | Defined Benefit | MERS | 7.02% | 12.5% | 2.5 | 3 Year Average |
| Leoni Township | Defined Benefit | MERS | 7.5% | 9.99% | 3 | 5 Year Average |
| Summit Township | Defined Benefit | MERS | 0% | 100.0% | 2.5 | 3 Year Average |

Recommendations Regarding Compensation

Table 11-3, Proposed Metropolitan System Pay Scale proposes salary and benefit expenses for a metropolitan fire protection system by position. For the chief, and assistant chief, (or director) positions; and for the departmental manager positions, salary levels were based upon the existing wages paid for the Chief of the City of Jackson Department and adjusted for the assistant and departmental manager positions. Wages and benefits for firefighters and captains were based upon averages paid to current fire fighters and drivers employed by the City and three townships. In suggesting these salary and benefit amounts the classifications of employees were simplified from the classification that currently exists. These classifications are shown on Table 11-4, Total Personnel Costs Based on Salary and Benefit Costs, 2006.

It is also recommended that a committee comprised of one member of each of the four governmental units be appointed to address pay differentials, recommend salary and benefits levels, and determine how to equitably implement conversion from the current system to the metropolitan system.

| | Salary | Benefits | Total |
|-----------------------------|----------|----------|-----------|
| Chief or Director | \$90,000 | \$41,800 | \$131,800 |
| Assistant Chief or Director | \$80,000 | \$38,000 | \$118,000 |
| Departmental Manager | \$65,000 | \$36,000 | \$101,000 |
| Captain | \$56,000 | \$34,800 | \$90,800 |
| Firefighter | \$51,000 | \$32,800 | \$83,800 |

Total Personnel Costs

Table 11-4, Total Personnel Costs Based on Salary and Benefit Costs, 2006, provides the cost of public safety or fire protection personnel in each of the four local units of government, and the total cost for personnel for the study area. The City of Jackson spent \$4,253,431 for personnel in its fire department. Summit and Leoni Townships spent \$1,245,826 and \$725,200 respectively. Blackman Township expended \$2,090,000 on the personnel in its public safety department. Blackman Township officials believe that expenditures for fire protection and emergency medical amount to approximately 35% of total public safety costs. In 2006, fire expenditures for personnel are estimated to have a cost of \$731,500. The total estimated personnel costs for fire protection in these four units of government is \$6,955,957.

Table 11-4
STUDY OF A METROPOLITAN AREA FIRE AUTHORITY
ESTIMATED FIRE PERSONNEL COSTS BASED ON SALARY AND BENEFIT COSTS, 2006

| | Chief or Director | Assistant Chief | Fire Inspector | Captain/Sergeant | Lieutenant | Driver | Public Safety Officer or Firefighter | Subtotal |
|--------------------------------------|-------------------|-----------------|----------------|------------------|------------|-------------|--------------------------------------|-------------|
| Blackman Township Public Safety | \$94,000 | | \$82,000 | \$308,000 | | | \$1,606,000 | \$2,090,000 |
| Estimated Blackman Fire Safety Costs | N/A | | N/A | N/A | | | N/A | \$731,500 |
| City of Jackson Fire | \$130,675 | \$251,468 | | \$936,306 | | \$1,097,602 | \$1,837,380 | \$4,253,431 |
| Leoni Township Fire | \$25,000 | | | \$179,550 | | | \$520,650 | \$725,200 |
| Summit Township Fire | \$97,200 | | | \$238,294 | \$240,006 | | \$670,326 | \$1,245,826 |
| Total Estimated Personnel Costs | | | | | | | | \$6,955,957 |

Personnel costs, based upon the application of suggested salary and benefits rates and the number of employee positions within the metropolitan system are shown in Table 11-5, Estimates of Total Personnel Costs – Metropolitan System. The total cost for the 71 fire service employees in five employment categories is estimated to be \$6,125,600, assuming Blackman Township’s fire costs for fire service personnel are \$731,500. The total estimated cost for fire service personnel in the metropolitan system \$6,125,600, is less than the \$6,955,957 expended annually for fire protection in the current system. This represents a savings of approximately \$830,357 annually for fire service personnel if a metropolitan fire protection system is implemented for the four units of government.

Table 11-5
STUDY OF A METROPOLITAN AREA FIRE AUTHORITY
ESTIMATE OF TOTAL FIRE PERSONNEL COSTS – METROPOLITAN SYSTEM

| | Number of Personnel | Total Salary and Benefits | Total Personnel Costs |
|-----------------------------|---------------------|---------------------------|-----------------------|
| Chief or Director | 1 | \$131,800 | \$131,800 |
| Assistant Chief or Director | 1 | \$118,000 | \$118,000 |
| Departmental Manager | 3 | \$101,000 | \$303,000 |
| Captain | 6 | \$90,800 | \$544,800 |
| Firefighter | 60 | \$83,800 | \$5,028,000 |
| Total | 71 | | \$6,125,600 |

Implementation of Adjustments to Compensation

As noted in Chapter 13, Legal Issues and Administrative Alternatives, Michigan law which can be used to establish metropolitan fire service arrangements includes a requirement that employees who are transferred “shall not, by reason of the transfer, be placed in any worse position with respect to worker’s compensation, pension, seniority, wages, sick leave, health

and welfare insurance, or any other benefits that the employee enjoyed as a employee of the acquired system. The implementation of a metropolitan fire system as proposed in this Study of a Metropolitan Fire System involves both a reduction in the number of fire service personnel currently employed, and a reduction in wages to some fire service employees. Because Michigan law holds transferred employees harmless in compensation and benefits, complete transfer to a metropolitan system will require a policy of the maintenance of current employee wages and benefits, with gradual implementation of the metropolitan system, and the compensation and benefit adjustments, through the process of attrition. Fire service personnel employed after the date of establishment of the metropolitan fire service arrangement would be subject to approved compensation and benefit schedules.

FIRE UNIONS

Full-time firefighters within each of the units of government belong to unions. Firefighters in the City of Jackson, Leoni Township, and Summit Township are members of the International Association of Firefighters (IAFF). Firefighters from each unit of government belong to one of three locals. Blackman Township, with its public safety department has personnel with responsibilities for both police and fire protection services. Personnel in their department are members of the Police Officer Association of Michigan (POAM) and the Command Officers Association of Michigan (COAM). Any metropolitan fire department proposal must address issues and concerns of fire unions, and the unions must be involved in deliberations regarding the planning, establishment and implementation of any such system.

Several alternatives exist regarding employment status in fire departments in Michigan. Departments may consist of part-paid personnel, public safety officers which have responsibilities for both police and fire protection, and/or career firefighters. The selection the community makes regarding these personnel alternatives, or combinations of alternatives, reflects the community's fire loss experience, the willingness of residents to participate in firefighting and/or to tax themselves to provide fire protection and law enforcement services.

According to a report entitled "Fire Service Delivery Systems in Michigan", prepared by the Citizen's Research Council in April, 1988, the least populated, least dense communities were more likely to be protected by the least expensive part-paid or paid-on-call part-paid departments. However, part-paid, and paid-on-call, arrangements do exist in more densely populated communities. Combination departments, that is, those who have full-time and part-time (or paid-on-call) personnel do exist in larger and more densely settled communities. The survey conducted by the Citizens Research Council of Michigan supports this finding. Of the 181 fire departments which responded to their survey, thirty-nine operated full-time departments, twenty-one were public safety departments, seventy-three were combination full-time and paid-on-call departments, forty-four were strictly paid-on-call departments and four were unpaid departments. Of the seventy-three departments which included both full and paid-on-call personnel, sixteen had populations over 30,000. Of those communities of a population between 80,000, and 1 million persons, five units of government responded to the survey. Two of these had combination full-time/part-time systems and three had only full-time personnel.

In terms of population density, of the 181 units of governments that responded to the survey eighty-six have population densities of less than 1,000 persons per square mile. Of this total, thirty-nine were combination full-time and part-time fire protection services. Eighteen units of government had population densities between 3,001 and 4,000 persons. Of these nine were full-time four were public safety departments and five had combination full and part-time personnel.

It is recommended that the metropolitan fire protection system continue to make use of permanent, full-time paid personnel. This recommendation, a consensus of the oversight and Technical Committees involved in the preparation of this study, is based upon the communities fire experience, the age of structures in the Jackson community, and opinions regarding community acceptability.

LEGAL ISSUES AND ADMINSTRATIVE ALTERNATIVES

General Statutes Authorizing Intergovernmental Cooperation

Local governments which seek cooperative arrangements for the provision of governmental services must arrange for the provision of such services in accordance with Michigan law. Such services must promote the interests of public health, safety, and welfare; and address a public purpose. If a specific law applies to the particular service, compliance with that law is required. If no specific law is applicable to the provision of the service, the service may be provided subject to one of three general statutes which authorize intergovernmental cooperation.

An agreement, or contract, is required in the use of these statutes. In the case of the City of Jackson, the cooperative agreement must not violate the charter. It must also be noted that both Act 7 and Act 8 as described briefly below include requirements that current employees be transferred into any organization authorized by the two acts and that they be paid at least the wages they were receiving in their original positions.

The Intergovernmental Contracts Between Municipalities Act, Act 35 of 1951. This act authorizes municipalities to contract with each other for the provision of any services that each would have the authority to provide separately.

The Urban Cooperation Act, Act 7 of 1967. This act provides for the joint provision of services between local units of government (and governmental agencies at the state and federal level) for any such service which could be provided separately. The act specifically notes that if there are other acts which address specific services, these acts must be followed. The act also allows a mutual exchange of services without payment of any contribution other than services. Approval of the governor is required when the contract involves use of funds of the State of Michigan, or an agreement with the state, other states, the federal government, or Canada.

The Intergovernmental Transfers of Functions and Responsibilities Act, Act 8 of 1967. Act 8 allows the intergovernmental transfer of function and responsibilities among two or more political subdivisions. A local unit may not, however, delegate its ordinance-making function to a joint authority or another municipality. The Act provides for a joint board or commission to administer the contract. If employees are needed to operate the contract, they are to be transferred and retain seniority and other benefits.

Specific Statutes Which May Apply to Intergovernmental Arrangements for the Provision of Fire Services

Michigan Public Act 125 of 1925 limits both shift and weekly hours a firefighter may work. Shifts may last no longer twenty-four hours. Firefighters must be off duty no less than twenty-four consecutive hours out of any forty-eight hour period. Firefighters generally work a rotation that includes twenty-four hours on, twenty-four hours off, twenty-four hours off, twenty-four hours on, and ninety-six hours off, for work week averaging fifty-six hours.

Act 340 of 1976 establishes a municipal fire service classification board which is responsible for evaluating fire service delivery systems and a fire service classification scale. Each delivery system is to be reviewed every eight years. The review may be used by insurance companies which use service classification scales to establish property insurance rates.

Public Act 33 of 1951 provides the authority for townships to provide fire protection services. The Act allows townships to not only provide services, but also to contract with other units of government, or to jointly provide fire protection services. The Act permits the establishment of a joint fire administration board, purchase of apparatus and equipment, the creation of a special assessment district, and the levying of special assessments. The Act applies to cities, but only those of under 15,000 population.

Alternative Administrative Arrangements

Six alternative arrangements were reviewed regarding the provision of fire services within the study area comprised of the City of Jackson, and the Townships of Blackman, Leoni and Summit. These alternatives include:

1. Each of the four units of government continues to provide fire protection services according to current arrangements. The City and Townships of Leoni and Summit would continue to operate fire departments. Blackman Township would continue to operate its Public Safety Department.
2. It would seem logical to assume that the townships could simply purchase fire protection services from the City of Jackson. Authorization for such arrangements exists within the Police and Fire Protection Act, Act 33 of 1951, except that Section 10 of the Act refers to "qualified" cities, and defines a "qualified" city as a city of population of less than 15,000. The Act authorizes the raising of money by special assessment which must be approved by a majority of electors in the special assessment district. While the three townships could, by mutual agreement, authorize the provision of services from any one of the townships, it does not appear that this legislation authorizes the City of Jackson to provide such services. This does not appear to be a possible alternative.
3. The four units of local government could, through an inter-local public agency agreement, provide fire and emergency services jointly. This alternative is authorized by either the Urban Cooperation Act of 1967, PA 7, 1967 or the Intergovernmental Transfers of Functions and Responsibility Act, Act 8 of 1967. The inter-local agreement would include the purpose of the agreement; its duration; the precise organization, composition, and nature of any separate legal or administrative entity created in the agreement designated to it; the manner in which the parties to the inter-local agreement will provide for financial support, and the manner of employing, engaging, compensating, transferring or discharging necessary personnel. Employees who are transferred into positions with the administrative entity with the responsibility for executing the inter-local agreement are to be held harmless, that is, they are not to be placed in a worst position with respect to wages, pension, seniority, and other employment benefits. Funding may be obtained through the sharing of property taxes. A public hearing is required, and the arrangement is subject to referendum.

The inter-local agreement may provide for a separate legal or administrative entity. Each body would appoint a member to this entity, and the entity would be a public body with the authority to contract, hire staff, own buildings, incur debt, and sue and be sued. No taxing power is authorized for use by an administrative entity.

4. The four units of local government in the Jackson Metropolitan area could create an authority for the purpose of the provision of fire protection services. Such an authority is authorized under the Emergency Services to Municipalities Act, Act 57 of 1988. This Act allows cities, counties, townships, and/or villages to establish an authority through the adoption of articles of incorporation by the legislative bodies of each of the participating municipalities. The Articles of Incorporation must include the name of the authority, list the incorporating municipalities, and describe the purpose of the organization and its powers and duties. Such authorities are granted through the enabling legislation all power necessary to carry out the purposes of the authority. Such authorities may acquire property and enter into up to a 30-year contract for the provision of services.

As with the Urban Cooperation Act, employees transferred to serve under the authority are held harmless. Such authorities, however, are not required to create or maintain unnecessary positions. These authorities may bargain collectively with labor organizations, and existing labor agreements are transferred to the authority.

The use of Act 57 does attach conditions to participation by municipalities. They can withdraw from the authority, but must continue to be subject to taxes levied within their jurisdiction for the duration of the period of the tax levy. The authorities may levy such taxes, however, a vote of the public is required, and the total request cannot exceed 20 mils. Incorporating municipalities who have taxing authority may levy taxes and appropriate the proceeds to the authority.

5. A metropolitan public safety department. This department would handle all police, fire and emergency medical responses in the metropolitan area. Stations would be strategically located, and perhaps minimally manned in the metropolitan area, but the majority of the personnel would be dedicated to patrol. Emergency medical responses could be handled out of patrol cars and patrol cars would meet the apparatus at the scene of any structure fire.
6. A hybrid metropolitan fire department, which would combine the City of Jackson, Leoni Township and Summit Township Fire Departments. Fire personnel would staff stations throughout the metropolitan area, including Blackman Township and Blackman Township Public Safety Officers and possibly officers from the Jackson Police Department would handle police calls in Summit and Leoni Townships. Blackman Public Safety officers would also handle rescue calls in the three townships and the City, as well as respond to structure fires.

FIRE INSURANCE GUIDELINES AND RATINGS

Rates for fire insurance are based upon the application of a fire insurance rating classification. This classification is determined for local units of government by the Insurance Services Organization (ISO). The ISO is an independent organization that serves insurance companies, fire departments, insurance regulators, and others by providing information about risk. Insurance companies use ISO Public Protection Classification numbers in marketing, underwriting, and pricing homeowner's and commercial property owner's insurance policies. The ISO makes use of a manual, the Fire Suppression Ratings Schedule (FSRS), to review the firefighting capabilities of individual communities. This schedule measures the elements of a community's fire suppression system, and develops a numerical grading called a Public Protection Classification (PPC). Communities Public Protection Classification (PPC) numbers depend upon:

- 10 % - Fire alarm and communication systems including telephone systems, telephone lines, staffing and dispatch systems.
- 50% - The fire department, including equipment, staffing, training and geographic distribution of fires.
- 40% - The water supply system including condition of hydrants, and a careful evaluation of the amount of water compared with the amount needed to suppress fires.

The PPC schedule assigns credit points for each element. Using these credit points and various formulas, ISO calculates a total score on a scale of 0-10, where a community rated 1 has very superior firefighting service. Currently the City of Jackson is rated 3. Areas with municipal water, and which meet other necessary criteria, are rated 6 and include all of Summit Township and a portion of Leoni Township. Blackman Township is rated a 7 in areas served with municipal water, and which meet other necessary criteria; and the balance of areas in Blackman and Leoni Townships which do not have municipal water are rated 9.

Fire insurance ratings are an important consideration in modifying any delivery system in the community. These ratings serve as a basis for fire insurance rate premium determinations, and have a significant effect of the cost of fire insurance. An important consideration in any change to the premium fire protection system is a community is the impact on fire insurance premium rates. For residential properties, insurance rates decline as communities improve their PPC rating from 10 to 6. Improvements to ratings lower than 6 have minimal impact on the cost of insurance. For commercial and industrial properties, rates fall as ratings improve. Commercial and industrial property insurance rates would decline with improvements in ratings, including those below 6, so benefits would accrue to the business community if PPC ratings can be improved as a result of service or infrastructure improvement.

FIRE PROTECTION COSTS, FINANCING AND FUNDING

Fire Protection Costs

For the fiscal year 2006, the estimated combined total expenditure for fire protection in the City of Jackson, Leoni and Summit Townships, and the cost of Blackman Township's Public Safety Department amounted to \$10.7 million (See Table 15-1, Fire and Public Safety Budgets by Municipality, FY 2003-2006). Over the past three years, that is from fiscal year 2004 through fiscal 2006, fire department budgets showed steady increases. The total budget for fire protection declined between fiscal 2003 and fiscal 2004 because of a substantial decline in the Blackman Township Public Safety Department budget (following the purchase of a ladder truck) which decreased by 23.8% over the period.

| Table 15-1 FIRE AND PUBLIC SAFETY BUDGETS BY MUNICIPALITY, FY 2003-2006 | | | | |
|--|---------------------|--------------------|--------------------|---------------------|
| | FY 2003 | FY 2004 | FY 2005 | FY 2006 |
| Blackman Township | \$3,780,000 | \$2,880,000 | \$2,850,000 | \$3,040,000 |
| % Change | | -23.8% | -1.0% | 6.7% |
| City of Jackson | \$4,512,999 | \$4,449,680 | \$4,680,175 | \$5,098,175 |
| % Change | | -1.4% | 5.2% | 8.9% |
| Leoni Township | \$1,144,676 | \$1,199,605 | \$1,041,578 | \$1,187,717 |
| % Change | | 4.8% | -13.2% | 14.0% |
| Summit Township | \$1,118,282 | \$1,155,326 | \$1,235,847 | \$1,411,504 |
| % Change | | 3.3% | 7.0% | 14.2% |
| TOTAL | \$10,555,957 | \$9,684,611 | \$9,807,600 | \$10,737,396 |
| % Change | | -9.2% | 2.3% | 9.5% |
| Notes: Blackman's 2003 expenses include the purchase of a fire truck. Blackman's budget for public safety includes both police and fire services. Townships pay FICA on employees. The City of Jackson does not. Summit's 2006 expenditure includes an arbitration settlement. Figures for the City of Jackson include pension payments under Act 345. | | | | |

As noted in Chapter 4, the Existing Fire Service Arrangement, fire protection and medical rescue runs in Blackman Township are provided by the Township's Public Safety Department. Public safety officers respond to police, fire, and medical emergencies. The cost for those services in total are as noted in Table 15-1, above. A breakdown for costs attributable to fire and medical emergency runs are not provided separately in the township's budget, and must, therefore, be estimated. Township officials have indicated that fire and emergency medical expenses equate to approximately thirty-five percent of the total public safety budget. Thirty-five percent of Blackman Township's Public Safety budget is \$1,064,000.

Fire and medical emergency expenses, including the actual budgeted expenses for the City of Jackson, and the Townships of Leoni and Summit; and the estimated costs for Blackman Township are shown on Table 15-1A, Estimated Fire Budgets by Municipality, FY 2004-2006. As shown on Table 15-1A, 2006 budgeted funding for fire and medical emergency services totals \$8,761,396 for the four units of government. Blackman's funding for fire and medical emergencies is estimated to be \$1,064,000

| Table 15-1A ESTIMATED FIRE BUDGETS BY MUNICIPALITY, FY 2004-2006 | | | |
|---|--------------------|--------------------|--------------------|
| | FY 2004 | FY 2005 | FY 2006 |
| Blackman Township | \$1,008,000 | \$997,500 | \$1,064,000 |
| % Change | | -1.0% | 6.7% |
| City of Jackson | \$4,449,680 | \$4,680,175 | \$5,098,175 |
| % Change | | 5.2% | 8.9% |
| Leoni Township | \$1,199,605 | \$1,041,578 | \$1,187,717 |
| % Change | | -13.2% | 14.0% |
| Summit Township | \$1,155,326 | \$1,235,847 | \$1,411,504 |
| % Change | | 7.0% | 14.2% |
| TOTAL | \$7,812,611 | \$7,955,100 | \$8,761,396 |
| % Change | | 1.8% | 10.1% |
| Notes: Blackman's budget for fire services is estimated at 35% of their public safety budget. Townships pay FICA on employees. The City does not. Summit's 2006 expenditure includes an arbitration statement. Figures for the City of Jackson include pension payments under Act 345. | | | |

Tables 15-2 through 15-5 provide an analysis of cost, based on budget figures per person, per household, per square mile, and per million dollars of valuation of personal property.

| TABLE 15-2 COST OF FIRE PROTECTION PER PERSON | | | |
|---|------------------|-----------------------------|--------------------|
| | 2006 Budget | Population 2005 Estimate | Cost Per Person |
| Blackman Township | 1,064,000 | 24,847 | 42.82 |
| City of Jackson | 5,098,175 | 34,879 | 146.17 |
| Leoni Township | 1,187,717 | 13,835 | 85.85 |
| Summit Township | 1,411,504 | 22,058 | 63.99 |
| TOTAL | 8,761,396 | 95,619 | 91.63 |
| Note: Blackman Township's budgeted costs are estimated. | | | |

Costs per person range from \$43 in Blackman Township, to \$146 within the City of Jackson.

Costs of fire protection per household range from \$160 in Blackman Township, to \$359 in the City of Jackson.

| TABLE 15-3 COST OF FIRE PROTECTION PER HOUSEHOLD | | | |
|---|-------------------|-------------------|-----------------------|
| | 2006 Budget | Household 2000 | Cost Per Household |
| Blackman Township | 1,064,000 | 6,658 | 159.81 |
| City of Jackson | 5,098,175 | 14,210 | 358.77 |
| Leoni Township | 1,187,717 | 5,240 | 226.66 |
| Summit Township | 1,411,504 | 8,690 | 162.43 |
| TOTAL | 10,737,396 | 34,798 | 251.78 |
| Note: Blackman Township's budgeted costs are estimates. | | | |

The cost of fire protection per square mile was also calculated. Costs range from \$23,152 in Leoni Township, to \$463,470 within the City of Jackson.

FIRE PROTECTION COSTS, FINANCING AND FUNDING

Fire Protection Costs

For the fiscal year 2006, the estimated combined total expenditure for fire protection in the City of Jackson, Leoni and Summit Townships, and the cost of Blackman Township's Public Safety Department amounted to \$10.7 million (See Table 15-1, Fire and Public Safety Budgets by Municipality, FY 2003-2006). Over the past three years, that is from fiscal year 2004 through fiscal 2006, fire department budgets showed steady increases. The total budget for fire protection declined between fiscal 2003 and fiscal 2004 because of a substantial decline in the Blackman Township Public Safety Department budget (following the purchase of a ladder truck) which decreased by 23.8% over the period.

| Table 15-1 FIRE AND PUBLIC SAFETY BUDGETS BY MUNICIPALITY, FY 2003-2006 | | | | |
|--|---------------------|--------------------|--------------------|---------------------|
| | FY 2003 | FY 2004 | FY 2005 | FY 2006 |
| Blackman Township | \$3,780,000 | \$2,880,000 | \$2,850,000 | \$3,040,000 |
| % Change | | -23.8% | -1.0% | 6.7% |
| City of Jackson | \$4,512,999 | \$4,449,680 | \$4,680,175 | \$5,098,175 |
| % Change | | -1.4% | 5.2% | 8.9% |
| Leoni Township | \$1,144,676 | \$1,199,605 | \$1,041,578 | \$1,187,717 |
| % Change | | 4.8% | -13.2% | 14.0% |
| Summit Township | \$1,118,282 | \$1,155,326 | \$1,235,847 | \$1,411,504 |
| % Change | | 3.3% | 7.0% | 14.2% |
| TOTAL | \$10,555,957 | \$9,684,611 | \$9,807,600 | \$10,737,396 |
| % Change | | -9.2% | 2.3% | 9.5% |
| Notes: Blackman's 2003 expenses include the purchase of a fire truck. Blackman's budget for public safety includes both police and fire services. Townships pay FICA on employees. The City of Jackson does not. Summit's 2006 expenditure includes an arbitration settlement. Figures for the City of Jackson include pension payments under Act 345. | | | | |

As noted in Chapter 4, the Existing Fire Service Arrangement, fire protection and medical rescue runs in Blackman Township are provided by the Township's Public Safety Department. Public safety officers respond to police, fire, and medical emergencies. The cost for those services in total are as noted in Table 15-1, above. A breakdown for costs attributable to fire and medical emergency runs are not provided separately in the township's budget, and must, therefore, be estimated. Township officials have indicated that fire and emergency medical expenses equate to approximately thirty-five percent of the total public safety budget. Thirty-five percent of Blackman Township's Public Safety budget is \$1,064,000.

Fire and medical emergency expenses, including the actual budgeted expenses for the City of Jackson, and the Townships of Leoni and Summit; and the estimated costs for Blackman Township are shown on Table 15-1A, Estimated Fire Budgets by Municipality, FY 2004-2006. As shown on Table 15-1A, 2006 budgeted funding for fire and medical emergency services totals \$8,761,396 for the four units of government. Blackman's funding for fire and medical emergencies is estimated to be \$1,064,000

| | 2006 Budget | Land Area | Cost Per Square Mile |
|-------------------|------------------|--------------|----------------------|
| Blackman Township | 1,064,000 | 31.9 | \$33,354 |
| City of Jackson | 5,098,175 | 11.0 | \$463,470 |
| Leoni Township | 1,187,717 | 51.3 | \$23,152 |
| Summit Township | 1,411,504 | 30.0 | \$47,050 |
| TOTAL | 8,761,396 | 124.2 | \$70,543 |

Note: Blackman Township's budgeted costs are estimates.

The cost of fire protection per million dollars of valuation was calculated. Costs range from a low \$1,609 in Blackman Township, to a high of \$5,506 within the City of Jackson.

| | 2006 Budget | Value of Real and Personal Property | Cost Per Million \$ of Value |
|-------------------|------------------|-------------------------------------|------------------------------|
| Blackman Township | 1,064,000 | 661,223,425 | \$1,609 |
| City of Jackson | 5,098,175 | 925,868,500 | \$5,506 |
| Leoni Township | 1,187,717 | 521,142,119 | \$2,279 |
| Summit Township | 1,411,504 | 782,180,200 | \$1,805 |
| TOTAL | 8,761,396 | 2,890,414,244 | \$3,031 |

Note: Blackman Township's budgeted costs are estimated.

The Current Estimated Cost of Fire Services

The cost of fire protection services for FY06 for the City of Jackson, Leoni Township and Summit Township; and the estimated cost for Blackman's fire protection services are shown on Table 15-6, Fire Department Budgets Summary FY06. These budget sum to \$8,761,376.

| | Blackman Township | City of Jackson | Leoni Township | Summit Township | TOTAL |
|----------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Personnel | \$731,500 | \$4,253,431 | \$725,200 | \$1,245,826 | \$6,955,957 |
| Other Expenses | \$332,500 | \$844,744 | \$462,517 | \$165,678 | \$1,805,439 |
| TOTAL | \$1,064,000 | \$5,098,175 | \$1,187,717 | \$1,411,504 | \$8,761,396 |

A breakdown of costs is offered for two categories, "personnel costs" and "other expenses". Personnel costs were obtained from the City of Jackson and the Townships of Leoni and Summit. Blackman's costs were estimated by applying 35% of cost budgeted for public safety (see Chapter 11, Fire Service Personnel, Pay Differential, and Fringe Benefits). The cost of other expenses" were determined by subtracting personnel costs from total costs within the fire budgets of the City, and Leoni and Summit Townships; and the use of the estimate of 35% of costs in the Blackman Township Public Safety Department. As shown in Table 15-6, total expenses in the existing system of fire protection for personnel amounts to an estimated \$6,955,957. "Other expenses" for the four units of government are estimated to cost

\$1,805,439. As noted above, these two elements add to \$8,761,396; the total estimated cost of fire protection and emergency medical expenses for the four units of government.

Estimated Costs For a Metropolitan System

The estimated cost for a metropolitan fire service system, and the comparison of this cost with the cost of the existing fire protection system, as described above, is shown on Table 15-7, Fire Departments Budgets Summary – Personnel and Other Expenses, FY2006, and Total Costs for a Metropolitan System of Fire Protection. The table provides the estimated cost for fire service personnel at \$6,125,600 (see Table 11-5); and other costs, including non-uniformed employees at \$1,589,917 (This figure was estimated by the application of ratio of current funds expended for personnel and “other expenses” to estimated personnel costs for a metro police system). The total estimated cost for a metropolitan fire department amounts to \$7,715,517. Based upon these estimated costs, a savings of \$1,045,879 annually would be realized with the implementation of a metropolitan fire service system.

| TABLE 15-7 FIRE DEPARTMENTS BUDGET SUMMARY PERSONNEL AND OTHER EXPENSES FY 2006 AND, TOTAL COSTS FOR A METROPOLITAN SYSTEM OF FIRE PROTECTION (Adjusted with Estimates for Blackman Township for Fire Protection) | | | |
|---|-----------------------------|----------------------------|--|
| | Total Existing System | Total Proposed Metro | Estimated Annual Savings with Metro |
| Personnel | 6,955,957 | 6,125,600 | 830,357 |
| Other Expenses | 1,805,439 | 1,589,917 | 215,522 |
| TOTAL | 8,761,396 | 7,715,517 | 1,045,879 |
| <small>Note: Other expenses include non- uniformed fire personnel and other expenses.</small> | | | |

As noted in Chapter 11, Fire Service Personnel, Pay Differential, and Fringe Benefits; the savings projected to occur with a metropolitan system will not be manifest immediately. Adjustments to compensation will be implemented over time through the process of attrition to meet the requirement of Michigan law. (See also Chapter 13, Legal Issues and Administrative Alternatives). It is likely that savings as noted above would not be realized for several years as the process of attrition gradually reduces employment levels to those called for in this study.

Financial Impacts of Metro Fire on Blackman Township

Blackman officials note that while their estimated cost for fire protection is \$1,064,000, if the township were to fund a separate fire department, the cost of the department likely amount to \$1,600,000. Blackman Township officials believe their public safety arrangement is much more efficient than operating separate police and fire departments. With the public safety department arrangement, there is none of the idle time associated with the operation of a fire department when fire fighters are not fighting fires or attending rescue runs. These inefficiencies were eliminated with the implementation of their public safety department. Blackman Township’s participation in a metropolitan fire arrangement would require the township to hire additional public safety officers to maintain the current level of police services in the township. In their opinion, the cost of these additional officers would easily offset any savings to the township resulting from a metropolitan fire arrangement, and the total cost to the township for fire and police services would exceed current levels.

Financing a Metropolitan System of Fire Protection Services

The financing of a metropolitan fire protection system requires agreement of participating units of government and a sharing of costs. The system could be financed through a property tax mileage, the establishment of a special assessment district, or service fees which could be charged for emergency calls. In addition, costs of capital equipment such as fire stations, apparatus, or equipment could be obtained through municipal borrowing or the issuance of bonds.

Each of these alternative means of financing has advantages and disadvantages. While the use of property tax mileage generally provides a stable funding source and is easy to administer, the use of the property tax may not be equitable among land owners in the metropolitan area. The use of special assessments is possible though the establishment of a special assessment district. Such a district may be established either by resolution of a local unit of government, or by a petition signed by 10% of property owners in the proposed district. If the district is initiated by the township board, the board may submit the proposed district to the electorate for a vote. If the establishment of the district is based on a petition, the question must be placed on the ballot.

If a millage is approved by voters, the millage is levied against both real and personal property. A millage associated with a special assessment district, however, is levied only against real property.

| | Blackman Township | City of Jackson | Leoni Township | Summit Township | TOTAL |
|-------------------|----------------------|--------------------|--------------------|--------------------|--------------------|
| 2006 S.E.V. | \$661,223,425 | \$925,868,500 | \$521,142,119 | \$782,180,200 | \$2,890,414,244 |
| 1 mill | \$661,223 | \$925,869 | \$521,142 | \$782,180 | \$2,890,414 |
| 2 mills | \$1,322,447 | \$1,851,737 | \$1,042,284 | \$1,564,360 | \$5,780,828 |
| 2.67 mills | \$1,765,467 | \$2,472,069 | \$1,391,449 | \$2,088,421 | \$7,717,406 |
| 3 mills | \$1,983,670 | \$2,777,606 | \$1,563,426 | \$2,346,541 | \$8,671,243 |
| 4 mills | \$2,644,894 | \$3,703,474 | \$2,084,568 | \$3,128,721 | \$11,561,657 |

As a means of financing the development and operation of a metropolitan fire protection system, revenues which could be generated from a district-wide property tax levy were calculated. The 2006 State Equalized Valuation (SEV) totaled \$2,890,414,244 for the City, Blackman, Leoni and Summit Townships. A levy of 1 mil would generate one one-thousandth of this total or \$2,890,414, annually. As noted above, the implementation of and operation of a metropolitan system is anticipated to cost approximately \$7,715,517. To generate revenue sufficient to fund the development and operation of the metropolitan fire protection system solely through property tax, a levy of 2.67 mills would be necessary. This levy would generate \$7,717,406. These figures are summarized on Table 15-8, Tax Revenues based on 2006 State Equalized Evaluation.

A district-wide levy is not likely to receive support in the townships. In each of the townships, the revenue generated at 2.67 mills exceeds, substantially, current budgeted amounts for fire protection.

As an alternative means of funding the metropolitan fire protection system, costs for the system could be apportioned to participating units of government based upon their proportion of current

costs for the operation of the four independent departments. This process, of course, results in a savings for each unit of government because the total cost of the metropolitan system is less than expenditures under the current system of fire protection. Blackman Township, which has a budget which is 12.1% of the combined budgets of the City and three townships would contribute \$936,987 to the metropolitan department. This would result in annual savings of \$127,013. The City of Jackson which has a budget which is 58.2% of the total of all five department budgets, would contribute \$4,489,589, a savings of \$608,587 annually. Leoni Township whose expenditures amount to 13.6% of the total expended, would contribute \$1,045,935 a savings of \$141,782 annually. Finally, Summit which has a budget which is 16.1% of the three departments budgets would contribute \$1,243,008, a savings of \$168,496 annually. (See Table 15-9, Metropolitan Fire Protection Financing).

| Table 15-9 METROPOLITAN FIRE PROTECTION FINANCING | | | | |
|--|--------------------|-----------------------------------|-------------------------------|--------------------|
| | FY 2006 Budget | % of Total Fire Expenditure | Proportional Contributions | Annual Savings |
| Blackman Township | \$1,064,000 | 12.1% | \$936,987 | \$127,013 |
| City of Jackson | \$5,098,175 | 58.2% | \$4,489,588 | \$608,587 |
| Leoni Township | \$1,187,717 | 13.6% | \$1,045,935 | \$141,782 |
| Summit Township | \$1,411,504 | 16.1% | \$1,243,008 | \$168,496 |
| TOTAL | \$8,761,396 | 100.0% | \$7,715,517 | \$1,045,879 |

Notes: Blackman's expenditures for FY 2006 are estimated.

Obviously, there are many alternative arrangements for financing the Metropolitan Fire Protection System. An article, entitled "Townships Meet Changing Community Needs with Fire District" which was published in the August, 1994 issue of the Michigan Township News, suggests the possibility of a "cost-weighted formula" which could be used in an attempt to create equity in financing. The formula could incorporate the concept of population, state equalized valuation, and fire service usage to determine a fair distribution of fire protection costs. Consideration could be given to the incident rate, the value of property to be protected, and the past consumption of fire services. Each of these factors could be weighted based upon agreement by participating local units of government. In addition, the formula could be adjusted periodically.

CONCLUSIONS AND RECOMMENDATIONS

The purpose of this study is to determine if a metropolitan fire authority is feasible for the Jackson metropolitan area consisting of the City of Jackson, and Townships of Blackman, Leoni, and Summit. An examination as to whether a metropolitan system could be developed as a public safety department, or as a volunteer fire department, was not examined as a part of this study. An attempt was made to determine if a metropolitan department could be comprised of the three fire departments located in the City of Jackson and the Townships of Leoni and Summit; and with the public safety department in Blackman Township. While such an approach was discussed in the preparation and development of this study, no conclusion could be reached on how such an arrangement could operate, how costs could be fairly shared, and how personnel could be treated in an equitable fashion. To be implemented, such a system would have to demonstrate, in addition to enhanced safety and performance, a measure of cost savings to each participating unit of government. The complexity in the development of such a proposal proved to be too difficult to refine in a rational way, let alone sell to each local unit of government.

Opportunities and Obstacles to Metro-Fire

During the course of preparation of this study a number of obstacles to the development of a metropolitan fire authority were identified. Each of these obstacles will have to be addressed and resolved prior to the establishment of any type of fire authority.

1. **The Cost of Fire Protection Services.** The cost of local government in general, and fire protection services in particular, are increasing faster than the revenues available to local units of government to pay for services. There is a need to find a way to more efficiently operate the fire services. The establishment of a metropolitan fire authority has the capacity to reduce administrative costs, and total personnel numbers due to increased efficiency through reductions in administrative costs and fire station location. The provision of fire services on a multi-jurisdiction level, allows the provision of those services to be provided without the constraints imposed by local unit of government boundary lines. With the metropolitan approach, service areas can be more efficiently designed and operated which will result in a cost savings.
2. **Current Fire Protection Arrangements.** Currently fire protection is provided by the fire departments in the City of Jackson, and Leoni and Summit Townships; and by Blackman Township's Public Safety Department. The question of abandoning Blackman's Public Safety Department to establish a separate police department, and to join with the other local units of government in the establishment of metropolitan fire department, was not directly posed to the Blackman Township Board. However, during discussions in committee meetings of both elected officials and fire practitioners, there was never any indication that Blackman Township would be willing to abandon its public safety departmental approach. Similarly, in discussions as to whether a metropolitan public safety department might prove to be an effective alternative, indications were from the City of Jackson that such an arrangement simply would not work within the City because of the high volume of calls for medical emergencies and law enforcement matters. In addition, Summit Township is believed to be satisfied with the arrangement it has with the Jackson County Sheriff Department in the provision of police services, and its separate fire department.

Local Officials in Leoni Township are examining the possibility of consolidating their police and fire services into public safety department. However, at the time of writing of this report no conclusion had been reached by the township as to whether to combine the two departments into a public safety department. In conclusion, there appears to be no political will to change from the current arrangement to a metropolitan fire authority.

Over the past several years fire departments and the fire services component of Blackman's Public Safety Department have moved closer to provision of services on an area-wide basis. The departments have implemented automatic mutual-aid agreements which have proved to be effective and appreciated by both fire fighters and elected officials. In addition, the departments are working together in training and purchasing. These cooperative efforts are yielding improvements in effectiveness and safety, and should be encouraged and expanded (see Interim Cooperative Measures at the conclusion of this chapter).

3. **Fire Department Personnel Structure.** Each of the four departments has a fire chief, or in Blackman Township's, a director of public safety; and fire fighters, or in the case of Blackman Township, public safety officers who both respond to law enforcement and fire protection matters. The City of Jackson also has a substantial number of personnel in positions between the position of fire fighter and the position of chief. With the development of a metropolitan fire authority, while the organization would have a chief executive officer and possibly an assistant, the number of chiefs would decline and the number of persons in administrative and mid-management positions would also be decreased due to the efficiencies gained in the distribution of fire stations and the reduction from four administrative entities governing the four departments – to one which would govern the metro department.

While the cost of equipment is substantial, in the operation of a fire department, the vast majority of departmental expenses go to salaries for fire fighters and administrative officers. The only way to reduce costs within the fire services is to reduce personnel. Reductions in personnel are never popular in the private sector, or in government; and in particular in the fire services.

While personnel issues are important obstacles to the establishment of a metropolitan authority, they are not insurmountable. It is possible that forces could be reduced by attrition so that there would be no actual loss of a job specific to any individual. A decline in the number of fire personnel is not necessarily problematic, provided adequate numbers of personnel can be dispatched to the scenes of fires to ensure no compromise in fire fighter safety.

4. **Pay Differential.** A substantial difference exists among the fire departments and Blackman's Public Safety Department. With the establishment of a metropolitan fire authority, pay levels would require standardization. If pay levels are brought up to the highest paid departmental level, the metropolitan authority would have higher costs than those which exist for the current arrangement. If pay levels are reduced to the level of the lowest department, fire department personnel would be dissatisfied with reductions in pay. As with the numbers of personnel described above, it may be possible to equate salaries over a period of time through attrition. It is unlikely that such a process could be handled in a smooth transition, and certainly not if conducted over an extended period of time.

In addition to differentials in wages, fire fighters have differences in benefits, particularly pension benefits. Each of the four departments has a defined benefit pension program for employees. Substantial differences exist in the structure of these benefits, with city fire fighters being provided pensions through Act 345, and township fire fighters and Blackman Public Safety Officers, provided pensions through the Michigan Employees Retirement System (MERS). It is likely that in the establishment of a metropolitan fire system a new pension system would have to be established to apply to the employment of new personnel. Those within existing retirement systems would likely be maintained in their current pension arrangement. Due to the governmental obligations for pension funds, local units of government would have to be responsible for continuing funding for pension plans beyond the establishment of a metropolitan fire authority.

5. **Equipment Reduction and Standardization.** The number of pieces of equipment necessary to fight fires can be reduced with the implementation of a metropolitan services system. Currently, each local unit of government maintains, and purchases new equipment as old pieces of equipment become worn out or become obsolete. There is also a need to retain older equipment so pieces of reserve apparatus can be called into service when first line equipment is not available due to damage or maintenance requirements. In a metropolitan system, fewer pieces of reserve equipment are necessary. Also in a metropolitan system with fewer fire stations, fewer pieces of equipment are necessary. It is also possible that specialized equipment, which normally would be beyond the purchasing ability of a separate local unit of government, could be purchased by a larger authority and made available system-wide. There may also be some savings in the maintenance of equipment as it is standardized across the larger fire protection system.

An obstacle, though less significant, is a lack of standardization in equipment, particularly vehicles. In emergencies, firefighters rely on their knowledge of equipment and its operation. There is, therefore, benefit in equipment standardization. A consolidation of vehicles would result in the possibility of lack of uniform knowledge on the operation of various pieces of equipment from various departments. A program of equipment standardization, and training on all types of equipment used the metropolitan authority would be necessary to assure the safety of firefighters as they are engaged in emergency operations.

The problem of lack of equipment standardization can be addressed over time if there is coordination in purchasing. Purchasing coordination is recommended in the Interim Cooperation Measures described at the conclusion of this chapter.

6. **Number and Locations of Fire Stations.** Though fire stations are costly to construct, they represent a one-time expenditure, the cost of which can be amortized over many years. Communities should not be hesitant about replacing fire stations in locations which maximize service potential. Placement in such locations can save time and the improvement and effectiveness can, overtime, result in improved efficiency, reductions in loss in life and property, and wear and tear on vehicles.

With a metropolitan approach to fire protection, the number of stations could be reduced from eight current, active, and staffed stations to as few as five stations.

Such a reduction is possible due to increased service area efficiency resulting from the lack of constraining local governmental unit boundaries.

In some cases, stations are a measure of pride within the community and local units of government are hesitant to replace them. In addition, citizens also become attached to fire stations and resist station location with claims of loss of effectiveness and service capacity.

It is important to note that the measure of effectiveness in fire protection is the capacity of a local fire department to deliver the adequate number of personnel and equipment to the scene of a fire emergency in the shortest possible time. The location of a station is only one factor in a service delivery equation.

Recommendation

The establishment of a metropolitan system of fire protection is complex. Within the State of Michigan, there are no examples of true metropolitan cooperation in the provision of fire protection services, and no fire protection authorities exist which would provide fire protection services to central cities and surrounding townships. State legislation, which authorizes arrangements for the provision of services on an intergovernmental basis require that personnel be held harmless against losses in compensation. As a practical matter instituting metropolitan service delivery systems which involve reductions in wages are problematic and involve high political costs. While certain administrative costs are reduced when providing services at a regional level, other administrative costs become necessary. Where three communities no longer need three fire chiefs, in a metropolitan fire service arrangement they may need one fire safety director and an assistant. While there are many aspects of a metropolitan organization that are attractive, and may result in cost savings, the obstacles to the implementation of a fire safety system, including in particular, the loss of fire safety positions, the problems associated with the differential in wages and benefits, and the satisfaction with the operational characteristics of existing arrangements which are viewed to be highly effective, lead to the conclusion that a metropolitan system should not be attempted to be implemented at the present time.

Interim Cooperation Measures

In recent times, many improvements have been instituted within the Jackson area fire protection system, which have validated the implementation of some type of metropolitan approach to fire protection. The concept of mutual aid, which has existed for decades, has offered communities the possibility to get assistance from adjacent communities to cover peak emergencies. The mutual aid system is a system of support which provides fire service efficiency and safety at a reduced cost. Within Jackson's metropolitan area the system has been expanded to one in which automatic mutual aid now exists between the four departments. This system is deemed highly successful and is supported by both local officials and fire fighters.

Progress has been made in cooperative approaches to training and procurement, and while much progress is been made, there remain additional opportunities for enhanced shared training, equipment standardization, joint purchasing, and even, as evidenced recently, a shared apprenticeship program to develop a pool of trained qualified fire fighters.

In short, while a metropolitan authority is not recommended to be established at the present time, continued efforts toward mutual cooperation and participation in various aspects of fire protection services which lead toward a metropolitan approach is recommended. These interim measures are as follows:

1. **Establishment of a Cooperative Capital Apparatus, Equipment, and Supplies Policy.**

Proposal: The establishment of a cooperative apparatus, equipment, and supplies policy is proposed. The purpose of the policy is to reduce the cost, and achieve standardization over the long term in vehicles, equipment, and supplies throughout the Jackson metropolitan area.

Advantages: Standardization of apparatus and equipment would allow the transfer of vehicles and equipment among departments or to a future metropolitan department, the facilitation of maintenance, reductions in costs, equipment compatibility, and firefighter familiarity system-wide.

Obstacles: Some departments may have preferences for specific brands of vehicles, equipment, or supplies.

Means of Implementation: Two committees comprised of one representative of each department are recommended to be established for capital purchases, and for the purchase of equipment and supplies. These committees will inventory apparatus and equipment, develop replacement and replenishment schedules, and come to agreement on the purchase of vehicles, equipment and supplies.

The Jackson Community Ambulance (JCA) has been contacted and has indicated a willingness to discuss department participation in purchasing with the ambulance companies who currently have a joint purchasing arrangement. The departments may participate with purchases under the same pricing policy as those which exist for the ambulance companies.

Recommendation: The Steering Committee recommends the immediate implementation of this suggestion through the appointment of the two committees, and believes each department would benefit individually and collectively.

2. **Establishment of an Area-Wide Maintenance Program.**

Proposal: Currently, each of the four departments outsources the repair of vehicles. Repairs are completed in various locations and involve transportation costs. It may be possible to contract with a single provider for repair and

maintenance services. Each of the four departments could be billed for work performed on their vehicles. Work could take place within the City's central station because of available space and lift equipment currently in place, or in another agreed upon location.

Advantages:

1. Maintenance work could be scheduled on the basis of system-wide priority.
2. Efficiencies could be realized due to the consolidation for maintenance work in one location.
3. Maintenance work could be scheduled on the basis of system-wide priority.
4. The question of liability with the possible use of the City's central station has been addressed and is not an obstacle to implementation.

Obstacles:

Blackman Township's ladder could not be serviced at the City's central station because of the weight and length of the vehicle.

Means of Implementation:

1. The City's main station on N. Jackson Street, centrally located facility has lift equipment capable of handling fire vehicles, and space available to conduct such work.
2. The departments will contract with a single provider for vehicle maintenance and repair services.

Recommendation:

It is recommended that a single provider be engaged. Each of the three townships and the city would benefit under this arrangement.

3. Automatic Mutual-Aid for Rescue Responses.

Proposal:

The four departments could agree upon automatic mutual-aid for emergency rescue responses based upon a protocol designed to achieve rapid response and efficiency.

Advantages:

1. Emergency rescue services could be provided by adjacent departments in locations where the service cannot be provided efficiently by the department of jurisdiction.
2. Automatic mutual-aid rescue responses could facilitate situations involving multiple emergency rescue requests.

3. An automatic mutual-aid arrangement for rescue may be very beneficial between the City and Summit Township.

Obstacles:

1. Automatic rescue response for Blackman Township would probably not work because the township has such a rapid response time. Their vehicles usually arrive at scenes prior to fire department vehicles.
2. Leoni cannot respond to areas within the City of Jackson faster than the City can respond.

Means of Implementation:

An agreement for automatic mutual-aid for fire department rescue may be achieved using the model that successfully resulted in automatic mutual aid for structure fires. However, the concept appears only to be feasible for implementation between the City of Jackson and Summit Township.

Recommendation: The involvement of the fire unions is recommended prior to attempting further study of this measure.

4. Sharing of Reserved Apparatus.

Proposal: The four fire departments collectively could reduce apparatus requirements through the sharing of equipment in reserve.

Advantages: The sharing of reserve apparatus may result in a savings to each department by a reduction of apparatus necessary to meet reserve needs, and a reduction in the space required to house these vehicles. Such an arrangement would also allow for “cherry picking” system-wide to keep the best equipment for reserve purposes and allow the sales of remaining apparatus. Superfluous equipment could be sold.

Obstacles:

1. Insurance may be a problem because each of the four departments uses different insurance agencies.
2. Some vehicles are equipped with a capacity for only two personnel within the cab.
3. Because of variability and equipment, there is a lack of familiarity with vehicles which could create operational problems during fire emergencies.
4. The vehicles would have to be equipped with appropriate equipment.
5. There is not a need for such an arrangement because of the availability of such apparatus.

Means of Implementation: A committee comprised of representatives from each department may be established to review the reserve equipment needs and available vehicles. Available reserve vehicles could be housed at the City's central fire station.

Recommendation: The Steering Committee advises further exploration of this measure as equipment ages. There is no immediate need for the sharing of reserve apparatus. One concern is the safety of firefighters as they operate equipment about which they are unfamiliar.

5. Refinement of Automatic Mutual-Aid System:

Proposal: The operational characteristics of the automatic mutual-aid system could be reviewed to determine whether the response to a structure fire by all departments is necessary on all occasions. If it can be determined that response is not necessary by all departments for structure fires in certain locations without a reduction in efficiency or safety to firefighters, then such a reduction should be implemented.

Advantages: Reducing the number of responses system-wide could result in a savings in cost, reduction of wear and tear on fire apparatus, and a reduction in the risk associated with emergency vehicles responding under lights and siren.

Obstacles:

1. Insurance may be a problem because each of the four departments uses different insurance agencies.
2. Generally there is a preference to not reduce manpower at fires.
3. The implementation of the proposal may be a concern to the fire department unions.

Means of Implementation: Central Dispatch issues the alarm and provides the location of structure fires. The individual departments determine who will go to the fire. To effectuate the change a simple change in protocol, and a corresponding adjustment to the mutual-aid agreement would be necessary.

Recommendation: Involvement of the fire unions is recommended to study and, perhaps, facilitate implementation.

6. Expansion of Centralized Training and Testing.

Proposal: Departments may enhance and expand their centralized training and testing programs to achieve greater efficiency, and pre-qualify potential employees.

Advantages:

1. More firefighters and public safety officers could be trained more efficiently.
2. Fire personnel would become more familiar with the personnel of other departments which would facilitate their operations at fire scenes.

Obstacles: There are no known obstacles.

Means of Implementation: A committee could be established to work out a curriculum to do training and testing in areas such as the pulmonary/respiratory fit test, hazmat training, and for the expansion of the use of technology within departments.

Recommendation: The measure is recommended for immediate implementation.

7. Continuation of Meetings to Consider Cooperation Improvements.

Proposal: It is recommended that elected officials from the townships, and the City Manager; and the fire and public safety department's leadership, continue to meet on a regular basis to assess progress and propose additional means of cooperation leading toward a metropolitan approach to the provision of fire protection services

Advantages: The City and townships can continue to focus on service consolidation for improvements in safe, effective, and economical fire protection services.

Obstacles: None.

Means of Implementation: The Committee shall agree to continue to meet and establish meeting schedules, agendas, and minutes of meetings.

Recommendation: The measure is recommended for immediate implementation.

JACKSON CITY COUNCIL MEETING

MINUTES

AUGUST 12, 2008

CALL TO ORDER.

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

PLEDGE OF ALLEGIANCE – INVOCATION.

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

ROLL CALL.

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

Also Present: City Manager William R. Ross, City Attorney Julius A. Giglio and City Clerk Lynn Fessel.

AGENDA.

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

PRESENTATIONS/PROCLAMATIONS.

A. PRESENTATION BY JOANNE SHELDON, LIFEWAYS, REGARDING SUPPORTIVE LIVING OPTIONS.

Chief Executive Officer Joanne Sheldon, with the help of Chief Operating Officer Lynn Guernsey and Consumer Services CEO Kathy Taylor gave an overview of their organization. They discussed supported living options, support provided and laws and protections for persons with disabilities. They then responded to questions from the Council.

CITIZEN COMMENTS.

Ron Andrews, 915 W. Washington Avenue, expressed his concern with adult care home businesses located in residential areas, discussing a decrease in property values, adequate supervision and interpretation of zoning laws.

Alfred Williams, owner of A. Williams Cleaning Service, asked the Council to consider his bid for janitorial services. He explained the increase in his bid was due to the rise in gasoline prices and the increase in the minimum wage, as well as the cost of cleaning supplies.

Eileen Rawlins, 509 Hibbard Avenue, addressed the Council with complaints about the group home at 1001 W. Ganson Street, discussing reports she made to the City Police Department. She closed by stating that she does not believe her neighborhood is a safe environment.

Thomas A. Smith, 917 W. Ganson Street, also addressed the Council with complaints about the group home at 1001 W. Ganson Street. He cited parking problems, as well as inappropriate, unacceptable behaviors. He stated it was time for City Hall to remove these group homes from neighborhoods.

Ira Combs, Sr., 327 W. Monroe Street, spoke to the Council giving a brief history of deinstitutionalization in Michigan. He also remarked that many group homes are well managed, have proper supports and are successful.

CONSENT CALENDAR.

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

Consent Calendar

- A. Approval of the minutes of the regular City Council meeting of July 15, 2008.
- B. Approval of City license renewals for the year ending April 30, 2009, in accordance with the recommendation of the City Clerk.
- C. Approval of the request from the Michigan Theatre of Jackson, Inc., to close Lot No. 14 and the adjacent north/south alley, to hold their “Hanging with Casey Kahne One Night Stand” event on Friday, August 15, 2008, beginning at 4:00 p.m. (Recommended approval received from the Police, Fire, Traffic Engineering, Public Services Departments and the Downtown Development Authority. Proper insurance coverage received.)
- D. Approval of the request from Community Forum, to hold an open discussion at Bucky Harris Park with democratic and republican candidates on Thursday, August 21, 2008, beginning at 5:00 p.m. (Recommended approval received from the Police, Fire, Traffic Engineering, Public Services, Parks/Forestry Departments and the Downtown Development Authority. A Hold Harmless Agreement has been executed in lieu of insurance coverage.)
- E. Approval of the request from Allegiance Health to conduct their “Allegiance Race to Health Run/Walk” with police assistance, Saturday, September 6, 2008, beginning at 6:00 a.m. (Recommended approval received from the Police, Fire, Traffic Engineering, Public Services Departments and the Downtown Development Authority. Proper insurance coverage received.)
- F. Approval of the request from St. John’s Elementary – Jackson Family Fall Festival, to conduct a 5K run/walk, with street closures and police assistance, on September 13, 2008,

- beginning at 9:45 a.m. (Recommended approval received from the Police, Fire, Traffic Engineering, and Public Services Departments. Proper insurance coverage received.)
- G. Approval of the request from Marriage Matters Jackson, to hold a Healthy Marriage Agreement Signing at Bucky Harris Park on September 18, 2008, beginning at 12:00 noon. (Recommended approval received from the Police, Fire, Traffic Engineering, Parks/Forestry Departments and the Downtown Development Authority. Proper insurance coverage received.)
 - H. Approval of the request from Anesthesia Business Consultants, to close Cortland Street from Jackson Street to Blackstone Street, to hold their Summer Event for Employees and Families, beginning at 12:00 noon on Saturday, August 23, 2008. Recommended approval received from the Police, Fire, Traffic Engineering (with contingencies), Public Services Departments and the Downtown Development Authority. Proper insurance coverage received.)
 - I. Approval of payment of the Region 2 Planning Commission invoice, in the amount of \$14,407.94, for planning services for the month of July 2008, in accordance with the recommendation of the City Manager.
 - J. Approval of the request to amend the City Purchasing Manual amending Section 12.0, Prequalification Procedure Policy, in accordance with the recommendation of the City Manager, the Purchasing Agent, City Engineer, Public Services Director, City Attorney, Sewage and Treatment Facilities Director, and the Parks and Recreation Director.
 - K. Approval of an Offer to Purchase City Owned Property located at 322 W. Biddle Street (vacant lot), with a purchase price of \$510.00, and to waive a development agreement conditioned upon the property owner's combining this parcel with their current property, and authorization for the Mayor to sign the Purchase Agreement, and the Mayor and City Clerk to execute all documents necessary to close the sale, subject to minor modifications by the City Attorney, in accordance with the recommendation of the Community Development Director.
 - L. Approval of the requested amendments to the Consolidated Plan 2008-2009 CDBG/HOME Allocation Timetable, and establishment of September 23, 2008, at the City Council meeting as the time and place to hold a public hearing for the Consolidated Annual Performance and Evaluation Report (CAPER), in accordance with the recommendation of the Community Development Director.
 - M. *Removed for separate consideration.*
 - N. *Removed for separate consideration.*
 - O. Receipt with regret the resignation of Rev. Dr. Dottie Miller from the Human Relations Commission.
 - P. Receipt with regret the resignation of Ellen White from the Charter Review Committee.
 - Q. Receipt of the City of Jackson's summary of revenue and expenditures for the twelve (12) months ended June 30, 2008.
 - R. Receipt of the Community Development Department CDBG Financial Summary through June 30, 2008.
 - S. Receipt of the Complaint filed in the Michigan Court of Appeals regarding the City's meterless parking system, and referral to the City Attorney's office for appropriate action.
 - T. Referral of an application to the City Planning Commission from Immanuel Lutheran Church to rezone property located at 1505 W. Michigan Avenue from R-1 and R-6 to C-1.

CONSENT CALENDAR ITEM M.

Approval of the request to allow the listed entities additional time to expend their Community Development Block Grant (CDBG) and HOME funding, and authorization for the Mayor and City Clerk to execute the Amended Subrecipient Agreements, in accordance with the recommendation of the Community Development Director.

Motion was made by Councilmember Breeding and seconded by Councilmember Gaiser to postpone consideration of this Item until the September 9, 2008, City Council meeting. The motion was adopted by the following vote. Yeas: Councilmembers Breeding, Howe, Frounfelker and Polaczyk—4. Nays: Mayor Ludwig and Councilmembers Greer and Gaiser—3. Absent: 0.

CONSENT CALENDAR ITEM N.

Acceptance of the Permanent Easement between the City and EG-EXCEL, LLC, for location, construction and maintenance of a pedestrian public walkway located along the front of the former prison wall abutting the Armory Arts Village, and for staff to make minor changes and to take all action necessary to record the same with the Jackson County Register of Deeds, in accordance with the recommendation of the Deputy City Attorney. (Delayed at the 7-15-08, City Council meeting.

Motion was made by Councilmember Greer and seconded by Councilmember Gaiser to accept the Permanent Easement and for staff to make minor changes and to take all action necessary to record the same. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Gaiser and Polaczyk—6. Nays: Councilmember Frounfelker—1. Absent: 0.

COMMITTEE REPORTS.

None.

APPOINTMENTS.

None.

PUBLIC HEARINGS.

None.

RESOLUTIONS.

A. CONSIDERATION OF A RESOLUTION RECOGNIZING THE JACKSON BASKETBALL CLUB AS A NONPROFIT ORGANIZATION OPERATING IN THE COMMUNITY FOR THE PURPOSE OF OBTAINING A CHARITABLE GAMING LICENSE.

Motion was made by Councilmember Polaczyk and seconded by Councilmember Greer to delay action on this Item until the September 9, 2008, City Council meeting, contingent upon receipt of the Club's 501(c)(3). The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

B. CONSIDERATION OF A RESOLUTION ORDERING SIDEWALK REPLACEMENT AT VARIOUS CITY LOCATIONS, IN ACCORDANCE WITH THE CITYWIDE SIDEWALK RESTORATION PROGRAM.

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

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

C. CONSIDERATION OF A RESOLUTION AMENDING THE 2007-2008 (YEAR 33) COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) BUDGET REALLOCATING \$8,416.00 FROM THE COMMUNITY DEVELOPMENT BLOCK GRANT HOMEOWNER REHABILITATION FUNDS TO THE JOHN GEORGE HOME FOR EMERGENCY REPAIR, AUTHORIZATION TO WAIVE THE PERMIT FEES AFTER THE FACT, WAIVE THE ISSUANCE OF A VIOLATION NOTICE OF HEARING TO THE ADMINISTRATIVE HEARINGS BUREAU (AHB), AND ORDER A LETTER OF WARNING TO BE ISSUED TO THE CONTRACTOR.

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

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

ORDINANCES.

A. FINAL ADOPTION OF ORDINANCE NO. 2008.11, AMENDING CHAPTER 26, SECTION 26-66(A)(1), CITY CODE, PROHIBITING NOXIOUS WEEDS, GRASS, OR OTHER RANK VEGETATION FROM GROWING MORE THAN 8 INCHES TALL.

Motion was made by Councilmember Greer and seconded by Councilmember Polaczyk to adopt Ordinance No. 2008.11. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Frounfelker and Polaczyk—6. Nays: Councilmember Gaiser—1. Absent: 0.

OTHER BUSINESS.

None.

NEW BUSINESS.

A. CONSIDERATION OF THE REQUEST TO PURCHASE A 2009 INTERNATIONAL 4300 SBA 4X2 CAB AND CHASSIS TRUCK, UTILIZING THE MICHIGAN STATE PURCHASING PROGRAM – PROPOSAL #7084-01, FROM TRI COUNTY INTERNATIONAL, JACKSON, FOR A TOTAL PURCHASE PRICE OF \$56,824.00, IN ACCORDANCE WITH THE RECOMMENDATION OF THE DIRECTOR OF PUBLIC SERVICES AND THE PURCHASING AGENT.

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

- B. CONSIDERATION OF THE REQUEST TO APPROVE THE BID AWARD TO HI-TEC BUILDING SERVICES, INCORPORATED, JENNISON, IN THE AMOUNT OF \$50,940.00, WITH TWO, ONE-YEAR RENEWAL OPTIONS WITH A THREE PERCENT INCREASE, FOR JANITORIAL SERVICES FOR CITY HALL, WATER DEPARTMENT, WASTEWATER TREATMENT PLANT AND THE DEPARTMENT OF PUBLIC SERVICES, IN ACCORDANCE WITH THE RECOMMENDATION OF CITY DEPARTMENT REPRESENTATIVES AND THE PURCHASING AGENT.**

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

- C. CONSIDERATION OF THE REQUEST TO REVOKE THE LICENSE ISSUED TO ERA REARDON REALTY ON JULY 14, 2005, AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO SIGN THE APPROPRIATE DOCUMENT(S), AND AUTHORIZATION FOR STAFF TO TAKE ALL OTHER ACTION NECESSARY TO RECORD THE NOTICE OF REVOCATION WITH THE JACKSON COUNTY REGISTER OF DEEDS, IN ACCORDANCE WITH THE RECOMMENDATION OF THE CITY ATTORNEY.**

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

- D. CONSIDERATION OF THE REQUEST FROM ALLEGIANCE HEALTH TO OBTAIN THE GLASS MURAL LOCATED AT 212 WEST MICHIGAN AVENUE, AND FUND ALL ASSOCIATED REMOVAL COSTS, AS RECOMMENDED BY THE COMMUNITY DEVELOPMENT DIRECTOR.**

Motion was made by Councilmember Frounfelker and seconded by Councilmember Breeding to postpone consideration of this Item until the September 9, 2008, City Council meeting. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

- E. CONSIDERATION OF THE REQUEST TO APPROVE THE CONTRACT BETWEEN THE CITY AND THE JACKSON COUNTY ROAD COMMISSION WITH AN ESTIMATED CONTRACT VALUE OF \$88,033.40, FOR THE SEAL COATING OF VARIOUS CITY STREETS, AND AUTHORIZATION FOR THE CITY MANAGER AND DIRECTOR OF PUBLIC SERVICES TO EXECUTE THE APPROPRIATE DOCUMENT(S), IN ACCORDANCE WITH THE RECOMMENDATION OF THE DIRECTOR OF PUBLIC SERVICES.**

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

F. CONSIDERATION OF THE REQUEST FROM THE JACKSON COUNTY COMMISSION TO APPROVE THE CONCEPT OF DISCUSSION OF CO-LOCATION OF A PUBIC SAFETY FACILITY, AND APPOINTMENT OF AN ADDITIONAL CITY COUNCILMEMBER TO THE SHERIFF'S AD HOC COMMITTEE.

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

G. CONSIDERATION OF THE REQUEST TO APPROVE INCENTIVES FOR THE UNITED WAY CAMPAIGN TO CITY EMPLOYEES WHO ARE ELIGIBLE, AS WELL AS A COST NOT TO EXCEED \$800.00 FOR MISCELLANEOUS EXPENSES, IN ACCORDANCE WITH THE RECOMMENDATION OF THE CITY MANAGER.

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

CITY COUNCILMEMBERS' COMMENTS.

Councilmember Howe explained that he was wearing his Relay for Life cancer survivor t-shirt.

Mayor Ludwig stated that he is directing City staff to look into the matter of group homes and that there are two sides to this issue. Perhaps there needs to be a better line of communication with the Police Department regarding these complaints.

Councilmember Gaiser expressed his appreciation for what the Mayor said and looks forward to finding solutions. Better communications all the way around would be beneficial.

CITY MANAGER'S COMMENTS.

The Manager noted that the reconstruction of High Street will begin on August 25 and will take approximately eight weeks to complete.

He also reported that Jim Jansen, Production Engineering, notified him that he closed on the Goodyear warehouse and is ready to discuss his plans for the building with City staff.

EXECUTIVE SESSION TO DISCUSS LABOR MATTERS AND PENDING LITIGATION.

Motion was made by Councilmember Howe and seconded by Councilmember Greer to go into closed executive session to discuss labor matters and pending litigation. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

RETURN TO OPEN SESSION.

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

ACTION TAKEN AFTER EXECUTIVE SESSION.

#1 Motion was made by Councilmember Howe and seconded by Councilmember Greer to accept the recommendation of the administration to ratify the tentative agreement between the City of Jackson and the Police Officers Labor Council, Jackson Non-Supervisory Unit, effective July 1, 2008, through June 30, 2012. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

#2 Motion was made by Councilmember Howe and seconded by Councilmember Greer to accept the recommendation of the administration to ratify the 12-Hour Shift Letter of Understanding, amending the current labor agreement between the City of Jackson and the Police Officers Labor Council, Jackson Supervisory Unit. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

ADJOURNMENT.

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

Lynn Fessel
City Clerk

**JACKSON CITY COUNCIL
SPECIAL MEETING
MINUTES
AUGUST 13, 2008**

The Jackson City Council met in special session for a goal setting session for the City Manager in the 10th floor conference room in City Hall. Mayor Ludwig convened the meeting at 6:34 p.m.

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

Also Present: City Manager William R. Ross and City Clerk Lynn Fessel.

CITY MANAGER EVALUATION.

Motion was made by Councilmember Greer to reevaluate the City Manager at October 31, 2008. The motion died for lack of support.

Motion was made by Councilmember Howe and seconded by Councilmember Polaczyk to reevaluate the Manager six months from July 1, 2008. The motion was adopted by the following voice vote. Yeas: Mayor Ludwig and Councilmembers Howe, Gaiser, Frounfelker and Polaczyk—5. Nays: Councilmember Greer—1. Absent: Councilmember Breeding—1.

CITY MANAGER OBJECTIVES.

Motion was made by Councilmember Greer and seconded by Councilmember Howe to adopt the following objectives for the City Manager and for City Council goals. The motion was adopted by unanimous voice vote.

City Manager Short Term Objectives

1. Complete City Council goal setting process – next session within 30 days, process to be completed no later than October 1, 2008.
2. Complete development agreement for Hayes Hotel and present to City Council.
 - a. City Manager to provide weekly updates in Current Affairs.
3. Complete Metro Fire Study, present to City Council, develop implementation schedule and coordination with Blackman, Summit and Leoni.
4. Complete review of LDFA, present to LDFA Board and City Council with recommendations to expand or not expand LDFA boundaries and implement Smart Zone in coordination with Blackman and Enterprise Group.
5. Relocate the recycling center by November 1, 2008.
6. Coordinate the development of reuse plans for the Riverwalk Hotel with the Land Bank and Allegiance Health Systems. Present progress reports on a regular basis and final recommendations to the City Council.

7. Complete easement acquisition and proceed to bid for the Arts Walk Pathway project.
8. Make recommendations for the future of the current incubator facility on Jackson Street in coordination with the EG.
9. Develop and implement a coordinated complaint tracking and response system for citizen concerns by January 1, 2009.
10. Continue negotiations with appropriate townships for the provision of wastewater treatment capacity to additional township areas. *This will be an ongoing goal.*
11. Complete development agreement for the Gillespie project and present to City Council.
12. Hire a deputy fire chief.
13. Secure City Hall especially the 14th floor and stairwell.

City Manager Long Term Objectives

1. Provide a local street improvement program including alternative financing mechanisms. Develop a plan to increase current road funding by at least \$1M this upcoming fiscal year and at least \$1.5M a year from the general fund for improvements and maintenance of our streets and infrastructure. Quarterly updates to Council.
2. Develop, review with the City Council and implement a plan to replace the current police facility either as a city project or in coordination with Jackson County, including possibly a facility for the proposed metro fire department. Provide updates; this will be ongoing.
3. Develop and present a plan for storm water utility to finance the cost of State and Federal storm water management and construction mandates. Provide updates; this will be ongoing.
4. Develop and implement, in coordination with the Enterprise Group and other units of government, a comprehensive economic development strategy and plan for the Jackson community. Provide updates.
5. Develop and present a five-year financial plan for the city. Update within 6 months.
6. Develop alternatives for the former Consumers Headquarters (212 W. Michigan Ave.), including financing alternatives for the removal of the building and reuse of the property.
7. Develop plans for the expansion of public parking facilities for the west end of the CBD, including financing alternatives.
8. Prepare proposals for neighborhood renewal including, housing rehab and removal, neighborhood cleanup, coordination with the Land Bank, Community Action Agency, Allegiance Health and other entities.
9. Coordinate with the Enterprise Group on the removal of the former Acme Building and the reuse of the property, including the Armory Arts area.
10. Prepare a study on the possible regional law enforcement agency that could be combined with the proposed metro fire authority to act as a combined public safety authority with either separate or combined police or fire.
11. Promote diversity and increase the number of non-white employees and department heads. *This will be an ongoing goal.*

NOTE: Updates for Long Term Objectives may be monthly, quarterly, semi-annually, as appropriate.

City Manager Personnel Objectives.

1. Give as much notice to the Council as possible prior to taking vacation time.

The following objectives will be reviewed with City Council Goals

1. Have the city police take over the enforcement for parking within all of the city.
2. Establish a mosquito control program by Spring 2009.
3. Ensure enforcement of the city curfew in all sections of the city and to amend the curfew to align with the neighboring townships.
4. Develop and implement a plan to create a corridor authority for Cooper Street north and implement the plan as directed by the City Council.
5. Prepare plans and implement additional corridor authorities on N. West Ave. and E. Michigan Ave. as appropriate.
6. Beautify the neighborhoods.
7. Establish a fee based annual inspection program for all rental units in addition an inspection will be required upon change of occupants.
8. Consider providing an annual incentive payment increase for those city employees who reside with their families inside the city limit.

ADJOURNMENT.

No further business being presented, a motion was made by Councilmember Greer and seconded by Councilmember Howe to adjourn the meeting. The motion was adopted by unanimous voice vote and the meeting adjourned at 8:17 p.m.

Lynn Fessel
City Clerk



City Clerk

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

September 3, 2008

TO: William R. Ross, City Manager

FROM: Angela Arnold, Deputy City Clerk

A handwritten signature in cursive script, appearing to read "Angela", written over the printed name "Angela Arnold, Deputy City Clerk".

RE: CROP Walk

The Greater Jackson Area CROP Walk Event Committee request permission to conduct a 10K walk on Sunday, October 12, beginning at 2:00 p.m. This 33rd annual walk is a fundraiser to help fight hunger around the world. Twenty-five percent of what is raised is returned to the Jackson Community to help with local hunger concerns.

Recommended approvals have been received from the Police and Fire Departments and the Downtown Development Authority. Proper insurance coverage has been received.

Please place this request on the Council's September 9th consent calendar for their consideration.

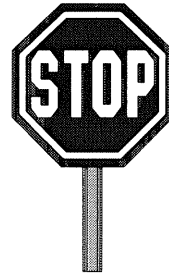
Attachment

August 14, 2008

The Honorable Mayor Jerry F. Ludwig
All City Council Members
161 West Michigan Avenue
Jackson, MI 49201

Gentlemen:

Re: 2008 CROP Walk Event
Sunday, October 12, 2008



HUNGER!

The Greater Jackson Area CROP Walk Event Committee respectfully requests permission to conduct a 10 kilometer walk on Jackson streets from 02:00 p.m., to approximately 05:30p.m, Sunday, October 12, 2008. The 33rd CROP Event in Jackson hopes to raise at least \$ 18,000 to help fight hunger around the world. Twenty-five *per cent* of what is raised is returned to the Jackson Community to help with local hunger concerns. This year's designated local recipients are the Salvation Army and Immanuel Lutheran Church Food Pantries.


The walk will begin and end at First United Methodist Church downtown. (See enclosed map for route.) No skateboarding, cycling, rollerblading or the like is permitted. Wheelchairs and pull wagons are allowed. All walkers/runners are instructed to observe pedestrian traffic regulations.

Liability insurance certification naming the City of Jackson as an additional insured is enclosed.

Thank you for your consideration in this matter.

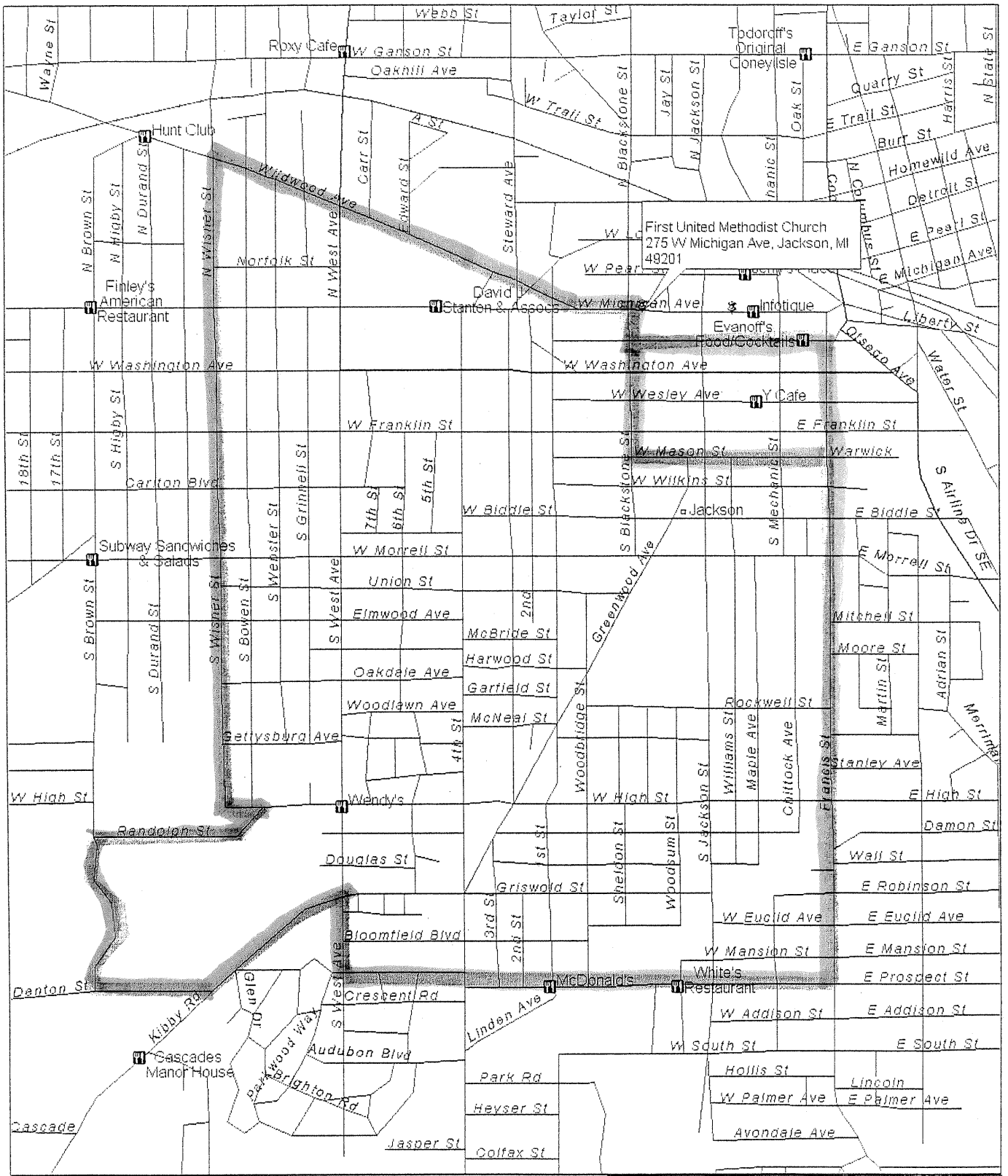
Sincerely,

2008 HUNGER EVENT COMMITTEE


Phil Fracker, Co-Coordinator
729 Oakdale
Jackson, MI 49201
787-9241 (w)
782-6963 (h)

RECEIVED
CITY of JACKSON
AUG 22 2008
CLERK'S OFFICE

BY _____



MICROSOFT **AUTOMAP**
Streets Plus

Greater Jackson Area CROP Walk
 CP 1 McDonald's Prospect CP 2 Cascades Elementary

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

Event Title: CROP Walk – Sunday, October 12, 2008

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

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

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

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

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

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

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

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

Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

Insurance/Indemnification Received: 8/22/2008 Insurance Approved: 8/25/2008

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



City Clerk

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

September 3, 2008

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk *Angela*
RE: Midtown Association of Jackson – Sidewalk Sale

The Midtown Association of Jackson is requesting permission to hold a downtown sidewalk sale on Saturday, September 13, 2008 beginning at 9:00 a.m.

Recommended approvals have been received from the Police, and Fire Departments and the Downtown Development Authority. Proper insurance coverage has been received.

Please place this request on the Council's September 9th consent calendar for their consideration.

Attachment



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

Date Received By Clerk's Office: 8/5/08 Time: 1:30 By: A. ARNOLD

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

Sponsoring Organization's Legal Name: MIDTOWN ASSOCIATION OF JACKSON

Organization Address: POB 1668 JACKSON MI 49204

Organization Agent: PHIL WRZESINSKI Title: PRESIDENT

Phone: Work (517) 787-4500 Home (517) 990-9472 During event (517) 937-3213

Agent's Address: HOME 3025 WARWICK RD 49203, WORK 400 NMECHANIC ST 49201

Agent's E-Mail Address: phil@toyhouseonline.com

Event Name: DOWNTOWN SIDEWALK SALE

Please give a brief description of the proposed special event: ALL DOWNTOWN BUSINESSES WILL HOLD A "SIDEWALK" SALE WITH SPECIALLY DISCOUNTED MERCHANDISE IN FRONT OF OR INSIDE THEIR STORES

Event Day(s) & Date(s): SATURDAY, SEPTEMBER 13 2008 Event Time(s): 9AM UNTIL BUSINESS CLOSES

Set-Up Date & Time: SATURDAY AT 7AM Tear-Down Date & Time: By 9pm

Event Location: ON SIDEWALKS IN FRONT OF EACH BUSINESS WHO PARTICIPATES

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

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

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

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

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

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



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

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

ATTENDANCE: What is the expected (estimated) attendance for this event? 1000 PEOPLE

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

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

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

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

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

8/5/08
 Date

Philip Chrysel
 Signature of Sponsoring Organization's Agent

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

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

Event Title: Midtown Association Sidewalk Sale – Saturday, September 13, 2008

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

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

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

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

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

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

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

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

Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions: _____

Insurance/Indemnification Received: on file Insurance Approved: 4/2/08

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



City Clerk

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

September 3, 2008

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk *Angela*
RE: Families Matter – Fall Festival

Helping All People Excel (HAPE) is requesting use of the Martin Luther King Center grounds on Saturday, September 13, 2008, to hold a Families Matter Fall Festival, beginning at 12:00 noon.

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

Please place this request on the Council's September 9th consent calendar for their consideration.

Attachment



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

Date Received By Clerk's Office: 8/22/08 Time: 4 PM By: _____

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

Sponsoring Organization's Legal Name: H A P E (Helping All People Excel)

Organization Address: 1015 Francis St.

Organization Agent: Debra L. Green Title: CEO

Phone: Work (517) 788-4386 Home (517) 782-1827 During event (517) 612-6927

Agent's Address: 113 E. Robinson Street

Agent's E-Mail Address: debra-green06@yahoo.com

Event Name: Community Summit / Fall Festival

Please give a brief description of the proposed special event: To bring awareness of services that are and can be used throughout the community and available for community members. Free Event Informational

Event Day(s) & Date(s): September 13, 2008 Saturday Event Time(s): 12:00 P.M. - 3:00 P.M.

Set-Up Date & Time: September 13, 2008 10:00am Tear-Down Date & Time: 3:00 p.m. September 13, 2008

Event Location: The Martin Luther King Center

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

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

STREET CLOSURES: Start Date/ Time: None through Date/ Time: _____

RESERVED PARKING: Are you requesting reserved parking? YES NO
If yes, list the number of street spaces, City lots or locations where parking is requested:
We will use Martin Luther King Center parking lot

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

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



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

ENTERTAINMENT: Are there any entertainment features related to this event? YES NO

If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule.

ATTENDANCE: What is the expected (estimated) attendance for this event? 100 or more people

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

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

REST ROOMS: Are you planning to provide portable rest rooms at the event? YES NO If yes, how many? 2

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

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

electrical + band stage

Eric Copeland who is the Fire Chief is apart of planning event he's doing Safety for Event with volunteers, Also state Police will be there also

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

This is HARE Event with the help of other non-profits (Law Enforcement)

SJS and Faith Based for wanting to help our Community and get the information to the people. Mr. Breeding was apart of our meetings so I hope he is still apart of the event. State Police - Trooper Harry Rothman

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:

A Certificate of Insurance must be provided which names the City of Jackson as an additional named insured party on the policy or I am requesting that City Council waive the insurance requirement for this Low Hazard Event as identified in paragraph above related to insurance, and I have executed the Hold Harmless and Indemnification Agreement on behalf of the event sponsor.

All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson as an additional named insured party on the policy.

The approval of this special event may include additional requirements or limitations, based on the City's review of this application.

Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.

As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event. By signing this Special Event Application, I declare I am 21 years of age or older.

8/20/08

Date

Debra L. Shea (HARE)

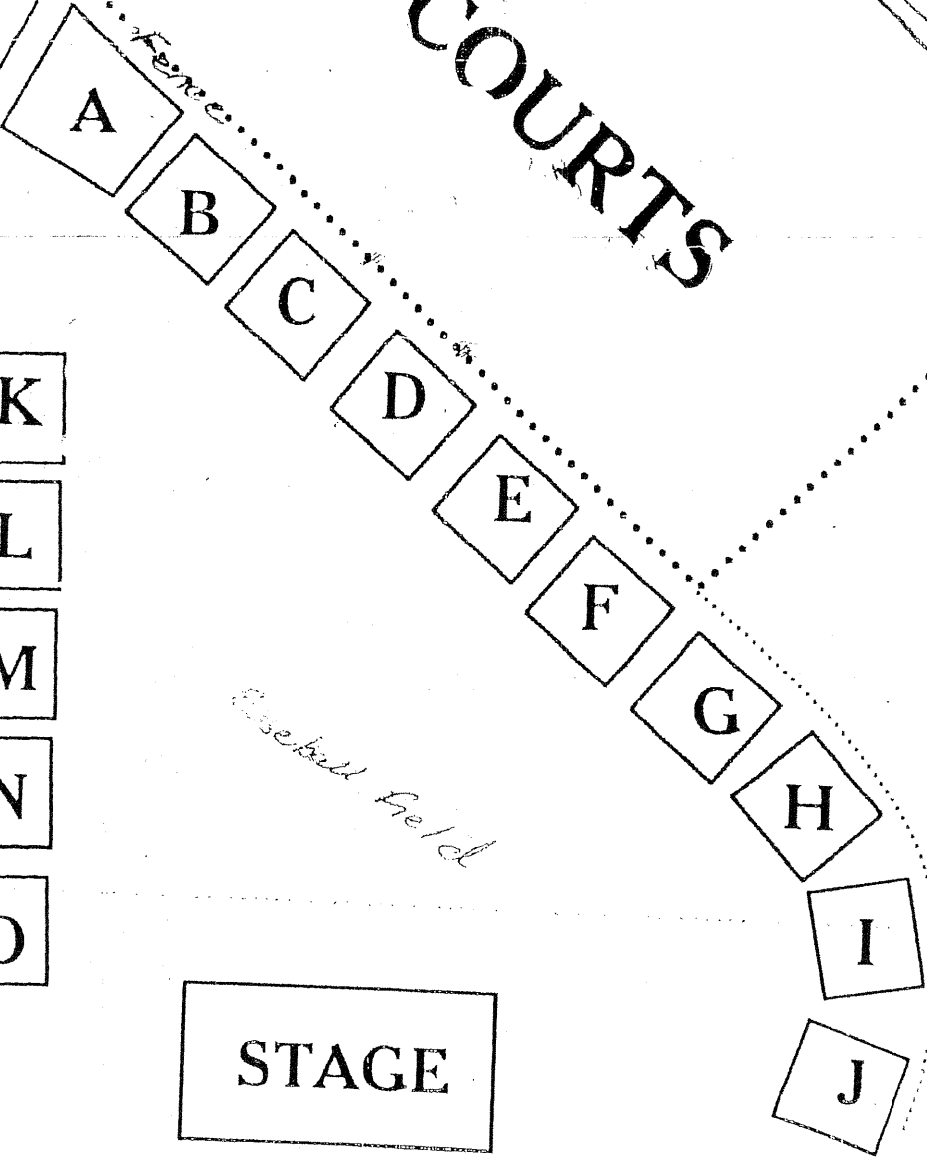
Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:

CITY CLERK'S OFFICE - ATTN: ANGELA ARNOLD
 161 W. MICHIGAN AVENUE - JACKSON, MI 49201

COURTS

Sponsor Tent

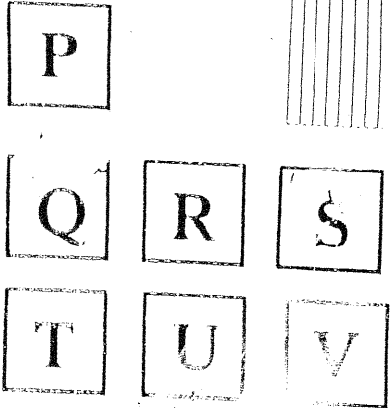
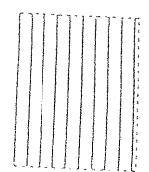
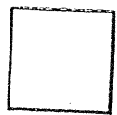


STAGE

PAVILLION

Seniors

Committee Tent



Field Diagram

"Families Matter" Fall Festival

When: Sat, Sep 13, 12pm – 3pm

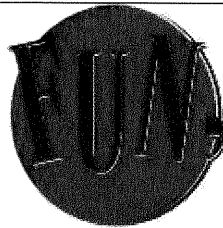
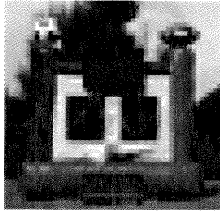
Where: Martin Luther King Center, 1107 Adrian St.,
Jackson, MI

Description: This event will provide members of the Jackson community an opportunity to visit informational booths covering a wide variety of community services (public and non profit services, faith-based ministries, and the like). We want people to know what's out there and available to them when they need to reach out for help/services. We want them to know that we care about them and strongly believe that "families matter!" The format of the event is a festival in which there will be lots of food, entertainment, music, activities, games and giveaways. (Children must be accompanied by a parent or an adult). This event promises to be both fun and informational. Please join us. If you have a service you can provide to others, either formal or informal, c'mon out and share information about it! For more information contact: Ailene Buchtrup at 780-7133



"Families Matter" Fall Festival

- This event will be an opportunity for community members to visit informational booths on a wide variety of excellent, helpful and free community services.
- Parents and children will be able to enjoy good food, local talent, other neighbors and one another.
- There will also be several children's activities, games and giveaways. (Children must be accompanied by a parent or adult.)
- This event promises to be both fun and informational. You will leave with a much better understanding of all the many ways that faith-based, non-profit and government agencies can help your family. Ask questions, look around and be sure to bring a carrying bag to fill with lots of giveaways and helpful information.



Date: Saturday, September 13th
Time: Noon -3 p.m.
Location: Martin Luther King Center
1107 Adrian St., Jackson, MI

"The Mission is to create awareness and increase knowledge of available resources in Jackson County"

Free Event for the Community

Sponsor: H.A.P.E. (Helping All People Excel); Participants of this event include Adopt-A-Cop; AWARE; Baker College; Big Brothers/Big Sisters of Jackson; Catholic Charities; Center for Family Health; Central Michigan 211; Child Care Network; City of Jackson Fire and Law Enforcement; Child and Parent Center; Community Action Agency; Consumers Energy; Crossroads Christian Center; Daughters of Promise; Department of Human Services; Do'Chas II; Families First; Family Services & Children's Aid; Girl Scouts Heart of Michigan; Grace Tutoring; Great Start Collaborative; Highfields; Jackson County Early On; Jackson Area Ministerial Association; Jackson Community College; Jackson Interfaith Shelter; Jackson Public Schools; Jackson School of the Arts; Lifeways; Love, INC (in the name of Christ); Lutheran Social Services; Michigan Prisoner Re-entry Initiative; Mentoring Collaborative of Jackson; Michigan Healthy Marriage Coalition/Marriage Matters; New Jackson.org; Solutions 2 Well-Being—ADHD Solutions; Spring Arbor University; State Police; State Representative Tim Wahlberg's Office; Together We Can Make A Difference; United Way; Volunteer Center of Jackson Nonprofit Support Center; YMCA; and many more.

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

Event Title: Families Matter – Fall Festival, Saturday, September 13, 2008

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

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

| | | |
|---|--|--|
| Police Dept: <u>C. Simpson</u> | Recommend Approval: <u>YES</u> NO | Est. Economic Impact: \$ <u>-0-</u> |
| Fire Dept.: <u>L. Bosell</u> | Recommend Approval: <u>YES</u> NO | Est. Economic Impact: \$ <u>-0-</u> |
| Traffic Eng.: <u>N/A</u> | Recommend Approval: YES NO | Est. Economic Impact: \$ <u>N/A</u> |
| Public Serv. Dept.: <u>G. Chinavare</u> | Recommend Approval: <u>YES</u> NO | Est. Economic Impact: \$ <u>200.00</u> † |
| Parks/Forestry: <u>T. Steiger</u> | Recommend Approval: <u>YES</u> NO | Est. Economic Impact: \$ <u>-0-</u> |
| DDA: <u>N/A</u> | Recommend Approval: YES NO | Est. Economic Impact: \$ <u>N/A</u> |

Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

Insurance/Indemnification Received: 8/20/2008 Insurance Approved: 9/03/2008

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



Downtown Development Authority

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4355 — Facsimile: (517) 788-6367

September 2, 2008

TO: Honorable Mayor and City Councilmembers
FROM: Robert Simmons, DDA Board Treasurer
RE: FY 2008-09 operational budget revision approval

Please find the attached revision to Downtown Development Authority (DDA) operational budget for the fiscal year 2008-09. This revision, which includes carryover of \$15,000 for the Façade Loan program from the 2007-08 fiscal year, was adopted by the DDA at their August 21, 2008 board meeting.

Requested action for City Council is: Approval of the revised fiscal year 2008-09 operations for the Downtown Development Authority.

Please place this item on the September 9, 2008 City Council Agenda for consideration.

Thank you.

cc: William R. Ross, City Manager

enc: DDA Revised Operational Budget: FY 2008-09

City of Jackson - Downtown Development Authority
Fiscal Year 2008/09 Proposed Budget
Summary of Revenues, Expenditures and Changes in Fund Balances

| | 2004/05 Actual | 2005/06 Actual | 2006/07 Actual | 2007/08 Approved | 2008/09 Approved | 2008/09 Proposed | | |
|---|-------------------|-------------------|-------------------|---------------------|---------------------|---------------------|--------------------------|--|
| Revenues: | | | | | | | | |
| Property Taxes | \$ 93,270 | \$ 92,311 | \$ 92,452 | \$ 93,200 | 92,000 | 92,000 | | |
| State Revenue Sharing | 6,347 | 6,347 | 6,347 | 6,347 | 6,347 | 6,347 | | |
| Contributions: | | | | | | | | |
| (A) Event Sponsors | 36,591 | 29,906 | 25,587 | 27,050 | 30,450 | 30,450 | | |
| Kiosk Sponsors | - | - | - | 10,000 | 7,000 | 7,000 | | |
| City | 37,800 | 37,800 | 25,000 | 25,000 | 25,000 | 25,000 | | |
| Interest And Rents | 2,281 | 5,862 | 9,622 | 6,000 | 6,003 | 6,003 | | |
| Miscellaneous | 10,000 | 5,053 | 78.00 | 1,502 | - | - | | |
| CDBG Grant (Façade) | | | | | 18,000 | 18,000 | | |
| | \$ 186,289 | \$ 177,279 | \$ 162,087 | \$ 169,099 | \$ 184,800 | \$ 184,800 | | |
| Expenditures: | | | | | | | | |
| (B) Personnel Services | \$ 85,877 | \$ 87,981 | \$ 88,194 | \$ 90,632 | 96,150 | 96,150 | | |
| Office Supplies & Copying | 2,327 | 2,513 | 3,013 | 2,500 | 2,500 | 2,500 | | |
| Office Equipment | 2,085 | 3,984 | 608 | 1,500 | 1,500 | 1,500 | | |
| Bank Fees | 21 | 3 | 50 | 50 | 50 | 50 | | |
| Publications & Subscriptions | 616 | 510 | 669 | 800 | 800 | 800 | | |
| Newsletters & Brochures | 4,959 | 6,139 | 3,069 | 5,500 | 7,000 | 7,000 | | |
| Miscellaneous Advertising | 2,006 | 2,986 | 1,532 | 1,500 | 3,000 | 3,000 | | |
| Telephone & Fax | 2,438 | 1,725 | 1,202 | 1,500 | 1,500 | 1,500 | | |
| Accounting & Audit | 3,945 | 3,837 | 4,080 | 2,200 | 1,800 | 1,800 | | |
| Memberships & Dues | 1,340 | 1,493 | 1,010 | 1,500 | 1,000 | 1,000 | | |
| Conferences & Training | 3,129 | 606 | 2,607 | 3,500 | 7,500 | 7,500 | | |
| (B) Special Projects | 22,213 | 10,396 | 2,270 | 36,000 | 47,500 | 62,500 | Add'l \$15,000 FaçadeDDA | |
| (B) Event Expenses | 30,149 | 31,681 | 29,798 | 29,500 | 38,100 | 38,100 | | |
| Miscellaneous | 127 | 636 | 161 | 1,000 | 5,000 | 5,000 | | |
| | \$ 161,231 | \$ 154,489 | \$ 138,263 | \$ 177,682 | \$ 213,400 | \$ 228,400 | | |
| Revenues Over (Under) | | | | | | | | |
| Expenditures | \$ 25,058 | \$ 22,790 | \$ 23,824 | \$ (8,583) | \$ (28,600) | \$ (43,600) | | |
| Fund Balance- Beginning of Year | \$ 151,977 | \$ 177,035 | \$ 199,825 | \$ 223,649 | \$ 215,066 | \$ 215,066 | | |
| Fund Balance- End of Year | \$ 177,035 | \$ 199,825 | \$ 223,649 | \$ 215,066 | \$ 186,466 | \$ 171,466 | | |
| (A) See Revenue Detail (B) See Expenditure Detail | | | | | | | | |

City of Jackson - Downtown Development Authority
Fiscal Year 2008/09 Proposed Budget
(A) Event Sponsor Revenue Detail

| | 2004/05 Actual | 2005/06 Actual | 2006/07 Actual | 2007/08 Approved | 2008/09 Approved |
|--------------------------------------|---------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|
| Contributions: Event Sponsors | | | | | |
| Cruise Night | \$ 3,000 | \$ 3,050 | \$ 3,825 | \$ 4,000 | \$ 3,140 |
| Christmas Parade | 3,800 | 4,100 | 4,000 | 2,500 | 3,000 |
| Misc. Event | 5,225 | 4,516 | 4,080 | 4,000 | 4,000 |
| Picnic in the Park | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| Amphitheater Concert Series | 7,000 | 7,000 | 7,000 | 8,750 | 6,160 |
| Scarecrow Row | 750 | 850 | 1,150 | 750 | 750 |
| Eve on the Ave | 15,616 | 7,040 | 6,800 | 6,000 | 10,000 |
| Gift Certificates | 150 | 175 | 632 | - | - |
| DDA Day | - | 100 | 25 | - | - |
| Amphitheater Applications | 50 | 75 | 75 | 50 | 200 |
| DDA Discount Cards | - | 2,000 | - | - | - |
| Newsletter | - | - | - | - | 2,200 |
| | \$ 36,591 | \$ 29,906 | \$ 28,587 | \$ 27,050 | \$ 30,450 |

City of Jackson - Downtown Development Authority
 Fiscal Year 2008/09 Proposed Budget
 (B) Expense Detail

| | | 2004/05 Actual | 2005/06 Actual | 2006/07 Actual | 2007/08 Approved | 2008/09 Approved | 2008/09 Proposed | Annotations |
|----------------------------|---------------------------|-------------------|-------------------|-------------------|---------------------|---------------------|---------------------|--------------------|
| Personnel Services: | | | | | | | | |
| | PM Wages | \$ 27,725 | \$ 26,009 | \$ 29,123 | \$ 30,363 | \$ 33,150 | \$ 33,150 | |
| | PM Fringes | 7,192 | 6,398 | 7,486 | 8,410 | 8,492 | 8,492 | |
| | Director Wages | 43,470 | 47,695 | 44,543 | 46,947 | 44,982 | 44,982 | |
| | Director Fringes | 7,490 | 7,879 | 7,042 | 4,912 | 9,527 | 9,527 | |
| | | \$ 85,877 | \$ 87,981 | \$ 88,194 | \$ 90,632 | \$ 96,150 | \$ 96,150 | |
| Special Projects: | | | | | | | | |
| | Downtown Lighting | \$ 9,738 | \$ 261 | \$ - | \$ - | \$ - | \$ - | |
| | DDA Website | 2,475 | 2,435 | 2,200 | 2,500 | 2,500 | 2,500 | |
| | Façade Loan Program | 10,000 | 5,000 | 70 | 15,000 | 33,000 | 48,000 | Add'l \$15,000 DDA |
| | DDA Discount Card | - | 2,700 | - | 500 | - | - | |
| | Kiosk | - | - | - | 14,000 | 11,000 | 11,000 | |
| | Window Display | - | - | - | 4,000 | 1,000 | 1,000 | |
| | | \$ 22,213 | \$ 10,396 | \$ 2,270 | \$ 36,000 | \$ 47,500 | \$ 62,500 | |
| Event Expenses: | | | | | | | | |
| | Cruise Night | \$ 3,000 | \$ 3,044 | \$ 3,143 | \$ 4,000 | \$ 3,140 | \$ 3,140 | |
| | Christmas Parade | 4,144 | 3,080 | 3,110 | 2,500 | 3,000 | 3,000 | |
| | Misc. Events/ Projects | 5,151 | 1,785 | 2,480 | 2,500 | 10,000 | 10,000 | |
| | Picnic in the Park | 800 | 900 | 432 | 1,000 | 1,000 | 1,000 | |
| | Amphitheater Concert Seri | 6,138 | 7,182 | 6,714 | 8,750 | 6,160 | 6,160 | |
| | Scarecrow Row | 548 | 577 | 871 | 750 | 800 | 800 | |
| | Eve on the Ave | 10,368 | 10,847 | 8,807 | 6,000 | 10,000 | 10,000 | |
| | Gift Certificates | - | - | 373 | - | - | - | |
| | Holiday DDA Day | - | - | 2,401 | 2,000 | 2,000 | 2,000 | |
| | Spring DDA Day | - | 3,966 | 1,467 | 2,000 | 2,000 | 2,000 | |
| | Taste of Jackson | - | 300 | - | - | - | - | |
| | | \$ 30,149 | \$ 31,681 | \$ 29,798 | \$ 29,500 | \$ 38,100 | \$ 38,100 | |

Region 2 Planning Commission



INVOICE NO. 2933

DATE: September 5, 2008

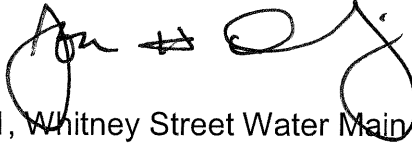
TO: Mr. William Ross, City Manager
 City of Jackson (364 J)
 161 W. Michigan Avenue
 Jackson, MI 49201

cc: Phil Hones, CPA

| DESCRIPTION | | |
|---|----|-----------|
| Planning Services for August 2008 | | |
| Historic District | \$ | 2,222.39 |
| Zoning Administration | | 3,739.42 |
| Zoning Ordinance Rec/Information | | 4,020.72 |
| Zoning Appeals/Variances | | 1,528.75 |
| Fire Study | | (1.38) |
| Refer to the attached statement. | | |
| Balance Due Region 2 Planning Commission. | \$ | 11,509.90 |



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

DATE: September 3, 2008
TO: William R. Ross, City Manager
FROM: Jon H. Dowling, P.E., City Engineer 
RE: Final Balancing Change Order No. 1, Whitney Street Water Main Replacement

Attached is Final Balancing Change Order No. 1 to the contract with The Rothenberger Company, Inc., for the Whitney Street Water Main Replacement project. This change order balances quantities for contract pay items and adds a pay item not included in the original contract. It represents a decrease of \$15,245.31.

With your concurrence, I request Final Balancing Change Order No. 1 be submitted to City Council for their approval and the City Manager and City Engineer be authorized to sign. This project is being paid from Water and Sanitary Sewer Funds.

JD:tjs

c: Glenn Chinavare, Director of Public Services
Randall T. McMunn, P.E., Assistant City Engineer
Troy R. White, P.E., Civil Engineer
Margaret Cunningham, Purchasing Agent

FINAL BALANCING CHANGE ORDER NO. 1
To Contract for
Whitney Street Water Main Replacement
City of Jackson, Michigan

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

| | |
|--|----------------------|
| ORIGINAL CONTRACT AMOUNT | \$356,438.67 |
| Change Order No. 1 Details of changes are shown on the attached pages. | (\$15,245.31) |
| NEW CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 1 | \$341,193.36 |

REASON FOR CHANGE:

1. To balance quantities for contract pay items and to add a pay item not included in the original contract.

CONTRACT COMPLETION

The contract completion date remains unchanged.



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

ACCEPTED BY:


The Rothenberger Company, Inc.

9/8/08
Date

ACCEPTED BY:

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

Date

Glenn Chinavare, Director of Public Services

Date

William R. Ross, City Manager

Date

Whitney Street Water Main Replacement

Final Balancing Change order No. 1

ADDITIONS AND SUBTRACTIONS: Quantities for Contract pay items shall be increased or decreased as follows:

| Item No. | Item Description | Contract | | Revised | | Unit Price | Amount | |
|----------|--|-------------|--------|----------|-------|------------|-------------|---------------|
| | | Amended Qty | Change | Quantity | Units | | ADD | DEDUCT |
| 1 | Mobilization, Max. \$11,500 | 1 | 0 | 1 | LS | 10538.50 | \$ - | \$ - |
| 2 | Tree, Rem, 19 inch to 36 inch | 1 | 1 | 2 | Ea | 750.00 | \$ 750.00 | \$ - |
| 3 | Curb and Gutter, Rem | 87 | 106 | 193 | Ft | 5.00 | \$ 530.00 | \$ - |
| 4 | Sidewalk, Rem | 56 | -20 | 36 | Syd | 4.00 | \$ - | \$ (80.00) |
| 5 | Pavt Sawcut | 2654 | -220 | 2434 | Ft | 0.75 | \$ - | \$ (165.00) |
| 6 | Driveway, Rem | 56 | -17 | 39 | Syd | 2.00 | \$ - | \$ (34.00) |
| 7 | Tree Preservation | 1 | 0 | 1 | LS | 500.00 | \$ - | \$ - |
| 8 | Erosion Control, Stone Bag | 10 | -1 | 9 | Ea | 35.00 | \$ - | \$ (35.00) |
| 9 | Erosion Control, Inlet Protection, Fabric Drop, Modified | 23 | 3 | 26 | Ea | 100.00 | \$ 300.00 | \$ - |
| 10 | Erosion Control, Inlet Protection, Stone Bag Barrier with Stone Filter | 9 | 3 | 12 | Ea | 115.00 | \$ 345.00 | \$ - |
| 11 | Project Cleanup | 1 | 0 | 1 | LS | 3000.00 | \$ - | \$ - |
| 12 | Approach, CI II, 6 inch | 87 | 0 | 87 | Syd | 10.00 | \$ - | \$ - |
| 13 | Sewer Bulkhead, 12 inch | 2 | -2 | 0 | Ea | 30.00 | \$ - | \$ (60.00) |
| 14 | Trench Undercut and Backfill | 19 | -19 | 0 | Cyd | 15.00 | \$ - | \$ (285.00) |
| 15 | Exploratory Trenching | 30 | -17 | 13 | Ft | 10.00 | \$ - | \$ (170.00) |
| 16 | Sewer Lateral Repair | 3 | -3 | 0 | Ea | 275.00 | \$ - | \$ (825.00) |
| 17 | Dr Structure Cover, Adj, Case 1 | 5 | -3 | 2 | Ea | 100.00 | \$ - | \$ (300.00) |
| 18 | Water Main Fittings, DI | 1000 | 651 | 1651 | Lb | 2.00 | \$ 1,302.00 | \$ - |
| 19 | Dr Structure, Temp Lowering, Modified | 6 | -6 | 0 | Ea | 100.00 | \$ - | \$ (600.00) |
| 20 | Gate Box, Adj, Case 1 | 13 | 0 | 13 | Ea | 25.00 | \$ - | \$ - |
| 21 | Gate Box, Temp Lowering | 2 | -2 | 0 | Ea | 25.00 | \$ - | \$ (50.00) |
| 22 | Mh Cover, Std | 2 | -2 | 0 | Ea | 325.00 | \$ - | \$ (650.00) |
| 23 | Sanitary Sewer, Spot Repair, 8 inch | 3 | 0 | 3 | Ea | 1180.00 | \$ - | \$ - |
| 24 | Underdrain, Subbase, 4 inch | 50 | -50 | 0 | Ft | 10.80 | \$ - | \$ (540.00) |
| 25 | HMA, 13A | 637 | -127.2 | 509.8 | Ton | 67.18 | \$ - | \$ (8,545.30) |
| 26 | HMA Approach | 384 | -131.6 | 252.4 | Ton | 73.32 | \$ - | \$ (9,648.91) |
| 27 | HMA Surface, Rem, Modified | 2837 | -687 | 2150 | Syd | 1.00 | \$ - | \$ (687.00) |
| 28 | Cement | 1 | -1 | 0 | Ton | 175.00 | \$ - | \$ (175.00) |
| 29 | Driveway, Nonreinf Conc, 6 inch, Modified | 13 | -13 | 0 | Syd | 57.04 | \$ - | \$ (741.52) |
| 30 | Curb and Gutter, Conc, Special | 87 | 106 | 193 | Ft | 18.49 | \$ 1,959.94 | \$ - |
| 31 | Sidewalk Ramp, ADA, Modified | 125 | -10 | 115 | Sft | 9.35 | \$ - | \$ (93.50) |
| 32 | Sidewalk, Conc, 4 inch, Modified | 225 | 22 | 247 | Sft | 3.51 | \$ 77.22 | \$ - |
| 33 | Sidewalk, Conc, 6 inch, Modified | 150 | -150 | 0 | Sft | 5.26 | \$ - | \$ (789.00) |
| 34 | Barricade, Type III, High Intensity, Double Sided, Lighted,Furn | 14 | 0 | 14 | Ea | 50.00 | \$ - | \$ - |

Whitney Street Water Main Replacement

Final Balancing Change order No. 1

ADDITIONS AND SUBTRACTIONS: Quantities for Contract pay items shall be increased or decreased as follows:

| Item No. | Item Description | Contract | | Revised | | Unit Price | Amount | |
|----------|--|-------------|--------|----------|-------|------------|-------------|---------------|
| | | Amended Qty | Change | Quantity | Units | | ADD | DEDUCT |
| 35 | Barricade, Type III, High Intensity, Double Sided, Lighted, Oper | 14 | -5 | 9 | Ea | 0.05 | \$ - | \$ (0.25) |
| 36 | Dust Palliative, Applied | 2 | -2 | 0 | Ton | 75.00 | \$ - | \$ (150.00) |
| 37 | Minor Traf Devices | 1 | 0 | 1 | LS | 1185.00 | \$ - | \$ - |
| 38 | Plastic Drum, High Intensity, Lighted, Furn | 50 | 0 | 50 | Ea | 15.00 | \$ - | \$ - |
| 39 | Plastic Drum, High Intensity, Lighted, Oper | 50 | 0 | 50 | Ea | 0.05 | \$ - | \$ - |
| 40 | Sign, Type B, Temp, Furn | 484 | -16.5 | 467.5 | Sft | 4.00 | \$ - | \$ (66.00) |
| 41 | Sign, Type B, Temp, Oper | 484 | -195.5 | 288.5 | Sft | 0.05 | \$ - | \$ (9.78) |
| 42 | Gate Valve and Box, 8 inch | 13 | 0 | 13 | Ea | 801.80 | \$ - | \$ - |
| 43 | Hydrant, Rem | 5 | 0 | 5 | Ea | 250.00 | \$ - | \$ - |
| 44 | Tapping Valve and Box, 8 inch | 1 | 0 | 1 | Ea | 973.45 | \$ - | \$ - |
| 45 | Water Main, 6 inch, Cut and Plug | 4 | -3 | 1 | Ea | 177.00 | \$ - | \$ (531.00) |
| 46 | Hydrant Extension | 4 | -2 | 2 | Ft | 426.30 | \$ - | \$ (852.60) |
| 47 | Water Main Backfill, Class II | 1220 | 0 | 1220 | Ft | 4.60 | \$ - | \$ - |
| 48 | Water Main, 8 inch | 2228 | 157 | 2385 | Ft | 31.15 | \$ 4,890.55 | \$ - |
| 49 | Water Main, 8 inch, Dir Bore | 1429 | -157 | 1272 | Ft | 41.00 | \$ - | \$ (6,437.00) |
| 50 | Hydrant Assembly | 6 | -1 | 5 | Ea | 1769.50 | \$ - | \$ (1,769.50) |
| 51 | Tapping Sleeve, 12 inch x 8 inch | 1 | 0 | 1 | Ea | 992.00 | \$ - | \$ - |
| 52 | Water Main, Connect New 8 inch to Existing 4 inch | 1 | 0 | 1 | Ea | 2540.00 | \$ - | \$ - |
| 53 | Water Main, Connect New 8 inch to Existing 6 inch | 7 | 0 | 7 | Ea | 2564.08 | \$ - | \$ - |
| 54 | Water Main, Connect New 8 inch to Existing 8 inch | 2 | 0 | 2 | Ea | 2559.76 | \$ - | \$ - |
| 55 | Water Serv, Long, 1 inch | 25 | 2 | 27 | Ea | 1421.40 | \$ 2,842.80 | \$ - |
| 56 | Water Serv, Reconnect, 1 inch | 2 | -2 | 0 | Ea | 325.00 | \$ - | \$ (650.00) |
| 57 | Water Serv, Short, 1 inch | 25 | -2 | 23 | Ea | 741.47 | \$ - | \$ (1,482.94) |
| 58 | Manhole Abandon | 1 | 0 | 1 | Ea | 250.00 | \$ - | \$ - |
| 59 | Crew Time for Repair of Existing Water Main | 0 | 12.32 | 12.32 | Hr | 664.00 | \$ 8,180.48 | \$ - |

Total: \$ 21,177.99 \$ (36,423.30)
Net Change: \$ (15,245.31)
Revised Contract Price: \$ 341,193.36



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

DATE: September 3, 2008
TO: William R. Ross, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
RE: TCO 1984, Parking Regulation Changes

The Department of Engineering received a request to change the parking regulations on N. Mechanic Street between Ganson and Armory Court. We have reviewed the request and recommend to allow parking on both sides of the street with the following restrictions:

- Prohibit parking on the east side of N. Mechanic Street from Ganson Street to 266 feet north of Ganson Street and from 149 feet south of Armory Court.
- Prohibit parking on the west side of N. Mechanic Street from Armory Court to 21 feet south of Armory Court.
- Prohibit parking on the west side of N. Mechanic Street from 221 feet north of Ganson Street to 191 feet north of Ganson Street and from 45 feet north of Ganson Street to Ganson Street.
- Rescind Traffic Control Order #363.

With your concurrence, I request the attached TCO be submitted to Council for their approval. If you have any questions, please do not hesitate to contact me.

JD:tjs

c: Matt Heins, Chief of Police
Lynne Fessel, Clerk
Randy McMunn, P.E., Assistant City Engineer

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order No. 1984

LOCATION: N. Mechanic Street

DATE: August 28, 2008

ASSIGNED TO: Engineering

TCO DESCRIPTION

Based upon a request from the City Manager investigate the possibility of changing parking regulations on N. Mechanic Street between Ganson Street and Armory Court.

BY JON H. DOWLING, P.E.

RECOMMENDATION

Parking shall be prohibited on the east side of N. Mechanic Street from Ganson Street to 266 feet north of Ganson Street and from 149 feet south of Armory Court to Armory Court.

Parking shall also be prohibited on the west side of N. Mechanic Street from Armory Court to 21 feet south of Armory Court.

Parking shall further be prohibited on the west side of N. Mechanic Street from 221 feet north of Ganson Street to 191 feet north of Ganson Street and from 45 feet north of Ganson Street to Ganson Street.

This action shall also rescind Traffic Control Order #363.

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"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

Posts Stop Time Limit No Parking Loading Zone One Way Yield Paint Other

ASSIGNMENT COMPLETED

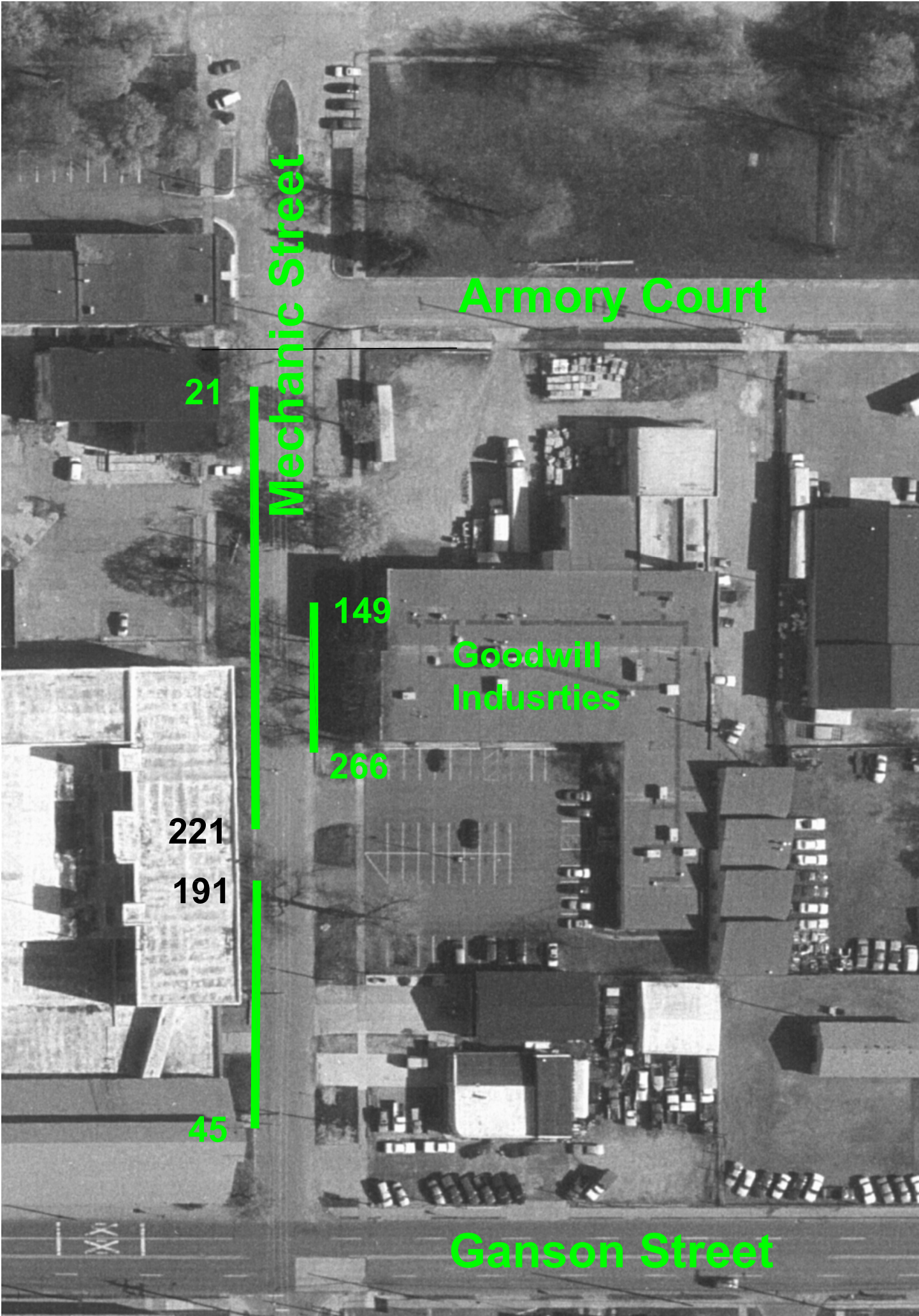
DATE: **BY: Sign Shop**

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



Mechanic Street

Armory Court

21

149

Goodwill
Indusrties

266

221

191

45

Ganson Street



Community Development

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

September 3, 2008

TO: William R. Ross, City Manager

FROM: Carol L. Konieczki, Community Development Director

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

On September 23, 2008, City Council will hold a Public Hearing to obtain citizen comment on the City's progress in accomplishing the goals and objectives for its CDBG and HOME funds during the 2007-2008 fiscal year. A draft of the City's performance is summarized in the attached Consolidated Annual Performance and Evaluation Report (CAPER), a hard copy of which will be given to each Councilmember to make review and comment easier. The Citizen's Advisory Council will review the CAPER at its September 18, 2008 meeting.

Copies of the draft CAPER public review will be available in the Community Development Department, the Carnegie Branch of the Jackson District Library, the Southside Neighborhood Resource Center on Francis Street, and the Greater Jackson Habitat for Humanity office on Pringle. After the September 23, 2008 Public Hearing, Council will be requested to authorize the submission of the CAPER to the Department of Housing and Urban Development (HUD). The comment period and Public Hearing are in compliance with the submission timeline of 90 days after closing of the grant period (June 30, 2008).

Requested action is for Council to authorize the dissemination of the draft CAPER for public review and to begin the 15-day comment period. A final CAPER will be provided to City Council before the September 23 meeting date incorporating any citizen comments received to date. Please place this item on the September 9, 2008 agenda for consideration.

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

Executive Summary

This Consolidated Annual Performance and Evaluation Report (CAPER) will cover those Community Development Block Grant (CDBG) and Home Investments Partnership Program (HOME) activities undertaken by the City of Jackson or by one of its subrecipients during the 2007-2008 fiscal year. It will provide information regarding the program's strengths and weaknesses, as well as specific project accomplishments and ways the program can be improved.

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

Public Services

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

Code Enforcement and Rehabilitation

From July 1, 2007 through June 30, 2008, the Community Development Department continued its efforts to provide decent, affordable housing through its rental inspection and rehabilitation programs. In addition, enforcement of the City's blight ordinances provided a more suitable living condition in its residential neighborhoods.

The City's rental inspection program initiated 726 new inspections among its three code enforcement officers. Those initial inspections resulted in 2,039 individual units being monitored to bring them up to code. In addition, 1,690 follow up inspections were scheduled (total unit number not available). If code compliance was not achieved within 90 days of the initial inspection and the property owner was making progress but needed additional time, they had an opportunity to address the Building Code Board of Examiners and Appeals (BCBA) for an extension of time to complete repairs. Among other mitigating factors, should the property owner choose not to present their case before the BCBA, or if hazardous conditions remained, such as smoke detectors not being installed by the first reinspection, a Violation and Notice of Hearing was issued mandating they appear at the City's Administrative Hearings Bureau (AHB). During FY 2007-2008, 164 AHB involving rental housing cases were initiated.

To help alleviate blight, the City's inspectors wrote 1,648 garbage, trash, and debris citations that resulted in 62% voluntary compliance. Those properties not in compliance on reinspection were referred to the Department of Public Works for cleanup. Five hundred ninety-one

inoperable or unlicensed vehicles were cited that resulted in 81% voluntary compliance. Dead or fallen trees were cited 175 times resulting in a 46% voluntary compliance rate. The City's AHB was utilized to gain compliance; 212 blight ordinance cases were initiated during FY 2007-2008. Also, the Community Development Department funded a Spring Clean-up wherein City residents were able to bring yard debris, electronics, tires/wheels, scrap metal, and other junk and debris to a central location for disposal at no cost to the resident. Participation was greater than expected and was considered a success in helping low- and moderate-income families dispose of items cluttering their homes and yards. This Spring Clean-up occurred the Saturday after Earth Day and involved a community-wide coordination with other public and private entities sponsoring dumpsites throughout the county.

The City's Housing Rehabilitation Program completed 17 rehabilitation projects and eight emergency hazard cases during FY 2007-2008. Seven additional rehabilitation projects were started before June 30, 2008 and are currently in progress. For the eleventh consecutive year, the City hosted World Changers from July 7 through 14, 2007. During this week, over 130 junior and senior high school students from Missouri, Tennessee, Georgia, Virginia, Indiana and North Carolina completed seven roof projects, installed a handicap ramp, and painted the exterior of three homes for the City's low- and moderate-income residents.

From June 23 through 27, 2008, the City hosted for the first year a voluntary group called Mission Serve, a startup organization based on the World Changers tradition, comprised of approximately 80 junior and senior high school students and ten adults from the states of Alabama, South Carolina, Texas and Pennsylvania. During their week in Jackson, these youth began work on a very large house painting project and two large roofing projects, one of which required them to truss and shingle a flat-roof home.

**Mission Serve Project
1113 Seymour, Jackson, MI**



Before



During



After

CDBG funds were used to provide the materials while the youth and adults provided the labor. All three projects were slated to last two weeks because, on June 30, 2008, World Changers returned to Jackson for its 12th consecutive year. The Mission Serve group nearly completed two of the construction projects that only required a day's finishing touches by the World Changers group. Three other groups with Mission Serve participated in community service work while they were in Jackson, providing assistance to the Interfaith Shelter (a homeless shelter), the Martin Luther King Center which was hosting 300 to 400 low-income income children for its annual Summer Youth Program, and Goodwill Industries. In addition to finishing the construction projects started by Mission Serve, the World Changers group of approximately 100

junior and senior high students from various states completed two paint projects, five roofing projects, re-roofed one-half of one house, and assisted Habitat for Humanity.

Jobs Creation Initiative

The Community Development Department continued to market the Jobs Creation Initiative Program for new development projects throughout 2007-2008. Staff had received numerous inquiries about the program, but development of the projects did not occur within the fiscal year; however, it is anticipated loans will be processed for approval within the 2008-2009 fiscal year. Community Development staff also monitored three loans that were closed in previous years (Ambs Message Service, Daryl's Downtown, and Anesthesia Business Consultants) and is pleased to report that Ambs Message Service exceeded its projected job creation and was able to discharge its loan a year prior to the deadline.

Other Projects

CDBG funds were utilized to assist the Downtown Development Authority's Façade Improvement Loan program. A large façade project began at the end of May 2008 updating the former J. C. Penney storefront, which had long been used by Comerica Bank located next door. Comerica Bank had leased the first two floors and mezzanine to the Jackson Symphony Orchestra (JSO) for 14 years and used the upper floors for commercial lending and executive offices. In July 2007, Comerica vacated the upper floors of this building and deeded the facility to JSO. The JSO will use the facility for rehearsals, education programs, performances, community outreach activities, and collaborations with area non-profits. The façade project was completed in July 2008.



1952



2008

In addition, the John George Home, a home for 35 elderly, indigent men, received funding to perform rehabilitation work, which included improving accessibility for the disabled. The City's Parks and Recreation Department was able to resurface the parking lots and basketball/tennis courts at the Martin Luther King Center, which provides a recreational center for the 76% to 89% low- and moderate-income families in the area.

Summary of Resources and Distribution of Funds

During the reporting period of July 1, 2007 through June 30, 2008, the following funds were made available from the U.S. Department of Housing and Urban Development (HUD) to the City of Jackson:

| | |
|--|---------------------------|
| Community Development Block Grant | \$1,652,638 |
| Entitlement Grant B-07-MC-26-0021 | \$1,422,034 |
| Program Income | \$126,405 |
| Reprogrammed Funds | \$104,199 |
| HOME Investment Program | \$339,837 |
| Entitlement Grant M07-MC260214 | \$338,709 |
| Reprogrammed Funds | \$1,128 |
| Total: | <u>\$1,992,475</u> |

CDBG funds were allocated as follows:

| Activity | Amount | Approx. % |
|---------------------------|---------------------------|-----------------------|
| Public Services | \$196,996 | 11.92% |
| Administration & Planning | 344,100 | 20.82% |
| Code Enforcement | 532,545 | 32.22% |
| Rehabilitation | 478,451 | 28.95% |
| Interim Assistance | 5,000 | 0.30% |
| Economic Development | 7,500 | 0.45% |
| Acquisition/Demolition | 48,046 | 2.91% |
| Other | <u>40,000</u> | <u>2.43%</u> |
| Total: | <u>\$1,652,638</u> | <u>100.00%</u> |

HOME funds were allocated as follows:

| Activity | Amount | Approx. % |
|--------------------------|-------------------------|-----------------------|
| Rehab Assistance | \$119,796 | 35.25% |
| CD Administration | 33,800 | 9.95% |
| Downpayment Assistance | 40,741 | 11.99% |
| CHDO Operating Costs | 12,000 | 3.53% |
| Acquisition/Rehab/Resale | 77,500 | 22.81% |
| Administration (JAHC) | 6,000 | 1.77% |
| Habitat for Humanity | <u>50,000</u> | <u>14.70%</u> |
| Total: | <u>\$339,837</u> | <u>100.00%</u> |

Budget amendments made during the reporting period allowed for the redistribution of funds from entities that had not expended all allocated funds for their projects and allowed the City to assist other CDBG or HOME eligible activities. Those budget amendments were as follows:

CDBG

| Date | Description | Amount |
|-------------|--|---------------|
| 12/11/07 | Budget excess program income from Years 30 and 31, and reallocate unspent public service funds from Years 31 and 32: | |
| | Code Enforcement (Year 33) | \$48,045 |
| | Salvation Army Heating Assistance (Year 33) | 8,108 |
| | Demolition (Year 33) | 48,046 |
| 4/22/08 | Reallocate owner-occupied rehabilitation funds (Year 33) City-wide Cleanup (Year 33) | \$5,000 |
| 6/10/08 | Reallocate owner-occupied rehabilitation funds (Year 33) World Changers (Year 33) | \$15,000 |

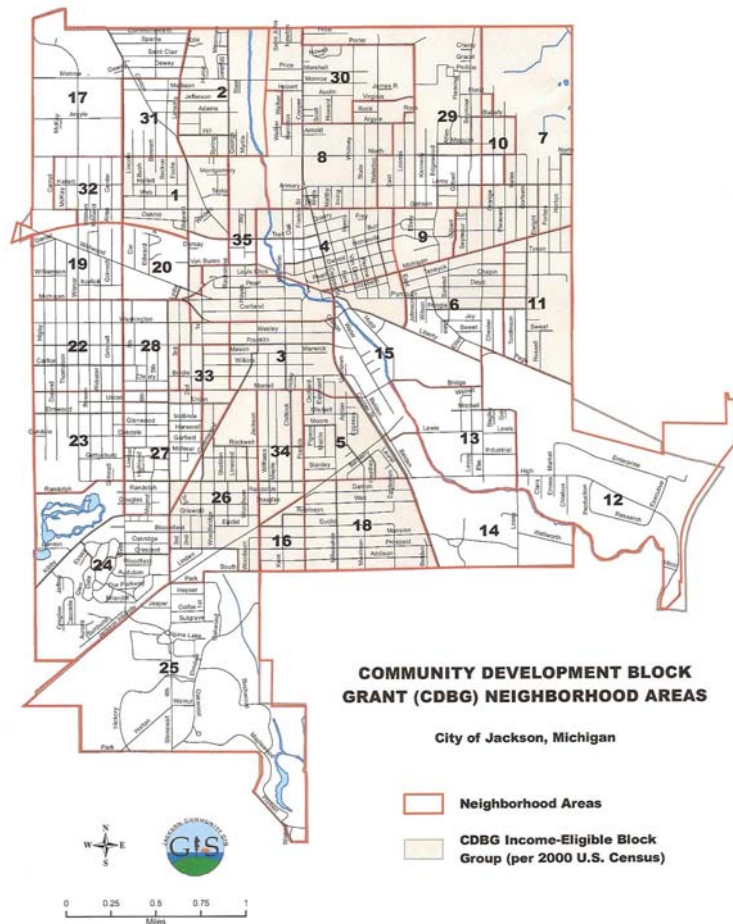
HOME

| Date | Description | Amount |
|-------------|--|---------------|
| 3/11/08 | Reallocate CHDO New Construction (Year 32) CHDO Acquisition/Rehab/Resale (Year 32) | \$30,000 |
| 3/11/08 | Reallocate PJ New Construction (Year 32) Rehabilitation – Community Action Agency | \$75,000 |
| 4/8/08 | Reallocate various funds from Years 30, 31 and 32 Rehabilitation Assistance Program Downpayment Assistance Program | \$387 741 |

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

| Agency Receiving Funds | Allocated | Expended | Percentage |
|---|------------------|-----------------|-------------------|
| CDBG | | | |
| American Red Cross | \$ 3,000 | \$ 2,033 | 67.76% |
| Big Brothers/Big Sisters | 2,500 | 2,500 | 100.00% |
| Center for Family Health | 25,000 | 25,000 | 100.00% |
| Neighborhood Resource Center | 15,000 | 13,326 | 88.84% |
| Partnership Park Neighborhood Ass'n | 5,000 | 5,000 | 100.00% |
| Family Services and Children's Aid | 2,500 | 2,500 | 100.00% |
| Florence Crittenton – Transitional Program | 4,788 | 4,788 | 100.00% |
| Florence Crittenton – Reporting Center | 5,400 | 2,119 | 39.24% |
| Human Relations Commission Youth Council | 5,000 | 1,739 | 34.78% |
| Jackson Affordable Housing – Homeowner Training | 1,500 | 1,500 | 100.00% |
| Jackson Affordable Housing – Foreclosure Prevention | 27,700 | 22,919 | 82.74% |
| Legal Services of Southern Michigan | 1,500 | 128 | 8.53% |
| The Salvation Army | 68,108 | 48,173 | 70.73% |
| MLK Center Summer Program | 25,000 | 25,000 | 100.00% |
| United Way 211 Call Center | 5,000 | 5,000 | 100.00% |
| Community Development - Code Enforcement | 532,545 | 418,100 | 78.51% |

| Agency Receiving Funds | Allocated | Expended | Percentage |
|--|-----------|----------|------------|
| Community Development - Rehabilitation | 413,451 | 37,840 | 9.15% |
| Downtown Development Authority | 15,000 | 0 | 0.00% |
| Enterprise Group | 7,500 | 0 | 0.00% |
| John George Home | 50,000 | 50,000 | 100.00% |
| Parks & Recreation – resurface lots and courts at MLK Center | 40,000 | 40,000 | 100.00% |
| Spring Cleanup | 5,000 | 4,428 | 88.56% |
| Acquisition/Demolition | 48,046 | 0 | 0.00% |
| HOME | | | |
| Jackson Affordable Housing - CHDO Reserve | \$77,500 | 0 | 0.00% |
| Jackson Affordable Housing - CHDO Operating Costs | 12,000 | 12,000 | 100.00% |
| Jackson Affordable Housing – Down Payment Assistance | 40,741 | 27,354 | 68.39% |
| Jackson Affordable Housing – Administration | 6,000 | 6,000 | 100.00% |
| Community Development – Rehabilitation | 119,796 | 2,731 | 2.29% |
| Community Development – Administration | 33,800 | 0 | 0.00% |
| Habitat for Humanity | 50,000 | 50,000 | 100.00% |



General CAPER Narratives

Assessment of the Five-Year Goals and Objectives

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

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

Examining each goal separately, information is provided below:

Goal 1

Rehabilitation/Emergency Hazard/World Changers

In November 2005, the City of Jackson hired a new director for its Community Development Department. She and her rehabilitation staff members have diligently worked to retool the rehabilitation program and streamline the process. While it is still a work in progress, policies and procedures have been updated and adopted, new software to track cases has been implemented, and the rehabilitation staff strives to increase its production even while funding has declined and the division is short staffed. Since 2005, the City has completed 64 rehabilitation projects, funded as follows:

| Year | No. Cases | CDBG Funds | | HOME | Total |
|------|---------------|------------------|------------------|------------------|------------------|
| | | Reg. Rehab | Emerg. Hazard | | |
| 31 | 16 | \$65,974 | \$ 44,434 | \$ 32,585 | \$142,993 |
| 32 | 23 | 46,890 | 49,834 | 151,014 | 247,738 |
| 33 | 25 | 44,279 | 101,861 | 286,490 | 432,630 |
| | Total: | \$157,143 | \$196,129 | \$470,089 | \$823,361 |

As of June 30, 2008, the City had an additional seven rehabilitation projects in process, which will be completed early in the 2008-2009 fiscal year.

As stated previously, the City of Jackson has had the privilege of hosting the youth service organization "World Changers," sponsored by the North American Mission Board, for twelve consecutive years. Since 2005, the City has provided \$65,522 in CDBG funds for materials, and the attending youth and adults provided the labor to install 21 new roofs, six new handicap ramps, and painted the exterior of 10 homes. Had a contractor completed all of these projects, labor would have cost an estimated \$194,500. One project in particular completed in 2007 was for a homeowner who is deaf and mute and the doors to her house were not secure. She was terrified of someone entering without her knowledge, so new steel doors with deadbolts and entry locks, and new storm doors with locks were installed for her. The youth also completed some minor interior repairs, such as patching plaster and minor paint. In addition, Mission Serve came to Jackson for the first time in 2007-2008 and nearly completed a large roofing project and large paint project, and began a second large roof project. The week after Mission Serve was in Jackson, World Changers came in and spent a day finishing the nearly completed projects and was able to finish the other large roof project in addition to taking on several other construction jobs. Each summer World Changers comes to Jackson, they enjoy community-wide encouragement and support from local churches and businesses providing lunch meals, current and past residents who were recipients of their services, and the general public who often perform "random acts of kindness" by dropping off water, Gatorade, homemade cookies, and other treats at the project sites.

New Construction

According to the 2000 Census, 59% of the City of Jackson's housing stock was built in 1939 or earlier with at least 50% of the overall housing stock in need of repair. While housing conditions have improved in CDBG areas as a result of public and private investment, the amount of rehabilitation needed for some existing homes is not cost-effective. The City has partnered with Jackson Affordable Housing Corporation (its CHDO), Community Action Agency, and Habitat for Humanity to provide funding for construction of new, modest housing to replace homes beyond repair. Four new homes were constructed in the City during fiscal year 2007-2008.

Down Payment Assistance/Foreclosure Prevention/Homeownership Counseling

Jackson Affordable Housing Corporation (JAHC) receives HOME funding to provide Down Payment Assistance and CDBG funding for Foreclosure Prevention and Homeownership Counseling and Training. A total of 626 households received homeownership information and referrals. Of these, 95 households were extremely low-income, 97 very low-income, and 434 were low-income. In addition, 34 households closed mortgages with assistance from JAHC. Fourteen of the new homeowners were very low-income, 13 were low-income and seven moderate- to high-income, and were made up of 27 white families, five black/African-American, and two Hispanic or Latino.

Goal 2

Jobs Creation Initiative

The City's first Jobs Creation Initiative loan was extended to Ambs Message Service, who invested over \$600,000 to nearly triple the size of its facility and create 33 full time equivalent jobs over five years. Ambs Message Service exceeded its projected job creation and was able to discharge its loan a year prior to the deadline.

A second loan to was extended to Anesthesia Business Consultants (ABC) to redevelop the former Jacobson's Department Store in downtown Jackson, which had been vacant for eight years. Together with other economic development incentives, ABC invested over \$3.5 million in the building. Under the City's guidelines, the amount of ABC's loan would require the creation of 20 full time equivalent positions, however, ABC promised to create 50 or more new jobs within five years.



Finally, on October 4, 2005, the Jackson City Council approved a Jobs Creation Initiative loan to Lindar, LLC with the intent to assist in the redevelopment of a 5,660 square foot banquet facility at Daryl's Downtown Restaurant. Lindar was required to invest more than \$600,00 of private equity and create 16 new full time equivalent jobs. As of November 2006, \$765,00 had been invested and 14 jobs created by June 30, 2007.

The City's Economic Development Project Manager continues to present this economic development incentive to eligible businesses and has received numerous inquiries about the program. It is anticipated loans will be processed for approval within the 2008-2009 fiscal year. The City is also exploring the use of CDBG funds to implement economic development incentives for eligible businesses and persons to help overcome the declining economy and job market in the City. The *Jackson Citizen Patriot* recently reported Jackson County's unemployment rate is at 9.7%, an increase of 1.4% from the same time in 2007. The last time Jackson County saw unemployment at 9.7% was January 1993. Neighboring counties also have dismal rates of 12.7% in Hillsdale and 11.2% in Lenawee. A second recent article in the paper reported more than 22,000 Jackson County residents were living in poverty in 2007, having grown by nearly 1,400 since 2005. During that time, the county's population and median income decreased while the number of people living in poverty increased 15%. It was further reported that local leaders blame the increase in poverty on "high unemployment rates fueled by the downsizing of the automotive industry and rising costs of food and transportation."

Goal 3

Elimination of Blight

City inspectors continued with blight ordinance enforcement activity, citing violating homeowners for garbage, trash and debris; inoperable or unlicensed vehicles; dead, dying or dangerous trees; and front yard parking. Homeowners voluntarily complied with the citations

and removed or eliminated the violations, requiring no further action from the City, 62% of the time for garbage, 81% of the time for inoperable or unlicensed vehicles, and 46% of the time with tree or brush issues. When violations remained at reinspection, those matters were brought before the City's Administrative Hearings Bureau (AHB) where final resolution was achieved through eventual compliance or with the homeowner being defaulted. Further, the Administrative Hearings Officer assessed fines and costs in most instances as penalty for not bringing the code violations into compliance voluntarily. During the past three years, inspectors annually averaged citing 162 tree violations, 979 vehicle violations and 1,609 garbage violations.

In addition to the City's normal blight enforcement activities, on April 26, 2008, the City sponsored a centrally located site wherein approximately 300 City residents were able to dispose of trash and debris at no cost to them. Community Development, Public Works and Engineering provided voluntary staff for the event, and the ward's Councilmember also participated in assisting residents unload their unwanted items. Several other sites throughout the City and the County of Jackson held similar events on the same day, sponsored by other entities, as a result of intergovernmental and business owner cooperation. The City-sponsored site hauled 39 tons of garbage, 80 yards of yard waste, 800 tires, and 60 cubic yards of scrap metal. Even though lines were long, citizens expressed their appreciation for providing this service.



City-Sponsored dump site on Saturday, April 26, 2008



Further efforts to eliminate blighted areas of the City included sidewalk replacement in the Partnership Park area, streetscaping in the downtown, street and water main replacements,

beautification efforts by replacing diseased, dead or dying trees, construction of a new pocket park, and significant improvements to existing parks. The Downtown Development Authority provided five-year deferred loans to businesses in the district, which was designated a slum and blight area by the Jackson City Commission in April 1997.

Goal 4

Public Services

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

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

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

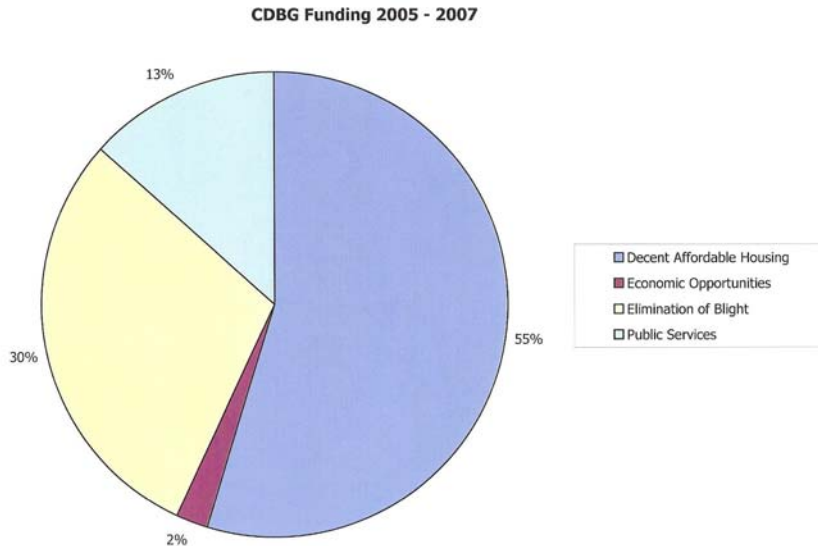
- Dental care through the Center for Family Health.
- Foreclosure prevention and homeowner training and counseling through Jackson Affordable Housing Corporation.
- Utility shutoff prevention through The Salvation Army.
- Service of process for personal protection orders through Legal Services of South Central Michigan.
- Disaster relief through the American Red Cross.
- Information and referral services through the United Way's 211 Call Center.

The City of Jackson received \$4,811,388 in CDBG funding since 2005 and has allocated said funds to attain its stated goals as follows:

| | |
|---|-------------|
| Goal 1 – Decent, affordable housing | \$1,074,951 |
| Goal 2 – Economic Development | 87,500 |
| Goal 3 – Elimination of Blight | 2,409,121 |
| Goal 4 - Public Services | 553,546 |

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

| | |
|--|------------|
| Goal 1 – Decent, affordable housing..... | \$ 328,954 |
| Goal 2 – Economic Development | 180,000 |
| Goal 3 – Elimination of Blight | 1,026,208 |
| Goal 4 - Public Services | 104,608 |



Of the entities listed on Pages 5 and 6 that have not yet expended their 2007-2008 funding, the City provides the following information:

| Subrecipient | Balance | Plans to Rectify |
|--|---------|---|
| CDBG | | |
| American Red Cross | \$ 967 | Requested extension to expend funds. |
| Neighborhood Resource Center | 1,674 | Remaining funds carried over to FY 2008-09. |
| Florence Crittenton – Reporting Ctr | 3,281 | Received word all funds were expended but reimbursement request not received yet. |
| Human Relations Commission | 3,261 | Requested extension to expend funds. City is providing intensive technical assistant to help understand program guidelines. |
| Jackson Affordable – Foreclosure Prev. | 4,781 | Requested extension to expend funds. |
| Legal Services | 1,372 | Requested extension to expend funds |
| Salvation Army | 19,935 | Substantial reimbursement request received after June 30, 2008; requested extension to expend balance funds |
| Community Development - Code Enforcement | 114,445 | Continuing to spend down prior year funding; remaining funds carried over to FY 2008-09. |
| Community Development - Rehabilitation | 375,611 | Continuing to spend down prior year funding; remaining funds carried over to FY 2008-09. |
| Downtown Development Authority | 15,000 | One façade project will be completed early in FY 2008-09 which will spend down \$15,000; requested extension to expend balance of funds |
| Enterprise Group | 7,500 | |
| Spring Cleanup | 572 | |

| Subrecipient | Balance | Plans to Rectify |
|--|----------------|---|
| CDBG | | |
| Acquisition/Demolition | 48,046 | \$22,103 was reallocated to Community Action Agency to demolish two structures; balance will be carried forward to FY 2008-09 |
| HOME | | |
| Jackson Affordable Housing – CHDO Reserve | \$77,500 | Requested extension to expend funds. |
| Jackson Affordable Housing – Down Payment Assistance | 13,387 | Remaining funds carried over to FY 2008-09 |
| Community Development – Rehabilitation | 116,678 | Continuing to spend down prior year funding; remaining funds carried over to FY 2008-09. |
| Community Development – Administration | 33,800 | Continuing to spend down prior year funding; remaining funds carried over to FY 2008-09. |

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

Affirmatively Furthering Fair Housing

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

Community Action Agency (CAA) provided four workshops to the general public and local government, serving 34 people. Two people received individual counseling regarding equal access and credit issues. On October 18, 2007, CAA conducted a Fair Housing and Predatory Lending Conference in which 53 people attended.

Some of the impediments to fair housing include:

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

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

- ✓ Completed four new construction projects to be sold to low- and moderate-income persons to address infill housing.
- ✓ Offered emergency hazard loans of up to \$10,000 on a 20-year, zero percent interest deferred loan to individuals with limited income.
- ✓ Offered rehabilitation loans of up to \$20,000 on a 20-year, zero percent interest deferred loan to assist property owners.
- ✓ Offered lead-hazard control loans and grants; for owner-occupied residences, a \$20,000 grant; for rental units, \$8,000/unit grant plus \$7,000/unit five-year, zero percent interest deferred loan.
- ✓ Worked in cooperation with local organizations to develop infill housing projects.
- ✓ Offered credit counseling, foreclosure prevention, and homebuyer education programs.

The City of Jackson's Fair Housing Analysis of Impediments is severely outdated and has been designated a priority for completion during the upcoming fiscal year. The Human Relations Commission (HRC) and CAA are developing a collaboration wherein the HRC will take fair housing complaints and conduct testing, while CAA will continue with its education and outreach programs.

Affordable Housing

Foster and Maintain Affordable Housing

During fiscal year 2007-2008, the City funded two housing agencies, each serving a different financial level of homebuyers. Habitat for Humanity markets its new or rehabilitated homes to those persons whose income is less than 50% of area median income while JAHC concentrates its efforts on those persons whose income is less than 80% of area median income. The City's Community Development Department provides a rehabilitation program for owner-occupied, low-income households who are unable to access home improvement loans through traditional lenders for repairs. Emergency hazard loans of up to \$10,000 are made available to qualifying households to repair an immediate, urgent need, such as a furnace in the winter, a roof during the rainy season, etc. All of the above programs offer loans, rather than grants, ensuring that future funding from program income will be available to another low-income family.

Preserving Decent, Affordable Rental Units

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

Eliminate Barriers to Affordable Housing

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

Address Accessibility Needs of Persons with Disabilities

On August 15, 2006, the Jackson City Council took action to waive the inspection fees for work performed by local non-profit charitable organizations, specifically for handicap-accessible ramps. Since that time, 12 ramps have been installed for disabled homeowners by disAbility Connections, the Rotary Club, and World Changers. Seven of those ramps were constructed during fiscal year 2007-2008.



Continuum of Care

The City of Jackson supports the Jackson County Continuum of Care (JCCC), which receives Emergency Shelter Grant funding to address the needs of the homeless. A City staff member attends the monthly JCCC meetings comprised of approximately 20 members of other community leaders. The ongoing meetings are utilized to provide consistency and support for those invested in addressing homelessness programming and resources. The City continues to work with the community and non-profit agencies to coordinate resources to prevent and eliminate homelessness.

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

| | |
|----------------------------------|--|
| Grace Haven | 30 beds (homeless) |
| Interfaith Shelter | 80 beds (homeless) |
| AWARE Shelter | 19 beds at shelter (abused women); 48 transitional |
| CAA | 12 TBRA vouchers, 159 transitional beds, 12 permanent supportive housing |
| Training & Treatment Innovations | 27 permanent supportive housing |
| MPRI | 50 transitional beds (prisoner re-entry) |

Florence Crittenton received an allocation for its Transitional Program for Youth wherein it provided housing in a semi-independent living environment and supportive services such as outreach, case management, advocacy, independent living skills development, transportation, emergency assistance, and treatment groups to both male and female homeless youth. Regrettably, Florence Crittenton closed its shelter in July 2008 due to financial problems and does not foresee reopening any time in the future. United Way, Community Action Agency, and other non-profit agencies are working together to fill the gap left by the closure of Jackson’s only residential program for troubled youth.

The City did not obtain funds from the Homeless SuperNOFA.

Other Actions

Address Obstacles to Meeting Underserved Needs.

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

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

More affordable housing units are needed in the community, as many landlords are reluctant to take Section 8 vouchers. While this remains a high priority to the City when allocating its CDBG and HOME funds, the state and local economy has continued a downward trend with no significant recovery in the foreseeable future.

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

Overcome Gaps in Institutional Structures and Enhance Coordination.

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

- **Basically CDBG** (HUD February 6 – 8, 2008) – 2 staff members
- **Certified HOME Specialist – Regulations** (HUD March 18 – 20, 2008) – 3 staff members; 2 received their Certificate
- **MCDCA Spring Conference** (MCDCA, SEMCOG, HUD & MSHDA April 3, 2008) – 1 staff member
- **CDBG for Economic Development** (MEDA April 18, 2008) – 1 staff member
- **Monitoring HOME: Ensuring Program Compliance** (COSCOA June 10 – 11, 2008) – 1 staff member

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

Improve Public Housing and Resident Initiatives

The Jackson Housing Commission (JHC) is the City's Public Housing Authority (PHA). The JHC manages 545 units of public housing in seven developments and a Section 8 program of 475 participants. After assessing the housing needs of the City and surrounding Jackson County

area, JHC has determined that it currently meets, and will continue to meet, the housing needs of the community to the extent practical for a medium-sized agency. The JHC has updated and rewritten its Admissions and Continued Occupancy Plan, Dwelling Lease, and Grievance procedures to comply with all Quality Housing and Work Responsibility Act (QHWRA) of 1998. The JHC has established a minimum rent of \$25 and has conducted market rate surveys to establish reasonable flat rents.

In addition, the JHC has:

- No plans to demolish any of its properties. In fact, the JHC plans extensive physical improvements at each location within the next three years. Comments and suggestions from the various Resident Advisory Boards (Shahan-Blackstone, Chalet Terrace, Reed Manor and Section 8) are taken into consideration and, if feasible, implemented.
- A HUD-approved Home Ownership Plan to sell 50 scattered site units to qualifying low- and moderate-income homebuyers. Proceeds from sales will be used for good supporting housing purposes to include, but not be limited to, development of low-income housing.
- Jointly addressed with the local police and fire departments to develop fire safety and crime prevention programs that adequately meets the needs of its residents.
- Developed an agency-wide Pet Policy that allows any family to have a pet if they follow a set of rules.
- Implemented local preferences to improve the living environment by de-concentration, promoting income mixing, and improving security throughout the developments.
- Created and continues to facilitate self-sufficiency programs to improve resident employability, as well as solicit support services for the elderly and families with disabilities.
- Certified that it has and will continue to adhere to all Civil Rights requirements and will affirmatively further fair housing.

The waiting list for Section 8 housing is quite extensive with 98% of total families on the list being extremely low-income (less than or equal to 30% area media income). Unfortunately, the waiting list for Section 8 housing has been closed for two years and only experiences a 22% turnover rate. Public Housing generally experiences a 28% to 30% turnover rate, which will allow approximately 50% of those families on the waiting list to attain public housing. Extremely low-income families also make up 98% of Public Housing's waiting list.

Evaluate and Reduce Lead-Based Paint Hazards

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

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

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

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

IS YOUR CHILD SAFE FROM LEAD POISONING?



The City of Jackson was awarded a two million dollar HUD Office of Healthy Homes Lead Hazard Control Grant. The purpose of this funding is to provide funds to low- and moderate-income families living in the City of Jackson and Jackson County to accomplish the national initiative to eliminate childhood lead poisoning. The program offers testing for lead paint hazards in the home, testing of young children under age 6 for elevated blood lead levels, and funding to remediate the lead paint hazards from the home. The

program offers up to \$20,000 of assistance to eligible homeowners and up to \$15,000 per unit of assistance to eligible rental properties with families of low- and moderate-income living in the unit. The City has partnered with the Community Action Agency, Jackson County Health Department, and the Center for Family Health to promote and implement the program within the City of Jackson and throughout Jackson County. Lead program staff has received specialized training in the areas of lead risk assessment, lead paint testing, and lead clearance testing. The grant runs until June 2009 or while funds last.

Ensure Compliance With Program and Comprehensive Planning Requirements

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

- Receiving applications for funding and reviewing same for eligibility.
- Preparing reports for the Mayor and City Council.
- Performing environmental reviews.
- Preparing the One-Year Action Plan for submission to HUD.
- Preparing Subrecipient Agreements to those entities receiving an allocation.
- Preparing the CAPER.
- Monitoring subrecipients: quarterly desk reviews and annual on-site reviews.
- Reviewing reimbursement requests for eligibility.
- Conducting site visits to projects while in progress.
- Conducting Davis-Bacon interviews on construction sites for Labor Standards compliance.
- Maintaining files and records relating to the overall administration of the programs.

The Department's Financial Analyst supervises the Project Coordinator and, in addition to assisting in some of the responsibilities listed above, is in charge of meeting all aspects of HUD's financial reporting requirements, such as summary of accomplishments report, financial summary report, summary of activities, rehabilitation activities, draw downs and close outs.

Reduce the number of persons living below the poverty level

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

The City of Jackson has neither the resources nor facilities to carry out programs directly targeted at reducing the number of households at or below the poverty level. However, the City provides funding to public service agencies that assist households at or below the poverty level. As this CAPER was being written, the U.S. Census Bureau released updated information regarding poverty levels in 2007. The local high unemployment rate, fueled by the downsizing of the automotive industry and rising costs of food and transportation, led to an increase of the number of people living in poverty. While the reported numbers are for Jackson County, it is reasonable to assume the City has experienced the same, if not worse, increase. The statistics also revealed the majority of those living in poverty were women, with the highest concentration being between ages 18 and 24. In addition, one of five children live in poverty, and nearly 60% of those children live in homes without a father. Local agencies that offer assistance to low-income individuals have seen the number of people who seek help rise, but their allocations to serve those people remain the same or are reduced. The State has made

drastic budget cuts and people who used to donate to food pantries and other charitable organizations are being forced to cut back due to high gas and food costs.

Leveraging Resources

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

As stated above, the City of Jackson is also a recipient of a multi-year \$2,000,00 HUD Office of Healthy Homes Lead Hazard Control grant that works in conjunction with the City's rehabilitation program to improve the current housing conditions and create a healthier living environment throughout the community. The City's CDBG and HOME funds do not require matching funds, but consideration is taken regarding the amount of other funds leveraged in a project when making allocation decisions.

Citizen Comment

Citizen input is actively solicited through publication of notifications in the *Jackson Citizen Patriot*, the area's daily newspaper, and *The Jackson Blazer*, a weekly newspaper. The public is informed of meetings and public hearings and given the opportunity to comment on CDBG/HOME applications received by the City, the Action Plan, how funding is being disseminated before the Request for Release of Funds, and also the CAPER. Copies of the Action Plan and CAPER are provided for public review at the Community Development Department, main branch of the Jackson District Library, Habitat for Humanity office, and the Southside Neighborhood Resource Center. No citizen comments were received from any of the publicized notices.

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

Self-Evaluation

Decent Affordable Housing

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

Economic Opportunities

The City of Jackson has provided successful economic opportunities to businesses in the form of its Jobs Creation Initiative. With the bleak outlook for a positive, quick turn around in the City's,

County's and State's economy and unemployment rate, Community Development staff will be pursuing implementation of CDBG funds to provide more job opportunities for the City's low- and moderate-income residents.

Elimination of Slum/Blight

The City of Jackson has done much to improve the look of the City, from infrastructure repair, façade improvements to the downtown to make it more inviting, and helping keep neighborhoods clean through ordinance enforcement. As areas are cleared of blight, pride is restored to the community. Although it is an ongoing effort to maintain the cleanliness, the City has instituted procedures to deal with habitual offenders. The Spring Clean Up held in April 2007 was an enormous success in assisting low- and moderate-income residents to rid their homes of unwanted trash and debris. Being that it was the first event of its kind that was staffed by volunteers mainly from Community Development and Engineering, quite a bit was learned on how to provide a more efficient and prompt drop off service, which will be carried over to the next event should the City determine one would be needed.

Public Services

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

Monitoring

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

Program Narratives

CDBG Program

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

Goal 1 – Safe, Decent and Affordable Housing

| | | |
|--|--|---|
| Code Enforcement Community Development Dept. | Funding \$484,500 CDBG | Target Area City-wide |
| | Planned Beneficiaries Low- and Moderate-Income Clientele | |
| Outcome Improved rental properties (see also Goal 3 for blight citations) | Planned Units | Actual Units 2,039 rental units inspected |

| | | |
|---|--|--|
| Rehabilitation Community Development Dept. | Funding \$418,451 CDBG | Target Area City-wide |
| | Planned Beneficiaries Low- and Moderate-Income Clientele | |
| Outcome Improved housing conditions for owner-occupied residences | Planned Units 25 | Actual Units 4 Residential Rehab projects 8 Emergency Hazard projects 12 World Changers projects |

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

Goal 2 – Encourage an Economic Climate

| | | |
|---|--|-------------------------------------|
| Small Business Incubator The Enterprise Group | Funding \$7,500 CDBG | Target Area CT000200, BG2 |
| | Planned Beneficiaries Low- and Moderate-Income Clientele | |
| Outcome Provide business consulting and research for City residents | Planned Units 1 | Actual Units 0 |

Goal 3 – Prevent and Eliminate Blight

| | | |
|---|--|---|
| Code Enforcement Community Development Dept. | Funding \$484,500 CDBG | Target Area City-wide |
| | Planned Beneficiaries Low- and Moderate-Income Clientele | |
| Outcome Improved neighborhoods (see also Goal 1 for rental housing info) | Planned Units | Actual Units 1,648 garbage citations written 591 Inoperable/Unlicensed Vehicle citations written 175 Dead Trees written |

| | | |
|---|--|-------------------------------------|
| Façade Loan Program Downtown Development Authority | Funding \$15,000 CDBG | Target Area CT000600, BG1 |
| | Planned Beneficiaries Low- and Moderate-Income Clientele | |
| Outcome Improved overall appearance of the downtown | Planned Units 2 | Actual Units 0 |

| | | |
|---|--|--|
| Resurface Lots/Courts at King Center Parks & Recreation Dept. | Funding \$40,000 CDBG | Target Area CT001100, BG1, 2 & 3 |
| | Planned Beneficiaries Low- and Moderate-Income Clientele | |
| Outcome Improved quality of recreation center | Planned Units 1 | Actual Units 1 |

Goal 4 – Public Services

| | | |
|---|--|---|
| Emergency Services American Red Cross | Funding \$3,000 CDBG | Target Area City-wide |
| | Planned Beneficiaries Low- and Moderate-Income Clientele | |
| Outcome Provided emergency services to low-income clients due to a disaster-related emergency | Planned Units 15 people served | Actual Units 15 people served |

| | | |
|--|--|--|
| BIGS in School Big Brothers Big Sisters of Jackson County | Funding \$2,500 CDBG | Target Area CT000600, CT001100, CT000400, CT000900, CT000100 |
| | Planned Beneficiaries Low- and Moderate-Income Clientele | |
| Outcome Provided one-to-one mentoring services to children during and after school | Planned Units 23 | Actual Units 39 |

| | | |
|--|--|--|
| Emergency Adult Dental Care Center for Family Health | Funding \$25,000 CDBG | Target Area City-wide |
| | Planned Beneficiaries Low- and Moderate-Income Clientele | |
| Outcome Provided affordable oral health care | Planned Units 650 | Actual Units 586 (4 th qtr report not available at time of this writing) |

| | | |
|--|--|---|
| Neighborhood Resource Center Community Development Dept. | Funding \$15,000 CDBG | Target Area CT001100, BG2 |
| | Planned Beneficiaries Low- and Moderate-Income Clientele | |
| Outcome Food commodity distribution, senior activities, neighborhood meeting place | Planned Units 500 | Actual Units (information not available at time of this writing) |

| | | |
|---|--|-------------------------------------|
| Partnership Park After School Program Partnership Park Neighborhood Association | Funding \$5,000 CDBG | Target Area CT000600, BG1 |
| | Planned Beneficiaries Low- and Moderate-Income Clientele | |
| Outcome Assisted youth in obtaining educational and social skills | Planned Units 20 | Actual Units 17 |

| | | |
|--|--|---|
| Families and Schools Together Family Service & Children's Aid | Funding \$2,500 CDBG | Target Area CT001300, BG3; CT001000, BG4; CT000600, BG1 |
| | Planned Beneficiaries Low- and Moderate-Income Clientele | |
| Outcome Provided counseling for students and their families to enhance family functioning, prevent student failure, prevent alcohol/drug abuse, and reduce family stress | Planned Units 7-12 | Actual Units 30 |

| | | |
|--|--|---------------------------------|
| Transitional Program for Youth Florence Crittenton | Funding \$4,788 CDBG | Target Area City-wide |
| | Planned Beneficiaries Low- and Moderate-Income Clientele | |
| Outcome Proving housing and supportive services for homeless adolescents | Planned Units 12 | Actual Units 19 |

| | | |
|--|--|---|
| Community Reporting Center Florence Crittenton | Funding \$5,400 CDBG | Target Area City-wide |
| | Planned Beneficiaries Low- and Moderate-Income Clientele | |
| Outcome Reduced juvenile delinquent recidivism | Planned Units 36 | Actual Units 27 (4 th qtr report not available at time of this writing) |

| | | |
|---|--|---|
| Jackson Area Youth Council Human Relations Commission | Funding \$5,000 CDBG | Target Area City-wide |
| | Planned Beneficiaries Low- and Moderate-Income Clientele | |
| Outcome Allowed youth to develop confidence, social and leadership skills, and civic responsibility | Planned Units 700 | Actual Units (information not available at time of this writing) |

| | | |
|--|--|---|
| Homeownership Counseling & Training Jackson Affordable Housing Corp. | Funding \$1,500 CDBG | Target Area City-wide |
| | Planned Beneficiaries Low- and Moderate-Income Clientele | |
| Outcome Provided information and training to prospective homeowners | Planned Units 270 | Actual Units (information not available at time of this writing) |

| | | |
|---|--|---|
| Foreclosure Prevention Jackson Affordable Housing Corp. | Funding \$27,700 CDBG | Target Area City-wide |
| | Planned Beneficiaries Low- and Moderate-Income Clientele | |
| Outcome Assisted LMI families through a one-time financial crises | Planned Units 5 | Actual Units (information not available at time of this writing) |

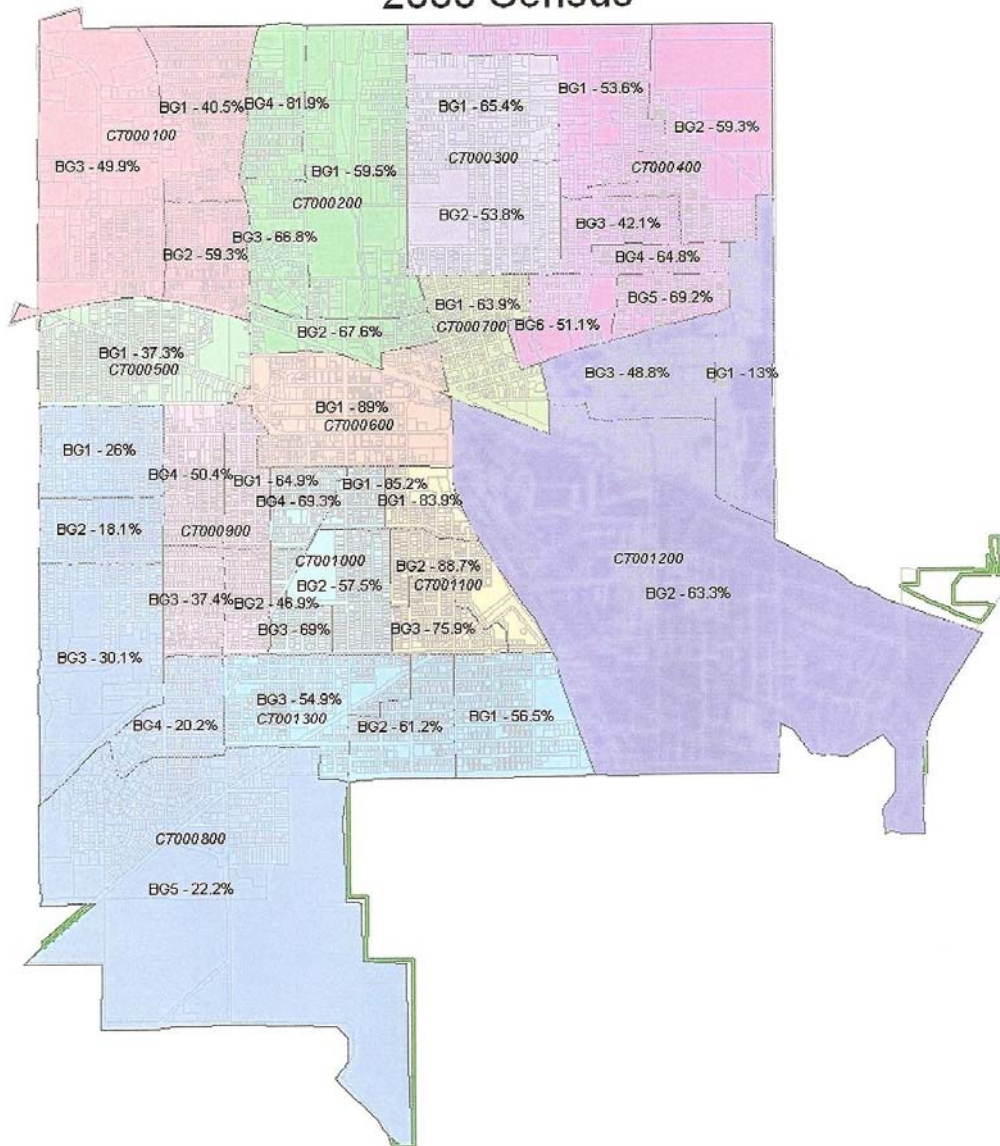
| | | |
|--|--|---------------------------------|
| Service of Process Legal Services of Southern Michigan, Inc. | Funding \$1,500 CDBG | Target Area City-wide |
| | Planned Beneficiaries Low- and Moderate-Income Clientele | |
| Outcome Provides service of process for personal protection orders | Planned Units 48 | Actual Units 19 |

| | | |
|---|--|---|
| MLK Summer Youth Program Parks & Recreation Dept. | Funding \$25,000 CDBG | Target Area CT001100, BG1, 2 & 3 |
| | Planned Beneficiaries Low- and Moderate-Income Clientele | |
| Outcome Provided staff and operating expenses for summer enrichment program for youth | Planned Units 500 | Actual Units (information not available at time of this writing) |

| | | |
|--|--|---------------------------------|
| Utility Assistance The Salvation Army | Funding \$60,000 CDBG | Target Area City-wide |
| | Planned Beneficiaries Low- and Moderate-Income Clientele | |
| Outcome Allowed families to keep their power and heat on | Planned Units 180 | Actual Units 599 |

| | | |
|---|--|---------------------------------|
| 2-1-1 Call Center United Way of Jackson County | Funding \$5,000 CDBG | Target Area City-wide |
| | Planned Beneficiaries Low- and Moderate-Income Clientele | |
| Outcome Provide an information and referral service | Planned Units 3,000 | Actual Units 8,979 |

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



Use of CDBG Funds for National Objectives

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

Anti-Displacement and Relocation

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

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

Low/Mod Job Activities

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

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

Eligibility Requirements:

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

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

| Job Creation Initiative Loan Job Growth Activity | | | |
|--|---|--|---|
| | Ambs Message Service | Anesthesia Business Consultants | Daryl's Downtown Condominium |
| Year Loan Closed | 2004 | 2005 | 2006 |
| Number of Jobs at Closing (includes FT & FTE) | 14 | 220 | 64 |
| Number of Jobs Created (includes FT & FTE) | 37 | 24 | 5 |
| Number of New Hires- Low/Mod Income | 19 | 10 | 14 |
| Total Jobs Retained Plus Created | 51 | 244 | 69 |
| Racial Makeup | New hires: 38 White, Non-Hispanic; 12 African American, Non-Hispanic; 4 Hispanic | Information currently not available | New hires: 9 White, Non-Hispanic; 5 African American, Non-Hispanic |

Program Income Received

| Program Income Type | Amount |
|--|-------------------------|
| CDBG | |
| Sale of Real Property | \$ 30 |
| Economic Development Loan Repayments | 40,750 |
| Deferred Loan Repayments | 17,999 |
| MSHDA PIP Loan/Inspection Fees | 1,600 |
| HOME Administration | 31,023 |
| Accounts Receivables, Permits, Code Enf., etc. | 48,109 |
| Subordination Fees | 547 |
| MSHDA Administration Fees | <u>15,000</u> |
| Total CDBG Program Income: | <u>\$155,058</u> |
| HOME | |
| HOME Program Loan Repayment | \$ <u>15,000</u> |
| Total HOME Program Income: | <u>\$15,000</u> |

Loans and Other Receivables

As of June 30, 2008, the City of Jackson has the following open outstanding loans:

| No. of Loans | Type | Balance |
|---------------------|-----------------------------------|----------------|
| 96 | CDBG Rehab (repayable) | \$1,405,017.08 |
| 27 | CDBG Lead (forgivable) | 101,793.94 |
| 38 | CDBG Emergency Hazard (repayable) | 194,505.84 |
| 81 | HOME Rehab (repayable) | 1,391,393.44 |
| 35 | HOME Lead (forgivable) | 190,134.22 |
| 1 | Section 108 (repayable) | 830,000 |

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

| No. of Loans | Type | Balance |
|---------------------|--------------------------|----------------|
| 4 | Deposit Loan (repayable) | \$1,291,875.00 |

The City of Jackson has the following properties for sale that were improved using CDBG funds and are available to sale to low- and moderate-income persons:

| Tax ID No. | Address |
|-------------------|----------------|
| 5-0591 | 208 E Morrell |
| 5-0539 | 905 Orchard |
| 5-1090 | 140 Stanley |
| 5-1345 | 115 Damon |
| 4-0654 | 941 S Jackson |
| 5-0683 | 1043 Chittock |
| 8-2248 | 826 Wells |
| 6-1104 | 1906 Plymouth |
| 7-1194 | 1911 E Ganson |

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

| Tax ID No. | Address |
|-------------------|----------------|
| 4-0394 | 326 W Mason |
| 7-0229 | 814 Homewild |
| 7-0187 | 1022 Homewild |
| 5-0223 | 114 E Biddle |
| 5-1615 | 324 E Robinson |

HOME Program

| | | |
|--|--|---------------------------------|
| Rehabilitation Assistance Community Development | Funding \$119,409 HOME | Target Area City-wide |
| | Planned Beneficiaries Low- and Moderate-Income Clientele | |
| Outcome Increased availability of improved housing units | Planned Units | Actual Units 14 Units |

| | | |
|--|--|---------------------------------|
| Down Payment Assistance Jackson Affordable Housing Corp. | Funding \$40,000 HOME | Target Area City-wide |
| | Planned Beneficiaries Low- and Moderate-Income Clientele | |
| Outcome Increased homeownership opportunities | Planned Units 8 | Actual Units 18 |

| | | |
|---|--|---------------------------------|
| Acquisition/Rehab/Resale Jackson Affordable Housing Corp. | Funding \$77,500 HOME | Target Area City-wide |
| | Planned Beneficiaries Low- and Moderate-Income Clientele | |
| Outcome Increased availability of improved housing units | Planned Units 2 | Actual Units 0 |

| | | |
|---|--|---------------------------------|
| New Construction Greater Jackson Habitat for Humanity | Funding \$50,000 HOME | Target Area City-wide |
| | Planned Beneficiaries Low- and Moderate-Income Clientele | |
| Outcome Increased availability of new or improved housing units | Planned Units 7 | Actual Units 4 |

The goal of using HOME funds in the City of Jackson is to provide decent, affordable housing to low- and moderate-income persons, which is of highest priority. To accomplish this goal, HOME funds are allocated for new construction; acquisition, rehabilitation, and resale; and down payment assistance. With the downturn in the real estate market, the City's Community Housing Development Organization (CHDO), JAHC, has not been able to turn over housing units identified in their applications for HOME funding during the past two years. Staff will be monitoring JAHC's performance very closely and will be ardently encouraging JAHC to take on projects to spend the funds. Additional or alternate CHDOs may need to be considered in the future to ensure the City is meeting HUD's performance measurement requirements. JAHC is currently negotiating the purchase of a home to rehabilitate.

The City of Jackson does not use HOME funds for rental housing, so no on-site inspections of rental units were conducted of HOME funded rental housing, and no affirmative marketing was required. A recent monitoring visit by HUD CPD representatives shed light on the fact the City's procurement procedures need to be tightened up to comply with 24 CFR 85.36. Community Development staff is working with the City's Purchasing Department to review its purchasing policy procedures, including strengthening the City's outreach to minority business enterprises (MBE) and women business enterprises (WBE). One WBE contractor is on the City's Approved Rehabilitation and Lead Hazard Contractor's List.

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

Housing Opportunity for People with Aids (HOPWA) Program

The City of Jackson does not receive HOPWA funding.

Emergency Shelter Grants (ESG) Program

The City of Jackson does not receive ESG funding.



September 3, 2008

TO: William R. Ross, City Manager
FROM: Carol L. Konieczki, Community Development Director
RE: Request to Amend Subrecipient Agreements

At the August 12, 2008 City Council meeting, Council considered a request to amend certain CDBG/HOME subrecipient agreements to extend the time in which an agency was allowed to spend down remaining grant funds. Each agency request consisted of the reason why the funds had not been spent during the allotted time, the amount remaining, and what progress had been made in expending those funds. Council had questions at the meeting and, because I was ill and unable to attend, those questions remain unanswered. This memo will provide responses as follows:

How can you amend an agreement that has expired?

The standard subrecipient agreement contains a paragraph entitled "Time of Performance" wherein the funding cycle time frame (July 1 through June 30) is allotted. It also states, "The term of the Agreement and the provisions herein may be extended to cover any additional time period of up to June 30, 2008." Because the fourth quarter reimbursements are made at the conclusion of grant period (June 30), historically Council has granted the requests to extend the time period within which an agency can spend its allocation, with the extension date being retroactive to July 1. In the past, Council has granted these extensions as late as October, although that is not the case this year. The entire purpose of amending the agreement is to extend the time of the original written agreement.

Opposition to some agencies receiving extra time.

Council certainly has the choice of either granting blanket consent to approve each request or selecting only certain agencies to receive that privilege. The remaining unspent funds would need to be reallocated in the future. The only agreement that cannot be reallocated is the CHDO reserve to Jackson Affordable Housing Corporation (JAHC) as JAHC is the City's only CHDO and HUD mandates a 15% set-aside of HOME funds for CHDO reserve.

How are we going to monitor?

Subrecipients are required to submit quarterly Direct Benefits Activity Reports to remotely monitor performance, which will be strictly enforced. If performance is not up to expectations, staff will contact the subrecipient to provide any technical or other assistance to help them meet program regulations, achieve their performance goals, improve service being delivered, and assure timely delivery of benefits. This assistance has already been implemented by the new CD Project Coordinator and Financial Analyst and has already proved beneficial to those agencies. Reimbursement requests are carefully reviewed to assure proper documentation is received to verify activities as being both eligible and meeting a National Objective. At least once yearly, the Financial Analyst and Project Coordinator will make an on-site visit to thoroughly review the subrecipient's overall program administration as well as individual project files.

Why didn't the Salvation Army know it had been allocated additional funding in December 2007?

There was an apparent unfortunate breakdown in communication between the Grant Coordinator and the Salvation Army; however, I can assure Council this will not occur in the future.

Requested action from City Council is to authorize the Mayor and City Clerk execute Amended Subrecipient Agreements to allow additional time to expend CDBG or HOME funding to those agencies listed on the August 12, 2008 agenda item. Please place this item on the September 9, 2008 City Council agenda for consideration.

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



August 6, 2008

TO: William R. Ross, City Manager
FROM: Carol L. Konieczki, Community Development Director
RE: Approval to Amend Subrecipient Agreements

The following CDBG and HOME subrecipients were unable to fully expend their allocated funds from Year 33 (2007-2008) and have requested additional time within which to complete projects. I have outlined each request separately below:

American Red Cross

The American Red Cross was allocated \$3,000 for Year 33 and has spent 67.77% of its funds. They are requesting the balance of \$967 be carried over to Year 34 (2008-2009) to allow them to continue to assist families in need of emergency assistance after a disaster, such as a fire. The American Red Cross received a \$2,000 allocation for Year 34.

Downtown Development Authority (DDA)

The DDA was allocated \$15,000 for Year 33 and has not had the opportunity to spend these funds due to prior year's funding still available to spend down. In fact, the DDA still has \$2,180 from Year 32 (2006-2007) which needs to be carried-over and spent. However, the DDA has committed \$15,000 to a façade project that is currently underway at 110 First Street. The DDA is also working with four property owners who may be eligible for a façade loan. The DDA received an \$18,000 allocation for Year 34.

Human Relations Commission (HRC)

Due to submission of ineligible reimbursement requests, the HRC was unable to spend down its Year 33 funding and is requesting the balance of \$3,261 be carried over to Year 34, for which they received an additional \$1,000 allocation. City staff is working closely with Frank Weathers and other HRC members to plan activities for the Youth Council that would result in eligible activities that could be reimbursed.

Jackson Affordable Housing Corp. (JAHC)

JAHC has both unspent CDBG and HOME funds, which it is requesting be carried over to Year 34, as follows:

- **CDBG** – JAHC has \$4,781 in its Foreclosure Prevention allocation to be carried over to Year 34. In addition, they received a \$27,273 Year 34 allocation. With the on-going foreclosure problems the City is experiencing, these funds should be spent down in a relatively short period of time.
- **HOME** – JAHC received a \$40,000 allocation in Year 33 to provide Down Payment Assistance to low- and moderate-income homebuyers. As of June 30, 2008, \$13,387 remained unspent which JAHC has requested be carried-over to Year 34. JAHC received an additional \$40,000 allocation in Year 34 for Down Payment Assistance.
- **HOME** - JAHC is the City's designated Community Housing and Development Organization (CHDO) and, as such, is mandated by HUD to receive a minimum 15% set-aside of HOME

funds. With the downturn in the real estate market, JAHC has not been able to turn over housing units identified in their applications for HOME funding during the past two years. They currently have \$143,636 in unspent HOME funds from prior years that needs to be carried-over, plus the new \$60,000 allocation for Year 34, for a total of \$203,636. Staff will be monitoring JAHC's performance very closely and will be ardently encouraging JAHC to take on projects and spend the funds. Additional or alternate CHDOs may need to be considered in the future to ensure the City is meeting HUD's performance measurement requirements. JAHC is currently negotiating the purchase of a home on Hamlin Place to rehabilitate.

Legal Services of South Central Michigan

Legal Services is also requesting an extension of time to spend its unexpended Year 33 allocation as it also had prior year funding used to reimburse their expenses. Legal Services currently has a balance of \$1,372 from Year 33 and did not receive an allocation in Year 34. This extension will allow Legal Services to continue to pay service of process fees for Personal Protection Orders in the coming year.

The Salvation Army

On December 11, 2007, City Council reallocated \$8,108 in CDBG funds to The Salvation Army to use in its utility assistance program. It was recently discovered by Community Development staff that The Salvation Army was unaware of the reallocation and did not know it had those extra funds available. With the current economic and employment decline in the City and statewide, it is quite reasonable The Salvation Army will have the opportunity to spend the \$8,108 plus the additional \$63,000 allocated for Year 34 in the coming fiscal year.

It is recommended each request for an extension of time be granted. Staff plans to work diligently with each subrecipient with current and past CDBG and HOME funding to aid in its performance and utilization of funds. Requested action from City Council is to authorize the Mayor and City Clerk execute Amended Subrecipient Agreements to allow the above entities additional time to expend its CDBG or HOME funding. Please place this item on the August 12, 2008 City Council agenda for consideration.

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



American Red Cross, South Central Michigan Chapter

American Red Cross

3425 Francis Street
Jackson, Michigan 49203

Phone: 517-782-9486
Fax: 517-782-2282
Website: www.redcross-scmichigan.org

Fax Transmittal Form

To: Michelle P.

From: Sarabeth A.

Fax: 780-4781

American Red Cross
South Central Michigan Chapter

Date: 7-24-08

- Urgent
- For Your Information/Review
- Please Reply

Number of pages, including cover: 3

Message:

Michelle, I do intend to request an extension for our remaining CDBG funds.

Thank you,
Sarabeth



Free Blood Pressure Clinic
Every Thursday from 9:00 am to 12:00 noon
Red Cross Office
www.redcross-scmichigan.org



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

RECEIVED

JUN 30 2008

June 30, 2008

Michelle Pultz
Community Development Project Coordinator
161 West Michigan Avenue
Jackson, MI 49201

Dear Michelle,

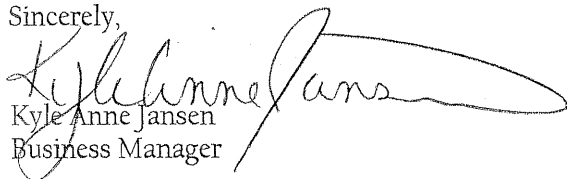
Enclosed is a CDBG payment request for \$19,820 for a Façade Loan for the Jackson Symphony Orchestra, 215 W. Michigan, dated June 30, 2008.

The Downtown Development Authority (DDA) would like to request an extension of our current funding period for the remaining \$17,180 CDBG grant for our Façade Program to be used by June 30, 2009. The DDA has closed on the project for Tax Season Widows, LLC, 110 First St. on May 21, 2008. The property owner is waiting for permits, requested June 6, 2008 and anticipates completion of the work by August 31, 2008. Please see attached memo from Jon A. Nowinski. Jon indicated it was for 401/403 W. Michigan, however, it is the same project. \$15,000 is dedicated to this project.

This leaves a remaining \$2,180 that was allocated to 105 E. Michigan. The property owner has chosen to reconsider the façade work after securing new bids for the cleaning process recommended by SHPO in January 2008. The cleaning process was more expensive. At this point, we will have the property owner resubmit their application and the Façade Review Panel would consider the project competitively along with new applications. If approved for carryover, I would propose to use the balance of \$2,180 in addition to the new allocation. I have interest from the four (4) property owners for the new round of funding and look forward to begin the approval process late July, so construction can begin in the fall.

I appreciate your time and consideration on this request. Please feel free to contact me if you need additional information or details on these projects. The best way to reach me is by my cell phone (517) 474-8899.

Sincerely,


Kyle Anne Jansen
Business Manager

cc: Carol Konieczki, Community Development Director

The Jackson Area Youth Council would like to request to carry over our 2007-2008 funding to the 2008-2009 fiscal year. We are learning the appropriate manner to spend our budget funding and would appreciate the opportunity to do so. We are thankful for the opportunity to receive such funding and look forward to using it toward the betterment of youth in our community.

Thank you,

Aimee L. Potts

Aimee L. Potts
City of Jackson Human Relations Commissioner
Jackson Area Youth Council Chairperson
MLK Diversity Committee
517-795-0154
pottsaimie@yahoo.com

--- On Fri, 8/1/08, Michelle Pultz <mpultz@cityofjackson.org> wrote:

From: Michelle Pultz <mpultz@cityofjackson.org>
Subject: Request to extend CDBG funds
To: "Aimee Potts" <pottsaimie@yahoo.com>
Cc: "Frank Weathers" <fweathers@cityofjackson.org>
Date: Friday, August 1, 2008, 12:49 PM

Aimee -

I will be presenting City Council with a request to extend the time period for spending funds for certain subrecipients who have so requested. If you wish to carry over your 2007-2008 funding to the 2008-2009 fiscal year, please send me a written request by no later than Tuesday, August 5. I have to have my agenda item ready to go by Wednesday, August 6 at noon - a copy of the letter requesting the extension needs to be submitted with the agenda item.

Thanks for your attention in this matter!

Michelle L. Pultz
Community Development Project Coordinator
161 W. Michigan Avenue
Jackson, MI 49201
Phone: (517) 768-6436
Fax: (517) 780-4781



*Improving the quality
of life in
Jackson area neighborhoods*

Jackson Affordable Housing Corporation

www.jacksonaffordablehousing.org

July 24, 2008

Board of Directors

Greg Shack,
President
Citizens Bank

Karen Hawley,
Vice President
JTV

Terry Willyard,
Treasurer
Baker College

Phil Fracker,
Secretary
Jackson Housing Commission

Ron Clingerman,
Past President
Fifth Third Bank

Willie Walters
Homeowner

Mike Archer
Flagstar Bank

Jay Hoffman
*Julius J. Hoffman, P.C.
Attorney at Law*

Judy Williams
Homeowner

Rob Deno
LaSalle Bank

Kathy Adams
Comerica Bank

Amy Schultz
*Foundation for a Healthy
Community-Foote Health
System*

Kitrina Sims
Homeowner

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

RECEIVED

JUL 25 2008

Dear Ms. Pultz:

Jackson Affordable Housing Corporation currently has \$10,287 funds remaining in the 2007/2008 HOME grant allocation for Down Payment Assistance. There is also \$4,781 remaining in the 2007/2008 CDBG grant allocation for Foreclosure Prevention.

In line with our mission of assisting people to become homeowners in Jackson county, along with our vision of all residents having the opportunity to own safe, affordable housing, JAHC continues to provide services to meet these goals. As house prices continue to drop our low to moderate-income families are finding homes that are now affordable to them. We continue to ensure that their loans are not predatory and are, in fact, a sound investment for them. We anticipate the remaining funds will assist 3-4 families.

As the foreclosure crisis continues, JAHC continues it's effort to assist families within Jackson city limits financially, as well as through counseling. We anticipate the remaining funds will assist 1-2 families.

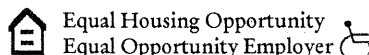
We are therefore requesting that the contracts for these funds be extended to December 31, 2008.

Thank you for your consideration.

Sincerely,

Karen A. Jackson
Karen A. Jackson
Executive Director

c: C. Konieczki
H. Soat



Assisting people to become homeowners in Jackson County

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

LEGAL SERVICES OF SOUTH CENTRAL MICHIGAN

Hillsdale/Jackson County Office: 540 N. Jackson St., Jackson, MI 49201
(517) 787-6111 • (800) 676-9488 • FAX: (517) 787-5805

July 8, 2008

Ms. Michelle Pultz
Comm. Dev. Grant Coordinator
161 W. Michigan Ave.,
Jackson, MI 49201-1303

Dear Ms. Pultz:

I am writing to let you know that we have finished the grant year with a balance of \$754.35 remaining. In the past, your office has requested that we write to you and find out if we may continue to use that balance into a new grant year. Would you please let us know what you wish us to do with the balance? Thank you.

Sincerely,



Karen Lewthwaite
Managing Attorney

JUL - 9 2008

Calhoun/Branch Office: 70 East Michigan Ave., Battle Creek, MI 49017 • (616) 965-3951 or (800) 688-3951 • FAX (616) 965-4874
Ingham/Eaton/Clinton/Barry/Shiawassee Office: 3490 Belle Chase Way, Ste. 50, Lansing, MI 48911 • (517) 394-3121 • FAX (517) 394-4276
Family Law Project: University of Michigan Law School, Hutchins Hall, Ann Arbor, MI 48109-1215 • (734) 998-9454 • FAX (734) 998-9125
Monroe/Lenawee County Office: 1118 A South Telegraph, Monroe, MI 48161 • (734) 241-8310 • FAX (734) 241-1381
Michigan Poverty Law Program 611 Church St., Ste. 4A, Ann Arbor, MI 48104-3000 • (734) 998-6100 • FAX (734) 998-9125
Farmworker Legal Services: 34276 52nd Street, PO Box 219, Bangor, MI 49013 • (269) 427-1622 • (800) 968-4046 • FAX (269) 427-2862
Washtenaw County Office: 420 N. Fourth Avenue, Ann Arbor, MI 48104-1104 • (734) 665-6181 • FAX (734) 665-2974



A member agency of the Jackson County, Monroe County and South Central Michigan United Ways



The Salvation Army

(FOUNDED IN 1865)

BY WILLIAM & CATHERINE BOOTH

July 25, 2008

Ms. Michelle L. Pultz
Community Development Project Coordinator
161 West Michigan Avenue
Jackson, Michigan 49201-1303

RECEIVED

JUL 25 2008

RE: Extension of 2007-2008 Funds of \$8,108.00.

Dear Ms. Pultz,

Thank you for re-allocating \$8,108.00 to The Salvation Army for our utility assistance to the residents in the city of Jackson.

We are requesting that these funds be extended into the 2008-2009 funding year. Due to the high number of requests we are confident that these funds will be expended by the end of June 2009

Thank you for your consideration of our request.

Sincerely,

John Mallett
Corps Officer.

SHAW CLIFTON
GENERAL

KENNETH BAILLIE
COMMISSIONER
TERRITORIAL COMMANDER

JAMES NAUTA, ACSW
MAJOR
DIVISIONAL COMMANDER

JOHN & LINDA MALLET
MAJORS
CORPS OFFICERS



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806 E. Pearl St. • Jackson, MI 49201-1719 • Telephone (517) 782-7185 • Fax (517) 782-0106
www.salvationarmy.org • Donations by phone: 1 800-SAL-ARMY • Donations by internet: www.1800salvationarmy.org



City of Jackson, Michigan Financial Statements

As of and For the 1 Month Ended July 31, 2008
(Unaudited)

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City of Jackson, Michigan
General Fund Expenditure Summary
As of and For the 1 Month Ended July 31, 2008
(Prepared on the Adopted Budget - Basis)

| Function Department | 2008/09 Amended Budget | Actual Month To Date | Actual Year To Date | Percent Spent | Variance - Favorable (Unfavorable) |
|---|---------------------------------------|-------------------------------------|------------------------------------|--------------------------|---|
| <u>Legislative :</u> | | | | | |
| 101-101 City Council | 91,382 | 5,133 | 5,133 | 5.62% | 86,249 |
| <u>Judicial:</u> | | | | | |
| 101-103 Charter Review Committee | 15,000 | 0 | 0 | 0.00% | 15,000 |
| 101-137 Administrative Hearings Bureau | 39,819 | 650 | 650 | 1.63% | 39,169 |
| | 54,819 | 650 | 650 | 1.63% | 54,169 |
| <u>General Government :</u> | | | | | |
| 101-172 City Manager | 255,147 | 9,004 | 9,004 | 3.53% | 246,143 |
| 101-192 City Clerk-Elections | 168,852 | 4,067 | 4,067 | 2.41% | 164,785 |
| 101-201 Finance | 426,424 | 19,656 | 19,656 | 4.61% | 406,768 |
| 101-209 City Assessor | 423,335 | 18,018 | 18,018 | 4.26% | 405,317 |
| 101-210 City Attorney | 539,623 | 24,199 | 24,199 | 4.48% | 515,424 |
| 101-215 City Clerk | 208,224 | 8,383 | 8,383 | 4.03% | 199,841 |
| 101-226 Personnel | 358,602 | 15,392 | 15,392 | 4.29% | 343,210 |
| 101-233 Purchasing | 169,173 | 5,772 | 5,772 | 3.41% | 163,401 |
| 101-253 City Treasurer | 341,120 | 14,916 | 14,916 | 4.37% | 326,204 |
| 101-254 City Income Tax | 280,016 | 11,940 | 11,940 | 4.26% | 268,076 |
| 101-258 Management Information Services | 344,284 | 43,136 | 43,136 | 12.53% | 301,148 |
| 101-265 City Hall & Grounds | 323,258 | 8,687 | 8,687 | 2.69% | 314,571 |
| 101-276 Cemeteries | 487,796 | 21,164 | 21,164 | 4.34% | 466,632 |
| 101-299 Unallocated | 497,000 | 21,407 | 21,407 | 4.31% | 475,593 |
| | 4,822,854 | 225,741 | 225,741 | 4.68% | 4,597,113 |
| <u>Police Department :</u> | | | | | |
| 101-301 Police | 8,999,923 | 400,196 | 400,196 | 4.45% | 8,599,727 |
| 101-303 Police Youth Services - JPS | 314,947 | 12,891 | 12,891 | 4.09% | 302,056 |
| 101-311 JCCAE Grant | 0 | 692 | 692 | N/A | (692) <i>Note 2</i> |
| 101-313 Consortium Training | 33,754 | 0 | 0 | 0.00% | 33,754 |
| 101-314 In-Service Training | 15,450 | 0 | 0 | 0.00% | 15,450 |
| | 9,364,074 | 413,779 | 413,779 | 4.42% | 8,950,295 |
| <u>Fire Department :</u> | | | | | |
| 101-337 Fire Administration | 289,679 | 14,190 | 14,190 | 4.90% | 275,489 |
| 101-340 Fire Suppression | 5,119,121 | 250,743 | 250,743 | 4.90% | 4,868,378 |
| 101-341 Fire Prevention | 84,145 | 7 | 7 | 0.01% | 84,138 |
| 101-343 Fire Training | 238,985 | 12,216 | 12,216 | 5.11% | 226,769 |
| | 5,731,930 | 277,156 | 277,156 | 4.84% | 5,454,774 |
| <u>Other Public Safety :</u> | | | | | |
| 101-350 Public Safety - Unallocated | 1,345,312 | 61,008 | 61,008 | 4.53% | 1,284,304 |
| 101-401 Planning | 99,768 | 1,816 | 1,816 | 1.82% | 97,952 |
| 101-426 Office of Emergency Measures | 64,311 | 2,342 | 2,342 | 3.64% | 61,969 |
| | 1,509,391 | 65,166 | 65,166 | 4.32% | 1,444,225 |

(Continued -)

City of Jackson, Michigan
General Fund Expenditure Summary
As of and For the 1 Month Ended July 31, 2008
(Prepared on the Adopted Budget - Basis)

- Continued -

| Function Department | 2008/09 Amended Budget | Actual Month To Date | Actual Year To Date | Percent Spent | Variance - Favorable (Unfavorable) |
|---|---------------------------------------|-------------------------------------|------------------------------------|--------------------------|---|
| <u>Public Works :</u> | | | | | |
| 101-441 Tax Property Maintenance | 10,000 | 1,354 | 1,354 | N/A | 8,646 |
| 101-442 Civic Affairs | 73,358 | 4,228 | 4,228 | 5.76% | 69,130 |
| 101-445 Drains at Large | 72,053 | 2,820 | 2,820 | 3.91% | 69,233 |
| 101-446 Storm Drain Construction | 98,000 | 1,576 | 1,576 | 1.61% | 96,424 |
| 101-447 Grounds Maintenance | 177,108 | 1,259 | 1,259 | 0.71% | 175,849 |
| 101-448 Sidewalk Construction | 130,000 | 4,923 | 4,923 | 3.79% | 125,077 |
| 101-450 Street Lighting | 407,231 | 462 | 462 | 0.11% | 406,769 |
| 101-455 Weed Control | 23,684 | 1,992 | 1,992 | 8.41% | 21,692 |
| | 991,434 | 18,614 | 18,614 | 1.88% | 972,820 |
| <u>Recreation & Culture :</u> | | | | | |
| 101-690 Forestry | 577,031 | 21,945 | 21,945 | 3.80% | 555,086 |
| 101-692 Parks, Recreation & Grounds Admin. | 761,911 | 40,840 | 40,840 | 5.36% | 721,071 |
| 101-697 Parks & Facilities Maintenance | 515,050 | 24,582 | 24,582 | 4.77% | 490,468 |
| 101-698 Lt. Nixon Memorial Pool | 165,932 | 15,739 | 15,739 | 9.49% | 150,193 |
| 101-699 Sharp Park Swimming Pool | 132,195 | 23,099 | 23,099 | 17.47% | 109,096 |
| 101-803 Historical District | 38,100 | 0 | 0 | 0.00% | 38,100 |
| | 2,190,219 | 126,205 | 126,205 | 5.76% | 2,064,014 |
| <u>Health & Welfare :</u> | | | | | |
| 101-896 Human Relations | 63,043 | 4,383 | 4,383 | 6.95% | 58,660 |
| <u>Contributions to Other Funds:</u> | | | | | |
| 101-999 Contributions to Other Funds: | 299,663 | 0 | 0 | 0.00% | 299,663 |
| Total General Fund Expenditures | 25,118,809 | 1,136,827 | 1,136,827 | 4.53% | 23,981,982 |

City of Jackson
All Other Funds - Expenditure Summary
As of and For the 1 Month Ended July 31, 2008
(Prepared on the Adopted Budget - Basis)

| Fund Type/Fund Name | | 2008/09 Amended Budget | Actual Month To Date | Actual Year To Date | Percent Spent | Variance - Favorable (Unfavorable) |
|--|------------------------------------|---------------------------------------|-------------------------------------|------------------------------------|--------------------------|---|
| <u>Special Revenue Funds :</u> | | | | | | |
| 202 | Major Street | 6,154,159 | 54,689 | 54,689 | 0.89% | 6,099,470 |
| 203 | Local Street | 1,065,972 | 79,496 | 79,496 | 7.46% | 986,476 |
| 208 | Ella W. Sharp Park Operating | 757,037 | 51,464 | 51,464 | 6.80% | 705,573 |
| 210 | Land Acquisition Fund | 50,000 | 3,902 | 3,902 | 7.80% | 46,098 |
| 211 | Housing Initiative Fund | 47,775 | 4,215 | 4,215 | 8.82% | 43,560 |
| 245 | Public Improvement | 1,355,583 | 111,669 | 111,669 | 8.24% | 1,243,914 |
| 249 | Building Department | 528,917 | 18,070 | 18,070 | 3.42% | 510,847 |
| 257 | Budget Stabilization | 65,000 | 0 | 0 | 0.00% | 65,000 |
| 265 | Drug Law Enforcement | 33,024 | 5,506 | 5,506 | 16.67% | 27,518 |
| 266 | Project Safe Neighborhood Grant | 0 | 818 | 818 | N/A | (818) <i>Note 2</i> |
| 270 | LAWNET Grant | 35,210 | 10,096 | 10,096 | 28.67% | 25,114 |
| 288 | Lead Hazard Control Grant | 1,432,783 | 9,046 | 9,046 | 0.63% | 1,423,737 |
| 293 | Waterfront Redevelopment Grant | 256,310 | 2,000 | 2,000 | 0.78% | 254,310 |
| 295 | 2008 Brownfield Assessment Grant | 300,000 | 0 | 0 | 0.00% | 300,000 |
| 296 | Recreation Activity | 307,896 | 8,184 | 8,184 | 2.66% | 299,712 |
| 297 | JPS Recreation Millage Program | 258,000 | 27,133 | 27,133 | 10.52% | 230,867 |
| <u>Debt Service Funds :</u> | | | | | | |
| 323 | Mich. Urban Land Assembly D/S | 144,000 | 12,000 | 12,000 | 8.33% | 132,000 |
| 324 | 2003 MTF Bond D/S | 279,005 | 0 | 0 | 0.00% | 279,005 |
| 365 | City Hall D/S | 601,586 | 0 | 0 | 0.00% | 601,586 |
| 368 | Building Authority D/S | 128,500 | 110,094 | 110,094 | 85.68% | 18,406 |
| 395 | 2001 DDA TIF D/S | 1,051,513 | 0 | 0 | 0.00% | 1,051,513 |
| 398 | 2002 BRA TIF D/S | 565,148 | 0 | 0 | 0.00% | 565,148 |
| 399 | 2007 BRA TIF Refunding D/S | 450,304 | 0 | 0 | 0.00% | 450,304 |
| <u>Capital Projects Funds :</u> | | | | | | |
| 401 | Capital Projects Fund | 415,075 | 12,000 | 12,000 | 2.89% | 403,075 |
| 402 | Water Equipment and Replacement | 2,239,424 | 61,613 | 61,613 | 2.75% | 2,177,811 |
| 404 | Sanitary Sewer Maintenance Fund | 501,025 | 80,527 | 80,527 | 16.07% | 420,498 |
| 405 | Sanitary Sewer Replacement | 836,500 | 23,265 | 23,265 | 2.78% | 813,235 |
| 406 | Wastewater Equipment Replacement | 460,000 | 0 | 0 | 0.00% | 460,000 |
| 494 | Brownfield Redevelopment Authority | 1,267,763 | 0 | 0 | 0.00% | 1,267,763 |
| 496 | DDA Project | 1,227,002 | 12,715 | 12,715 | 1.04% | 1,214,287 |
| <u>Enterprise Funds :</u> | | | | | | |
| 583 | Sharp Park Golf Practice Center | 83,265 | 3,149 | 3,149 | 3.78% | 80,116 |
| 585 | Auto Parking System | 102,733 | 1,116 | 1,116 | 1.09% | 101,617 |
| 586 | Parking Assessment | 208,643 | 7,205 | 7,205 | 3.45% | 201,438 |
| 590 | Sewer | 6,620,897 | 281,119 | 281,119 | 4.25% | 6,339,778 |
| 591 | Water | 8,492,452 | 311,987 | 311,987 | 3.67% | 8,180,465 |
| 599 | Parking Deck Fund | 433,237 | 3,508 | 3,508 | 0.81% | 429,729 |

(Continued -)

City of Jackson
All Other Funds - Expenditure Summary
As of and For the 1 Month Ended July 31, 2008
(Prepared on the Adopted Budget - Basis)

- Continued -

| Fund Type/Fund Name | | 2008/09 Amended Budget | Actual Month To Date | Actual Year To Date | Percent Spent | Variance - Favorable (Unfavorable) |
|--|--------------------------------------|---------------------------------------|-------------------------------------|------------------------------------|--------------------------|---|
| <i>Internal Service Funds :</i> | | | | | | |
| 641 | Public Works Administration | 667,550 | 53,108 | 53,108 | 7.96% | 614,442 |
| 642 | Engineering Administration | 338,770 | 18,011 | 18,011 | 5.32% | 320,759 |
| 643 | Local Site Remediation Revolving | 30,000 | 0 | 0 | 0.00% | 30,000 |
| 661 | Motor Pool and Garage | 1,719,056 | 294,534 | 294,534 | 17.13% | 1,424,522 |
| 663 | Equipment Revolving Fund | 58,484 | 0 | 0 | 0.00% | 58,484 |
| 677 | Workers' Compensation | 299,450 | 0 | 0 | 0.00% | 299,450 |
| 678 | Prescription Drug | 950,700 | 0 | 0 | 0.00% | 950,700 |
| 679 | Health Care Deductible Reimbursement | 194,300 | 0 | 0 | 0.00% | 194,300 |
| <i>Trust & Agency Funds :</i> | | | | | | |
| 702 | County & School Tax Collection | 140,000 | 0 | 0 | 0.00% | 140,000 |
| 711 | Cemetery Perpetual Maintenance | 71,000 | 0 | 0 | 0.00% | 71,000 |
| 718 | Ella W. Sharp Endowment | 55,000 | 0 | 0 | 0.00% | 55,000 |
| 731 | Employees' Retirement System | 2,180,000 | 0 | 0 | 0.00% | 2,180,000 |
| 732 | Policemen's/Firemen's Pension | 1,310,000 | 0 | 0 | 0.00% | 1,310,000 |
| 733 | Policemen's/Firemen's Pens.-345 | 3,350,000 | 383,501 | 383,501 | 11.45% | 2,966,499 |
| 736 | Public Employees Health Care | 10,000 | 0 | 0 | 0.00% | 10,000 |
| <i>Special Assessment Funds :</i> | | | | | | |
| 895 | Special Assessment | 641,801 | 0 | 0 | 0.00% | 641,801 |

City of Jackson
All Funds - Revenue Summary
As of and For the 1 Month Ended July 31, 2008

| Fund/Fund Name | 2008/09 Amended Budget | Actual Month To Date | Actual Year To Date | Percent Collected |
|--|---------------------------------------|-------------------------------------|------------------------------------|------------------------------|
| <u>General Fund :</u> | | | | |
| Property Taxes | 7,718,516 | 658,253 | 658,253 | 8.53% |
| Income Taxes | 8,575,000 | 1,154,174 | 1,154,174 | 13.46% |
| Licenses & Permits | 237,250 | 2,097 | 2,097 | 0.88% |
| Federal Grants | 4,088 | 0 | 0 | 0.00% |
| State Grants | 113,070 | 1,490 | 1,490 | 1.32% |
| State Revenue Sharing | 5,260,054 | 30,022 | 30,022 | 0.57% |
| Contributions From Local Units | 153,434 | 697 | 697 | 0.45% |
| Charges For Goods & Services | 1,141,121 | 70,140 | 70,140 | 6.15% |
| Fines & Forfeits | 274,500 | 18,259 | 18,259 | 6.65% |
| Investment Income | 300,000 | 56 | 56 | 0.02% |
| Contributions From Other Funds | 282,000 | 1,740 | 1,740 | 0.62% |
| Miscellaneous | 528,755 | 10,229 | 10,229 | 1.93% |
| Total General Fund Revenues | 24,587,788 | 1,947,157 | 1,947,157 | 7.92% |
| <u>Special Revenue Funds :</u> | | | | |
| 202 Major Street | 5,994,531 | 44 | 44 | 0.00% |
| 203 Local Street | 962,395 | 0 | 0 | 0.00% |
| 208 Ella W. Sharp Park Operating | 758,000 | 0 | 0 | 0.00% |
| 210 Land Acquisition Fund | 28,000 | 0 | 0 | 0.00% |
| 211 Housing Initiative Fund | 50,000 | 0 | 0 | 0.00% |
| 245 Public Improvement | 1,227,000 | 103,321 | 103,321 | 8.42% |
| 249 Building Inspection | 529,200 | 21,512 | 21,512 | 4.07% |
| 257 Budget Stabilization | 65,000 | 0 | 0 | 0.00% |
| 265 Drug Law Enforcement | 44,905 | 1,975 | 1,975 | 4.40% |
| 266 Project Safe Neighborhood Grant | 0 | 23,054 | 23,054 | N/A Note 2 |
| 270 LAWNET Grant | 35,210 | 5,048 | 5,048 | 14.34% |
| 288 Lead Hazard Control Grant | 1,432,783 | 107,986 | 107,986 | 7.54% |
| 293 Waterfront Redevelopment Grant | 256,294 | (380) | (380) | -0.15% |
| 295 2008 Brownfield Assessment Grant | 300,000 | 0 | 0 | 0.00% |
| 296 Recreation Activity | 312,000 | 4,353 | 4,353 | 1.40% |
| 297 JPS Recreation Millage Program | 258,000 | 0 | 0 | 0.00% |
| <u>Debt Service Funds :</u> | | | | |
| 323 Mich. Urban Land Assembly D/S | 144,000 | 12,000 | 12,000 | 8.33% |
| 324 2003 MTF Bond D/S | 279,005 | 0 | 0 | 0.00% |
| 365 2003 City Hall D/S | 584,000 | 55,515 | 55,515 | 9.51% |
| 368 Building Authority D/S | 128,500 | 110,094 | 110,094 | 85.68% |
| 395 2001 DDA TIF D/S | 1,051,000 | 0 | 0 | 0.00% |
| 398 2002 BRA TIF D/S | 565,000 | 0 | 0 | 0.00% |
| 399 2007 BRA TIF Refunding D/S | 450,000 | 0 | 0 | 0.00% |
| <u>Capital Projects Funds :</u> | | | | |
| 401 Capital Projects Fund | 415,075 | 0 | 0 | 0.00% |
| 402 Water Equipment and Replacement | 1,775,000 | 141,667 | 141,667 | 7.98% |
| 404 Sanitary Sewer Maintenance Fund | 501,025 | 80,527 | 80,527 | 16.07% |
| 405 Sanitary Sewer Replacement | 698,000 | 54,000 | 54,000 | 7.74% |
| 406 Wastewater Equip. Replacement | 660,000 | 51,500 | 51,500 | 7.80% |

(Continued-)

City of Jackson
All Funds - Revenue Summary
As of and For the 1 Month Ended July 31, 2008

- Continued -

| Fund/Fund Name | 2008/09 Amended Budget | Actual Month To Date | Actual Year To Date | Percent Collected |
|--|---------------------------------------|-------------------------------------|------------------------------------|------------------------------|
| <u>Capital Projects Funds : (Continued)</u> | | | | |
| 494 Brownfield Redevelopment Authority | 1,535,700 | 0 | 0 | 0.00% |
| 496 DDA Project | 1,072,326 | 750 | 750 | 0.07% |
| <u>Enterprise Funds :</u> | | | | |
| 583 Sharp Park Golf Practice Center | 75,700 | 0 | 0 | 0.00% |
| 585 Auto Parking System | 111,608 | 1,633 | 1,633 | 1.46% |
| 586 Parking Assessment | 192,276 | 3,562 | 3,562 | 1.85% |
| 590 Sewer | 5,616,000 | 194,415 | 194,415 | 3.46% |
| 591 Water | 6,850,600 | 673,803 | 673,803 | 9.84% |
| 599 Parking Deck Fund | 281,155 | 0 | 0 | 0.00% |
| <u>Internal Service Funds :</u> | | | | |
| 641 Public Works Administration | 668,000 | 87,975 | 87,975 | 13.17% |
| 642 Engineering Administration | 340,000 | 44,104 | 44,104 | 12.97% |
| 643 Local Site Remediation Revolving | 205,500 | 0 | 0 | 0.00% |
| 661 Motor Pool and Garage | 1,345,972 | 119,419 | 119,419 | 8.87% |
| 663 Equipment Revolving Fund | 58,484 | 0 | 0 | 0.00% |
| 677 Workers' Compensation | 375,600 | 22,604 | 22,604 | 6.02% |
| 678 Prescription Drug | 1,208,300 | 75,414 | 75,414 | 6.24% |
| 679 Health Care Deductible Reimb. | 437,350 | 32,001 | 32,001 | 7.32% |
| <u>Trust & Agency Funds :</u> | | | | |
| 702 County & School Tax Collection | 140,000 | 0 | 0 | 0.00% |
| 711 Cemetery Perpetual Maintenance | 106,000 | 433 | 433 | 0.41% |
| 718 Ella W. Sharp Endowment | 55,000 | 0 | 0 | 0.00% |
| 731 Employees' Retirement System | 2,056,911 | 0 | 0 | 0.00% |
| 732 Policemen's/Firemen's Pension | 1,261,212 | 0 | 0 | 0.00% |
| 733 Policemen's/Firemen's Pension-345 | 6,139,716 | 130,668 | 130,668 | 2.13% |
| 736 Public Employees Health Care | 11,000 | 0 | 0 | 0.00% |
| <u>Special Assessment Funds :</u> | | | | |
| 895 Special Assessment | 641,801 | 2,484 | 2,484 | 0.39% |

City of Jackson
Notes to Revenue & Expenditure Summaries
As of and For the 1 Month Ended July 31, 2008

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: Budget amendments are pending that will eliminate these variances.



Community Development

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

September 3, 2008

TO: William R. Ross, City Manager
FROM: Carol L. Konieczki, Community Development Director
RE: Dangerous Building Report

Attached is the monthly Dangerous Building Report. Please add this item to the September 9, 2008 agenda as receipt of report.

CK:sc

Attachment

cc: Sheila Prater, Property Code Technician
Frank Donovan, Acting Chief Building Official



Department of Community Development

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

Administrative Services
(517) 788-4060

Building Inspection
(517) 788-4012

Rehabilitation Services & Information
(517) 788-4070

August 8, 2008

DANGEROUS BUILDING REPORT COVER SHEET

This months Dangerous Building report summarizes the current status of all dangerous or unsafe structures as referenced in Chapter 17 of the City Code of Ordinances. We have changed the format of this report in an attempt to make it easier to read and understand.

| | |
|-------------|--|
| Pages 1 | Properties scheduled for the August 15, 2008, BCBA meeting |
| Pages 2 – 3 | Properties granted extensions by the BCBA |
| Pages 4 | Properties issued an Official Notice and Order and scheduled for a future BCBA meeting |
| Page 5 | Properties tentatively scheduled for a future BCBA meeting |
| Page 6 – 7 | Properties with outstanding Notice and Orders UPHELD, Awaiting Demolition |
| Page 8 | Properties pending reconsideration from the BCBA |
| Page 9 | Properties pending court action |
| Page 10 | Properties released from BCBA |
| Page 11 | Dangerous Building Summary Sheet |

If you have any comments or would like to make any suggestions on how we can improve this report please contact Sheila Prater at (517) 788-4012.

Respectfully,

Frank Donovan
Acting Chief Building Official

FD/smp



CITY OF JACKSON

PROPERTIES SCHEDULED FOR THE AUGUST 15, 2008, BCBA MEETING

| Property Address/Type/Designation Deed Holder | BCBA Activity | Summary of Activites thru 7/31/08 |
|---|--|--|
| ===== 401 Adams St (1-0586) Cornelious Wright (2 – CDBG) (Staff) – House (R) | 8/15/08 – New Case | 4/14/08 Condemned; Structure open and accessible at side door and north window; Chapter 14 Housing Code violations. |
| 1209 Chittock Ave (5-0711) Samuel Terry (34 – CDBG) (JPD) – House (O) | 7/18/08 BCBA continued until 8/15/08 to allow owner time to settle with the Insurance Company. | 9/7/07 Condemned; Gas leak in utility room; Chapter 14 Housing code violations. 1/17/08 owner is awaiting estimates from contractors. 2/15/08 Home Depot will be hiring someone to make repairs. |
| 107 E Ganson St (7-0134) Herbert Christopher (4 – CDBG) (Fire) – House (R) | 7/18/08 BCBA continued until 8/15/08 to allow owner’s lawyer to work out ownership issues. | 10/4/07 Condemned; Fire, smoke and water damage throughout structure; Chapter 14 Housing Code violations. 2/15/08 owner is awaiting Insurance settlement. 4/18/08 owner working with attorney regarding ownership issues. 7/22/08 received ACT 495 funds. |
| 1514 Plymouth St (6-0515) Nathan Brown (new owner 5/08) Entrust Great Lakes US FBO (6 – CDBG) (JPD) – House (R) | 7/18/08 continued until 8/15/08 to allow owner to continue with repairs. | 1/30/08Condemned; Structure open and accessible; unfit for human habitation; Chapter 14 Housing Code violations. Permit Information – PB080195 (remodel) 5/15/08. |
| 110 N Thompson St (2-0366) Ed Yoakam (new owner 2/08) Ken Rhines/Patty Lannabary (19 – CW) (Fire) – House (O) | 5/16/08 BCBA continued until 8/15/08 to allow owner time to finish work and final permits. | 10/12/07 Condemned; Fire, smoke and water damage throughout structure; Chapter 14 Housing Code violations. 2/15/08 once foreclosure is completed and Mr. Yoakam has ownership repairs will start and should be finished within 6 months. Permit Information – PE070435 issued and finalized. PB080041 2/13/08 (repair fire damage). |

CITY OF JACKSON

PROPERTIES SCHEDULED FOR THE AUGUST 15, 2008, BCBA MEETING

**Property Address/Type/Designation
Deed Holder**

BCBA Activity

Summary of Activites thru 7/31/08

=====

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CITY OF JACKSON

PROPERTIES GRANTED EXTENSIONS BY THE BCBA

| Property Address/Type/Designation Deed Holder | BCBA Activity | Summary of Activities thru 7/31/08 |
|---|--|--|
| ===== | | |
| == | | |
| 1005 E Ganson St (7-0763) Kimberly Powell (4 – CDBG) (Fire) – House (R) | 5/16/08 BCBA continued until 9/19/08 to allow owner to settle with Insurance Company and make repairs. | 12/12/07 Condemned; Fire damage to living room floor; smoke damage throughout; Chapter 14 Housing Code violations. Permit Information – PB080161 5/1/08 (remodel), PP080125 5/19/08. |
| 107 N Higby St (2-0482) Eagle Ventures (new owner 3/08) Pamela Adams (19 – CW) (Fire) – House (R) | 6/20/08 BCBA continued until 9/19/08 to allow new owner time to pull permits and finish repairs | 8/21/07 Condemned; Extensive fire damage to living room and porch; Extensive smoke damage throughout house. 11/15/07 owner has settled with Insurance Company and is trying to decide if she wants to repair or demolish. 11/16/07 ACT 495 Funds. 12/20/07 owner is closing on new house will be selling this one as is or demolishing. 2/15/08 property being sold, closing to take place soon. 3/28/08 new owner hoping to be finished by June. Permit Information – PB080085 3/26/08 (remodel), PE080068 3/24/08. |

(# is CDBG Area also shows CW or CDBG)
for office use only

(Who requested condemnation)

(Designation; (R) = Rental and (O) = Owner Occupied)

CITY OF JACKSON

PROPERTIES GRANTED EXTENSIONS BY THE BCBA (CONTINUED)

| Property Address/Type/Designation Deed Holder | BCBA Activity | Summary of Activities thru 7/31/08 |
|--|---|--|
| ===== | | |
| == | | |
| | Page 2 | |
| 943 Maple Ave (4-0852) Susan Shanes (34 – CDBG) (JPD) – House (O) | 7/18/08 BCBA continued until 9/19/08 per inspection owner is making progress and hopes to be finished soon. | 10/31/05 Condemned; open and accessible; unfit for human habitation; Chapter 14 Housing Code violations. 5/18/06 owner has applied for rehab. 7/20/06 should be finished within 3 months. 8/17/06 owner still awaiting rehab loan through Community Development. 10/19/06 owner would like 2 months 2 complete. 11/30/06 per inspector Building permit has been issued, no inspections. 4/19/07 Plumbing almost complete should be finished with everything shortly after that. 5/17/07 per Building Inspector owner is making good progress. Exterior to be completed within the next week, once finished will focus on the interior again. 8/16/07 owner has received loan to finish repairs and should be finished in about 30 days. 9/20/07 new bay window installed, bathroom and kitchen sinks installed. Roof should be finished this week, will then move onto drywall. 10/18/07 owner is hoping to be done by Christmas. 12/20/07 owner has lots of material should be finished within 90 days. 1/17/08 owner hoping to finish downstairs in 1 month and will then start on the upstairs. 2/15/08 three rooms dry walled, will schedule inspection before next meeting. 4/18/08 owner is having surgery but will try to keep sons working. Will try and get electrical permit pulled by May 1, 2008. Permit Information – PB060961 11/14/06 (remodel) expired 6/3/08, PP060437 11/13/06 expired 7/16/08, PE080119 5/9/08, PF08020 5/7/08. |
| 1615 Plymouth St (6-1233) Bettie Talbert (6 – CDBG) (Fire) – House (O) | 7/18/08 BCBA continued until 10/17/08 permit pulled and contractor should be starting repairs soon. | 12/20/07 Condemned; Smoke, fire and water damage throughout. 4/18/08 owner has hired contractor and is waiting for him to finish. Permit Information – PB080318 (remodel) 7/3/08. |

(# is CDBG Area also shows CW or CDBG)
for office use only

(Who requested condemnation)

(Designation; (R) = Rental and (O) = Owner Occupied)

CITY OF JACKSON

PROPERTIES GRANTED EXTENSIONS BY THE BCBA

**Property Address/Type/Designation
Deed Holder**

BCBA Activity

Summary of Activities thru 7/31/08

=====

**(# is CDBG Area also shows CW or CDBG)
for office use only**

(Who requested condemnation)

(Designation; (R) = Rental and (O) = Owner Occupied)

CITY OF JACKSON

PROPERTIES ISSUED AN OFFICIAL NOTICE AND ORDER AND SCHEDULED FOR A FUTURE BCBA MEETING

| Property Address/Type/Designation Deed Holder | Next BCBA Hearing Date | Summary of Activities thru 7/31/08 |
|---|-----------------------------------|--|
| 628 Madison St (2-2125) Meryletta Hafley (31 – CW) (Fire) – House – (O) | 9/19/08 | 5/5/08 Condemned; Fire, smoke and water damage throughout; Chapter 14 Housing Code violations. Permit Information – PB080255 6/6/08 (fire damage), PE080155 6/10/08, PP080157 7/2/08. |
| 1014 Second Ct (3-2001) Heather Hill (27 – CW) (JPD) – House (O) | 9/19/08 | 6/13/08 Condemned; Northeast corner of foundation damaged by vehicle. |
| 1102 Walker St (8-2446) Matt Peck (8 – CDBG) (Fire) – House (O) | 9/19/08 | 5/15/08 Condemned; Fire, smoke and water damage to second floor and Chapter 14 Housing Code violations. |

(# is CDBG Area also shows CW or CDBG)
for office use only

(Who requested condemnation)

(Designation; (R) = Rental and (O) = Owner Occupied)

CITY OF JACKSON

PROPERTIES TENTATIVELY SCHEDULED FOR A FUTURE BCBA MEETING

| Property Address/Type/Designation Deed Holder | Next BCBA Hearing Date | Summary of Activities thru 7/31/08 |
|--|-----------------------------------|---|
| 1915 E Ganson St (7-1196) Stephen Lewis (7 – CDBG) (Fire) – House (O) | 9/19/08 (T) | 7/24/08 Condemned; West kitchen window broken out, east lower level window broken out; west wall damaged and exposed to the elements as a result of fire fighting measures. |
| 137 W Mason St (4-0785) Eric/Laura Springborn (3 – CDBG) (Staff) – House (R) | 9/19/08 (T) | 6/30/08 Condemned; Structural elements in danger of collapse; interior and exterior of building are unfit; Chapter 14 Housing Code violations. |
| 414 W Morrell St (3-2041) Hugh Hiller (33 – CDBG) (Staff) – Front Porch (R) | 9/19/08 (T) | 7/23/08 Condemned; Front porch is pulling away from the house at the southeast corner; southeast pillar is loose and it appears the structural support for the porch and roof assembly is insufficient to carry the load. |

(# is CDBG Area also shows CW or CDBG)
for office use only

(Who requested condemnation)

(Designation; (R) = Rental and (O) = Owner Occupied)

(T) – Tentative date – awaiting return of Official Notice and Order

CITY OF JACKSON

PROPERTIES WITH OUTSTANDING NOTICE AND ORDERS UPHELD, AWAITING DEMOLITION

| Property Address/Type/Designation Upheld Deed Holder | Date | Bids Requested | Bids Received | Bids Awarded | Scheduled Demolition | Summary of Activities thru 7/31/08 |
|---|-------------|---------------------------|--------------------------|-------------------------|---------------------------------|--|
| 939 Chittock Ave (5-0649) Trainor Financial LLC (new owner 10/07) Jackson County Treasurer (new owner 6/07) Destiny Ventures LLC (34 – CDBG) (Staff) – House (R) | 3/15/07 | | | | | 11/8/06 Condemned; Structure open and accessible at rear door; all cooper has been striped out of house; Chapter 14 Housing Code violations. 5/4/07 – Inspection Department to inspect for updated status. 6/29/07 – Property now owned by County of Jackson, per Building Official we cannot take action on County owned properties. |
| 220 S Dwight St (6-0904) William/Kristy Denman (11 – CDBG) (NA) – House (R) | 2/15/08 | 3/12/08 | 3/24/08 | | | 10/19/07 Condemned; Open and accessible; Unfit for human habitation; Chapter 14 Housing Code violations. |
| 704 First St (3-0023) Lamar Jackson (33 – CDBG) (Staff) – House (R) | 4/18/08 | 5/20/08 | 6/5/08 | | | 1/31/08 Condemned; Lower unit open and accessible; Fire damage in upper unit; Chapter 14 Housing Code violations. |
| 508 N Francis St (7-0070) Jeffrey/Ryan Anderson (new owner 8/07) Tracie Vierk (4 – CDBG) (JPD) – House (R) | 12/14/06 | 1/9/07 | 1/24/07 | | | 7/10/06 Condemned; Structure open and accessible; trash and debris throughout; gas and electric shut off; Chapter 14 Housing Code violations. 11/16/06 ownership issues on this property. 5/4/07 Owner has been trying to contact Building Official to discuss repairs. |
| 815 Francis St (5-0589) Christopher Robinson (new owner 3/07) Hasche LLC Etal (3 – CDBG) (Fire) – House (R) | 9/20/07 | | | | | 3/7/07 Condemned; Smoke, fire and water damage to upper unit; water damage to lower unit; Chapter 14 Housing Code violations. No contact from owner. |

(# is CDBG Area also shows CW or CDBG)
for office use only

(Who requested condemnation)

(Designation; (R) = Rental and (O) = Owner Occupied)

CITY OF JACKSON

PROPERTIES WITH OUTSTANDING NOTICE AND ORDERS UPHELD, AWAITING DEMOLITION (CONTINUED)

| Property Address/Type/Designation Upheld Deed Holder | Date | Bids Requested | Bids Received | Bids Awarded | Scheduled Demolition | Summary of Activities thru 7/31/08 |
|--|-------------|---------------------------|--------------------------|-------------------------|---------------------------------|---|
| 606 S Mechanic St (4-0588) Community Action Agency (new owner 4/08) Rose City Investments (3 – CDBG) (JPD) – House (R) | 7/18/08 | | | | | 2/6/08 Condemned; Structure open and accessible; Chapter 14 Housing Code violations. |
| 611 W Morrell St (3-2064) John/Patricia Grzesikowski (28 – CDBG) (Fire) – House (O) | 6/20/08 | 7/21/08 | | | | 11/26/07 Condemned; Fire, smoke and water damage to interior of house. 4/18/08 waiting for Insurance Settlement before work starts. |
| 416 W North St (1-0504) Don Wood (new owner 3/08) Peggy Winters (1 – CDBG) (Staff) – House (R) | 7/18/08 | | | | | 12/15/06 Condemned; Structure open and accessible; unfit for human habitation; Chapter 14 Housing Code violations. 6/14/07 bank will request bids for repairing and demolition. Redemption to expire 12/6/07. 10/18/07 new listing agent trying to sell as a package with another property. 1/17/08 property now listed for sale. 2/15/08 closing will take place within next month. 3/28/08 hoping to be finished with all repairs by end of summer. |
| 918-20 Williams St (4-0698) Countywide Bank (34 – CDBG) (DPW) – House (R) | 12/14/06 | 1/9/07 | 1/24/07 | | | 9/22/06 Condemned; Fire, smoke and water damage throughout both units; Chapter 14 Housing Code violations. |

(# is CDBG Area also shows CW or CDBG)
for office use only

(Who requested condemnation)

(Designation; (R) = Rental and (O) = Owner Occupied)

CITY OF JACKSON

PROPERTIES PENDING RECONSIDERATION FROM THE BCBA

| Property Address/Type/Designation Deed Holder | BCBA Activity | Summary of Activities thru 7/31/08 |
|--|---|--|
| 1042 Walker St (8-2448) Craig Stringham (12/07) Wells Fargo Bank (new owner 8/07) Richard/Robin Wood (8 – CDBG) (JPD) – House (O) | 6/20/08 BCBA continued until 9/19/08 owners contractors to pull permits and complete repairs. | 1/22/07 Condemned; Structure open and accessible; unfit for human habitation; Chapter 14 Housing Code violations. Sheriffs sale 1/07, redemption expires 7/10/07 (Wells Fargo Bank). 5/17/07 Mr. and Mrs. Wood no longer want the property and are letting it go back to the bank. 7/26/07 Real Estate agent asked to get 2 bids for making repairs. 10/24/07 Mr. Stringham is planning on purchasing the property and requested reconsideration. 11/15/07 new owner should be completed within 6 months. 12/20/07 new owner striped interior down to studs and should be finished within 5-6 months. 3/28/08 permits will be pulled and work to be finished within 60 days. Permit Information – PB070570 12/5/07 (remodel). |

(# is CDBG Area also shows CW or CDBG)
for office use only

(Who requested condemnation)

(Designation; (R) = Rental and (O) = Owner Occupied)

CITY OF JACKSON

PROPERTIES PENDING COURT ACTION

| Property Address/Type/Designation Upheld Deed Holder | Date | Bids Requested | Bids Received | Bids Awarded | Scheduled Demolition | Summary of Activities thru 7/31/08 |
|---|-------------|---------------------------|--------------------------|-------------------------|---------------------------------|---|
| 800 S Mechanic St (4-0600) Gregory Cole (3 – CDBG) (JPD) – House (R) | 6/14/07 | 7/10/07 | 7/20/07 | | | 11/6/06 Condemned; Open and accessible at back door; Chapter 14 Housing Code violations. 3/15/07 Should be done in about 60 days. 4/19/07 property cleaned out, will be getting bids for repairs. Permit Information – PB060464 4/20/06 (remodel) has since expired, permit re-issued using permit number PB070122 10/16/07. Court date scheduled for 8/24/07 @ 9:30 a.m. |
| 204 E Prospect St (5-1894.1) Golden Gibson (new owner 6/07) Federal National Mortgage Assn (new owner 7/06) Flagstar Bank (18 – CDBG) (Fire) – House (R) | 1/18/07 | | | | | 7/5/06 Condemned; Exterior siding burned; windows broken out; door damaged; walls, ceilings and floor joists damaged; smoke and water damage throughout; gas and electric shut off; trash and debris throughout. 10/19/06 owner (Maurice Harrell) is working on redeeming house, once he does he will start repairs. 5/4/07 New owner given time by court to pull permits and repair. Permit Information – PB070167 (repair) 5/11/07, PE070258 7/25/07. |
| 605 Williams St (4-0777) Starting Point Financial (3 – CDBG) (Fire) – House (R) | 4/22/04 | 04/23/04 | 05/19/04 | | | 6/5/03 Condemned; fire damage throughout structure. 9/18/03 Notice and Order UPHELD. Demolition never done. 4/22/04 Notice and Order UPHELD – Demolition never done due to restraining order. We do have ACT 495 insurance money. 5/12/04 Restraining order filed by owner’s attorney. 6/28/04 owner pulled remodel permit. 12/13/04 Permit #13420 abandoned by owner. 1/26/05 – Injunction issued with court date of 2/18/05. Court granted extension until 4/29/05. 5/5/05 work started, good progress being made on exterior, roof finished, siding started and new electrical service. Property still in court. |

(# is CDBG Area also shows CW or CDBG)
for office use only

(Who requested condemnation)

(Designation; (R) = Rental and (O) = Owner Occupied)

CITY OF JACKSON

PROPERTIES RELEASED FROM BCBA

| Property Address/Type/Designation Deed Holder | Release Date | Summary of Activities thru 7/31/08 |
|---|---------------------|---|
| 1402 Lansing Ave (2-2253) Hugh Hiller (2 – CDBG) (Fire) – House (R) | 7/18/08 | Released to Building Permit status. |
| 118-20 E Mason St (5-0136) Andrew Harris (3 – CDBG) (Fire) – Commercial | 7/18/08 | Released to Building Permit status. |
| 503 Union St (3-1997) Neil Carsner (27 – CW) (JPD) - Garage | 7/30/08 | Demolished by owner. |

See DB Summary on next page

(# is CDBG Area also shows CW or CDBG)
for office use only

(Who requested condemnation)

(Designation; (R) = Rental and (O) = Owner Occupied)

CITY OF JACKSON
DANGEROUS BUILDING SUMMARY SHEET

| | Jan-08 | Feb-08 | Mar-08 | Apr-08 | Jun-08 | Jul-08 |
|---|-------------|-----------|--------|--------|--------|--------|
| PROPERTIES CONDEMNED THIS MONTH | 4 | 1 | 0 | 1 | 3 | 2 |
| <i>YEAR TO DATE</i> | 4 | 5 | 5 | 6 | 9 | 11 |
| PROPERTIES DEMOLISHED THIS MONTH | 5(O)1(City) | 1 (Owner) | 0 | 0 | 0 | 0 |
| <i>YEAR TO DATE</i> | 6 | 7 | 7 | 7 | 7 | 7 |
| PROPERTIES UNDER EXTENSION FROM BCBA | 7 | 9 | 8 | 9 | 12 | 8 |
| <i>YEAR TO DATE</i> | 7 | 16 | 24 | 33 | 45 | 53 |
| AWAITING RECONSIDERATION FROM BCBA | 2 | 2 | 1 | 1 | 1 | 1 |
| <i>YEAR TO DATE</i> | 2 | 4 | 5 | 6 | 7 | 8 |
| BUILDINGS AWAITING BCBA ACTION | 10 | 7 | 6 | 5 | 6 | 8 |
| <i>YEAR TO DATE</i> | 10 | 17 | 23 | 28 | 34 | 42 |
| BCBA ACTION UPHELD | 7 | 6 | 6 | 7 | 7 | 9 |
| <i>YEAR TO DATE</i> | 7 | 13 | 19 | 26 | 33 | 42 |
| BCBA ACTION UPHELD ON HOLD BY COURT | 2 | 2 | 2 | 2 | 3 | 3 |
| <i>YEAR TO DATE</i> | 2 | 4 | 6 | 8 | 11 | 14 |
| PROPERTIES REPAIRED | 0 | 1 | 3 | 1 | 0 | 2 |
| <i>YEAR TO DATE</i> | 0 | 1 | 4 | 5 | 5 | 7 |



Community Development

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

September 2, 2008

TO: William R. Ross, City Manager
FROM: Carol L. Konieczki, Community Development Director
RE: CDBG Financial Summary through July 2008

Attached is a Financial Summary for the CDBG funds through July 2008.

Please place this item for consideration on the September 9, 2008 City Council agenda.

CLK:hls

City of Jackson
Community Development Block Grant
Monthly Financial Summary
For the One Month Ended July 31, 2008

| | Budgeted | Expended Prior Year | Actual Month-to-Date | Actual Year-to-Date | Total Funds Expended- to-Date | Balance | Percent Spent |
|--|----------|------------------------|-------------------------|------------------------|-------------------------------------|---------|------------------|
| Public Services | | | | | | | |
| 1 American Red Cross | | | | | | | |
| FY 2007/2008 | 3,000 | 2,033 | - | - | 2,033 | 967 | 68% |
| FY 2008/2009 | 2,000 | - | - | - | - | 2,000 | 0% |
| 2 Big Brothers Big Sisters | 2,000 | - | - | - | - | 2,000 | 0% |
| 3 Center for Family Health | 25,000 | - | - | - | - | 25,000 | 0% |
| 4 Fair Housing Services (FY 2004/2005) | 10,000 | - | - | - | - | 10,000 | 0% |
| 5 Family Services & Children's Aid | 5,000 | - | - | - | - | 5,000 | 0% |
| 6 Florence Crittendon - Male Transition Program | | | | | | | |
| FY 2007/2008 | 4,788 | 3,961 | - | - | 3,961 | 827 | 83% |
| FY 2008/2009 | 2,500 | - | - | - | - | 2,500 | 0% |
| 7 Florence Crittendon - Reporting Center for Youth | | | | | | | |
| FY 2007/2008 | 5,400 | 2,119 | - | - | 2,119 | 3,281 | 39% |
| FY 2008/2009 | 3,000 | - | - | - | - | 3,000 | 0% |
| 8 Human Relations Comm (Cool Cities Youth Council) | | | | | | | |
| FY 2007/2008 | 5,000 | 1,739 | - | - | 1,739 | 3,261 | 35% |
| FY 2008/2009 | 1,000 | - | - | - | - | 1,000 | 0% |
| 9 Jackson Affordable Housing Programs | | | | | | | |
| FY 2007/2008 | 29,200 | 24,419 | - | - | 24,419 | 4,781 | 84% |
| FY 2008/2009 | 30,273 | - | - | - | - | 30,273 | 0% |
| 10 Jackson School of the Arts | 1,500 | - | - | - | - | 1,500 | 0% |
| 11 Legal Services of SE Michigan (FY 2007/2008) | 1,500 | 128 | - | - | 128 | 1,372 | 9% |
| 12 MLK Summer Program | 35,000 | - | - | - | - | 35,000 | 0% |
| 13 Neighborhood Resource Centers | | | | | | | |
| FY 2007/2008 | 15,000 | 13,326 | 369 | 369 | 13,695 | 1,305 | 91% |
| FY 2008/2009 | 12,000 | - | - | - | - | 12,000 | 0% |
| 14 Northeast School Dental Clinic (FY 2005/2006) | 25,000 | 24,896 | - | - | 24,896 | 104 | 100% |
| 15 Partnership Park-After School Programs | 5,000 | - | - | - | - | 5,000 | 0% |
| 16 Resident Officer Program-Property Expenses (FY 2004/2005) | 3,993 | 3,317 | - | - | 3,317 | 676 | 83% |
| 17 Salvation Army - Heating Assistance | | | | | | | |
| FY 2007/2008 | 68,108 | 60,000 | - | - | 60,000 | 8,108 | 88% |
| FY 2008/2009 | 63,000 | - | - | - | - | 63,000 | 0% |
| 18 United Way - 211 Services | 10,000 | - | - | - | - | 10,000 | 0% |
| 19 Administration & Planning | | | | | | | |
| FY 2007/2008 | 344,100 | 200,627 | 9,090 | 9,090 | 209,717 | 134,383 | 61% |
| FY 2008/2009 | 248,600 | - | - | - | - | 248,600 | 0% |
| Other Projects | | | | | | | |
| 20 City Code Enforcement Division | | | | | | | |
| FY 2007/2008 | 532,545 | 416,531 | 18,351 | 18,351 | 434,882 | 97,663 | 82% |
| FY 2008/2009 | 500,000 | - | - | - | - | 500,000 | 0% |
| 21 City Housing Rehabilitation Projects: | | | | | | | |
| Owner Occupied Housing Rehabilitation | | | | | | | |
| FY 2005/2006 | 292,000 | 209,612 | 33,002 | 33,002 | 242,614 | 49,386 | 83% |
| FY 2006/2007 | 59,000 | - | - | - | - | 59,000 | 0% |
| FY 2007/2008 | 317,451 | - | - | - | - | 317,451 | 0% |
| FY 2008/2009 | 158,980 | - | - | - | - | 158,980 | 0% |
| City Emergency Hazard Repair Program | | | | | | | |
| FY 2007/2008 | 50,000 | 11,446 | 7,062 | 7,062 | 18,508 | 31,492 | 37% |
| FY 2008/2009 | 75,000 | - | - | - | - | 75,000 | 0% |
| New Neighbor Program (FY 2005/2006) | 80,000 | 58,755 | - | - | 58,755 | 21,245 | 73% |
| World Changers | | | | | | | |
| FY 2007/2008 | 45,000 | 32,829 | 261 | 261 | 33,090 | 11,910 | 74% |
| FY 2008/2009 | 38,250 | - | - | - | - | 38,250 | 0% |

City of Jackson
Community Development Block Grant
Monthly Financial Summary
For the One Month Ended July 31, 2008

| | <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> |
|---|-----------------|--------------------------------|---------------------------------|--------------------------------|--|----------------|--------------------------|
| Spring Cleanup | 5,000 | 4,428 | - | - | 4,428 | 572 | 89% |
| City Rehab Administration (Denied Loans) | | | | | | | |
| FY 2007/2008 | 1,000 | 331 | 88 | 88 | 419 | 581 | 42% |
| FY 2008/2009 | 3,000 | - | - | - | - | 3,000 | 0% |
| 22 Downtown Development Authority - Façade Loans | | | | | | | |
| FY 2006/2007 | 60,000 | 38,000 | - | - | 38,000 | 22,000 | 63% |
| FY 2007/2008 | 15,000 | - | - | - | - | 15,000 | 0% |
| FY 2008/2009 | 18,000 | - | - | - | - | 18,000 | 0% |
| 23 John George Home - building repairs | 50,000 | - | - | - | - | 50,000 | 0% |
| 24 Grace Haven - shelter repairs | 18,000 | - | - | - | - | 18,000 | 0% |
| 25 Michigan Theater - plumbing repairs | 4,000 | - | - | - | - | 4,000 | 0% |
| 26 Jackson Friendly Home - elevator | 30,000 | - | - | - | - | 30,000 | 0% |
| 27 Street Construction - Milwaukee (FY 2006/2007) | 98,000 | 78,152 | - | - | 78,152 | 19,848 | 80% |
| 28 Street Construction - High to Morrell (FY 2006/2007) | 398,000 | 322,720 | - | - | 322,720 | 75,280 | 81% |
| 29 Street Construction - Elm (FY 2006/2007) | 99,400 | 60,953 | - | - | 60,953 | 38,447 | 61% |
| 30 Rotary Park Improvements | 35,000 | - | - | - | - | 35,000 | 0% |
| 31 Public Works - curb ramps | 40,000 | - | - | - | - | 40,000 | 0% |
| 32 Tree Removal/Replacement | 25,000 | - | - | - | - | 25,000 | 0% |
| 33 Enterprise Group - Operations (FY 2006/2007) | 7,500 | - | - | - | - | 7,500 | 0% |
| 34 Job Creation Loans (FY 2006/2007) | | | | | | | |
| FY 2006/2007 | 30,000 | - | - | - | - | 30,000 | 0% |
| FY 2008/2009 | 34,000 | - | - | - | - | 34,000 | 0% |
| 35 Enterprise Group-Incubator Bldg Imp (FY 2006/2007) | 18,000 | 6,926 | - | - | 6,926 | 11,074 | 38% |
| 36 Riverwalk Project (FY 2005/2006) | 70,000 | 27,480 | - | - | 27,480 | 42,520 | 39% |
| 37 Acquisition/Demolition - CAA (FY 2005/2006) | 259,103 | 235,603 | - | - | 235,603 | 23,500 | 91% |
| 38 Demolitions - Building Inspection (FY 2005/2006) | | | | | | | |
| FY 2005/2006 | 40,846 | 20,795 | - | - | 20,795 | 20,051 | 51% |
| FY 2007/2008 | 48,046 | - | - | - | - | 48,046 | 0% |

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



MEMO TO: Honorable Mayor and City Councilmembers

FROM: Daniel P. Greer, Chairman *DPG*
City Affairs Committee

DATE: September 4, 2008

SUBJECT: PILOT Policy Recommendation

At the August 25th meeting, the City Affairs Committee reviewed the final draft of a revised policy for the Payment in Lieu of Tax (PILOT) applications. After considerable discussion the committee recommended approval of the policy as submitted. The committee further authorized City staff to calculate a recommended fee based upon staff time involved in processing an application and to forward that fee calculation for inclusion in the PILOT Policy. The City Manager has prepared a memorandum for inclusion with the PILOT Policy that outlines the fee calculation as directed by the committee. I recommend the fee amount as included in the memorandum from the City Manager be added to the PILOT Policy at the appropriate location, and that the PILOT Policy as recommended by the City Affairs Committee be adopted by the City Council.

DPG:WRR:skh

Attachment



Payment-in-Lieu-of-Tax (PILOT) Program Packet

SECTION I: PILOT POLICIES AND PROCEDURES

PURPOSE STATEMENT

The purpose of this policy is to administer Chapter 24, Article 2 of the City of Jackson's Municipal Code. It is acknowledged that it is a proper public purpose of the State of Michigan and its political subdivisions to provide housing for its citizens of low income and to encourage the development of such housing by providing for a service charge in lieu of property taxes in accordance with the State Housing Development Act of 1966 (1966 PA 346, as amended, MCL 125.1401, et seq). The City of Jackson is authorized by this Act to establish or change the service charge to be paid in lieu of taxes by any or all classes of housing exempt from taxation under this Act at any amount it chooses not to exceed the taxes that would be paid but for this Act.

It is further acknowledged that such housing for persons of low income is a public necessity, and as the City of Jackson will be benefited and improved by such housing, the encouragement of the same by providing certain real estate tax exemption for such housing is a valid public purpose; further, that the continuance of the provisions of this article for tax exemption and the service charge in lieu of taxes during the period contemplated in this article are essential to the determination of economic feasibility of this housing development which will be constructed and financed in reliance on such tax exemption.

It is further acknowledged that while this housing is a public necessity, so too is the proper development of the community in generally. It is the duty of the city council, with help from the city planning commission, that this community is developed in a manner consistent with the comprehensive plan. Therefore each application must be considered for its consistency with the overall goals and objectives of the future planning and development for the City of Jackson. The existence of this policy and the Tax Exemption Ordinance in no way infers a right to such tax exemption, and the City Council's action on each application is within its discretion.

GENERAL POLICIES AND PROCEDURES

1. PILOTs granted by the City of Jackson are not entitlements, but are reserved for projects that would not be financially feasible in the absence of the PILOT incentive.
2. Any development project that is under construction, excluding stabilization, site preparation, or utility work, is not eligible to apply for or to receive a PILOT.
3. To be eligible for a PILOT, the value of the proposed building renovations, site improvements, or new construction must be equal to or greater sixty percent (60%) of the Total Project Cost (defined as property & building acquisitions costs, financing expenses).
4. To be eligible to apply for PILOT, an applicant must own the property or have an option or other right to purchase the property under consideration.

5. To be eligible for a PILOT, residential projects must reserve at least 51% of the units for affordable housing.
6. Multi-family residential or housing facility is defined as two or more residential units located in a single building, on one parcel of land or on contiguous parcels of land.
7. An applicant will have up to one (1) year from the time of approval by the City Council to start construction.
8. These policies and procedures, as adopted by City Council, will be reviewed every five (5) years to ensure the ongoing efficiency and effectiveness of the PILOT program

SECTION II: PILOT APPLICATION

APPLICATION PROCESS

1. Pre-Submittal Conference – A meeting with members of the City of Jackson Community Development, Assessor, Attorney, and Finance Department must occur before submitting a PILOT application. This meeting is to acquaint all parties with the scope of the project and any related issues. This meeting also serves to familiarize the applicant with the PILOT process and policies.
2. Submission of Application – An outline of the PILOT application follows in this package. The official application must be assembled based on this outline. One original, five copies, and an electronic version of the application must be submitted no later than four weeks prior to the regularly scheduled City Council meeting. The applications should be delivered to: Community Development Department, Attn: Economic Development Project Manager, City of Jackson, 161 W Michigan Avenue, Jackson, MI 49201.
3. City Staff Review – City staff will review the submitted application and forward to City Council with a recommendation for their consideration.
4. City Council Review – City staff will notify applicant of the meeting at which the application will be considered. For the application to be considered by the City Council, the applicant, or his/her appointed representative, must be present at the meeting. Incomplete applications will not be presented to the Council for review.
5. Approval – If the project is approved by the City Council, the City Clerk will submit it to the State of Michigan with the adopted resolution.

APPLICATION FEE

A non-refundable application fee of \$520.00, payable to the City of Jackson, is due upon submission.

SUMMARY OF APPLICATION REQUIREMENTS:

Please provide the following information in the order listed below and indicate any items that are not applicable to your project.

1. State the name, address, and telephone number of the applying entity. State the name(s) of the applying entity's representatives and any other financial guarantors of the Project and their addresses and telephone numbers if different from above.

2. Provide background information about the applicant and guarantors, including development experience, if any, and all other relevant information the City may need to consider while reviewing the application. Describe the corporate or partnership structure as applicable.
3. Briefly describe the proposed Project. Include in this section the following:
 - a. Intended usage.
 - b. Economic and environmental impact.
 - c. The square footage of the building / land area to be renovated.
 - d. Architectural renderings.
 - e. All other information needed to fully explain the project.
4. State the marketing plans for the project identifying the intended market. What types of lessees are anticipated? If the project is speculative, how long is full occupancy expected to take and who will manage the project?
5. Briefly describe the ownership and tax information for this Project. Include in this section the following:
 - a. State the location of the proposed project by street address and legal description
 - b. Name the property owner at the time of application submittal.
 - c. If the Applicant does not presently own the property, attach a valid option to purchase the property.
 - d. Describe any and all existing financing, options, and liens on the property.
 - e. State the tax parcel number for all property involved with the Project and the current assessed value of the Property.
 - f. Are any assessments presently under appeal? If so, describe the status of the appeal.
 - g. Will the Project result in the subdivision of any present tax parcel?
6. Provide a detailed development pro forma outlining the proposed hard, soft and financing costs associated with the proposed development. The pro forma must also identify all sources of financing and terms, including Applicant equity, construction and permanent financing and any government assistance. It is expected that proposals will contain detailed costs breakdowns.
7. Are changes needed to the public space around the Project (For example; sidewalks, lighting and planting)?
8. State the proposed time schedule for the Project including the dates anticipated for the following:
 - a. Closing of the loan or contributing financing availability.
 - b. First expenditure of funds with regard to the project.
 - c. Anticipated date construction will begin.
 - d. Anticipated completion date.
9. Financial Background
 - a. Attach current audited financial statements of the applicant and guarantors. If audited financial statements are unavailable, please submit non-audited statements.
 - b. State the relationship any applicant or grantor has had with any accounting firm over the last five years and reason for change, if any.
 - c. Give three credit references for the applicant.

10. Name any of the following that will be involved with the Project (with address and phone numbers):
 - a. Architects and engineers.
 - b. Contractor for project.
 - c. Other professionals.
 - d. Please describe any potential conflicts of interest the applicant or any grantor may have with any City Personnel or Council members.

11. Please describe the following as to any applicant, guarantor, or other person involved with this project:
 - a. Any pending civil litigation involving this property or other business holdings.
 - b. Any pending criminal proceeding involving this property or other business holdings.
 - c. Any conviction, or other pending criminal matter, that is for any felony offense or any theft-related misdemeanor.

12. The applicant or applicant's representatives must execute the following statement and provide it as part of the application.

SIGNED STATEMENT

The following statement must be included along with a dated signature of the applicant or applicant's representatives.

This application is made to induce the City of Jackson to grant financial incentives to the applicant. The applicant represents that all statements contained herein are true and correct. All information materially significant to the City of Jackson in its consideration of the application is included. The applicant authorizes the City of Jackson investigation of its credit in connection with this application. The applicant acknowledges that it has reviewed the descriptions of the City of Jackson financial program for which it is applying and agrees to comply with those policies. The applicant specifically will pay all reasonable costs, fees and expenses incurred by the City of Jackson whether or not the incentive is granted or project completed.

FOIA PROTECTIONS OF CONFIDENTIAL MATERIAL

An applicant seeking Tax Exemption must file this application consistent with these PILOT policies and procedures approved by City Council. City Council acknowledges that any financial information received in connection with the application is sensitive information, and it therefore grants confidential status under the Freedom of Information Act for any financial information provided for use in considering this application. This status remains until an application is granted tax-exempt status.

SECTION III: PILOT TERM AND PERCENTAGE CALCULATION

4% Tax Credit Base: Applicants are eligible, contingent on City Council approval, for the following tax incentive:

Term: Life of Mortgage
 Percentage: 4% PILOT

9% Tax Credit Base: Applicants are eligible, contingent on City Council approval, for the following tax incentive:

Term: 5 Years
 Percentage: 10 % PILOT

Additional years (maximum 15 year total) and a lower PILOT percentage (minimum 4%) are available based on the criteria below:

PILOT percentage can be lowered based on Total Project Cost:

| | |
|-----------------------------|----|
| Investment over \$500,000 | 1% |
| Investment over \$1 Million | 2% |
| Investment over \$2 Million | 3% |
| Investment over \$3 Million | 4% |
| Investment over \$4 Million | 5% |
| Investment over \$5 Million | 6% |

Additional years for the PILOT can be added for each of the following items (maximum 15 years total):

| | |
|---|--------|
| Renovation of a structure listed on the National Parks Service's National Register of Historic Places | 10 Yrs |
| Renovation of a non-registered historical structure (building that is 50 years of age or older and is listed in, or eligible for listing in, the National Register of Historic Places). | 5 Yrs |
| Renovation of non-historic structure within the DDA District | 5 Yrs |
| Renovation of non-historic structure outside of DDA District | 3 Yrs |
| Incorporation of greenspace in addition to zoning requirements | 2 Yrs |
| Incorporation of public art through the City's Public Art Program | 2 Yrs |
| Incorporation of streetscape improvement on all street frontage | 2 Yrs |



City Manager's Office

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

TO: Honorable Mayor and City Councilmembers
FROM: William R. Ross, City Manager
DATE: September 3, 2008
RE: Proposed Application Fee for Payment In Lieu of Tax Applications (PILOT)

You will find attached a spreadsheet that reflects the amount of time and the cost per hour for the various departments that are involved in the application process for a PILOT. The estimated time and cost put in by the City totals \$522.19. We are rounding this to \$520.00, and recommending that the Council establish a fee of \$520.00 for PILOT applications. This amount should be inserted in the PILOT Policy that was previously forwarded to you as part of a report from the City Affairs Committee.

We will include this amount in the final policy document that is included in the packet for the City Council meeting on September 9, 2008.

WRR:skh

Attachment

cc: Lynn Fessel
Susan Murphy
Jules Giglio
Carol Konieczki
Jan Markowski

PILOT Application Fee Worksheet

Pre- Submittal Conference

| Department | Staff | Hours | Rate/hr | Total Cost |
|--------------------|-------|-------|---------|------------|
| Assessor | CJM | 1.5 | 42 | 63 |
| Attorney | SM | 1.5 | 49.87 | 74.805 |
| CD | EDPM | 1.5 | 35.17 | 52.755 |
| Finance | SM | 1 | 49.12 | 49.12 |
| Total Staff Costs: | | | | 239.68 |

Review of Application

| Department | Staff | Hours | Rate/hr | Total Cost |
|--------------------|-------|-------|---------|------------|
| Assessor | CJM | 1 | 42 | 42 |
| Attorney | SM | 2 | 49.87 | 99.74 |
| CD | EDPM | 2 | 35.17 | 70.34 |
| Finance | SM | 1 | 49.12 | 49.12 |
| Total Staff Costs: | | | | 261.2 |

Processing Approval

| Department | Staff | Hours | Rate/ hr | Total Cost |
|--------------------|-------|-------|----------|------------|
| City Clerk | LF | 0.5 | 42.63 | 21.315 |
| Total Staff Costs: | | | | 21.315 |

Total Costs: 522.195



Office of the Mayor

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

September 2, 2008

TO: City Councilmembers
FROM: Jerry F. Ludwig, Mayor
RE: **Jackson County Land Bank Authority**

In accordance with Article IV, Section 4.01, Intergovernmental Agreement between the Michigan Land Bank Fast Track Authority and the Treasurer of the County of Michigan creating the Jackson County Land Bank Authority, the Jackson County Land Bank Authority consists of nine members of which two individuals representing the City of Jackson nominated by the City Council and appointed by the County Board. Each member shall serve a four-year term.

It is my desire, therefore, to recommend to the Jackson County Commission the reappointment Andrew Frounfelker, 5th Ward City Councilmember, to the Jackson County Land Bank Authority for a four-year term beginning November 1, 2008, and ending October 31, 2012.

JFL:skh



Office of the Mayor

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

September 3, 2008

TO: City Councilmembers
FROM: Jerry F. Ludwig, Mayor
RE: **Citizens Advisory Council for Community Development**

Pursuant to the November, 1974, Resolution of the City Council creating the Citizens Advisory Council (CAC) for Community Development provides for Mayoral appointment, with City Council concurrence, of officers to that body.

It is my desire, therefore, to recommend Patricia Feldpausch to fill a current vacancy on the Citizens Advisory Council for Community Development beginning immediately and ending December 31, 2009.

JFL:skh

*Citizen
Advisory
Council*

CITY OF JACKSON



MICHIGAN

OFFICE OF
MAYOR
MARTIN J. GRIFFIN

161 W. MICHIGAN AVENUE
JACKSON, MI 49201
PHONE (517) 788-4028
FAX (517) 768-5820

City of Jackson Board / Commission Application

Name: PATRICIA FELDPAUSCH

Address: 1407 HONEYWILD AVE. Zip 49202

Home Phone: 517-784-7750 Other Phone: -

Occupation: RETIRED - FORMER ADMIN. ASSISTANT / SECRETARY
LANDLADY

Community Involvement / Activity

AMERICAN BUSINESS WOMENS ASSOC for 20+ yrs. (JACKSON CHAPTER)
RELAY FOR LIFE RICE - JACKSON CO.

Are you a registered voter? YES Ward? 2

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

1. CAC - CBO CBGG 2. _____
3. _____

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

A RESIDENT MY ENTIRE LIFE; INVOLVED IN MANY SCHOOL AND CHURCH COMMITTEES
WORKING WITH LOCAL LIONS CLUB

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

APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR.

Patricia Feldpausch
Signature of Applicant

8/29/08
Date





Office of the Mayor

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

September 3, 2008

TO: City Councilmembers
FROM: Jerry F. Ludwig, Mayor
RE: City Affairs Committee

I am recommending the approval of Councilmember Robert Howe to the City Affairs Committee replacing Councilmember Carl Breeding.

JFL:skh



City Planning Commission

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

September 9, 2008

Honorable Mayor and City Council
City of Jackson, Michigan

Subject: **PC 08-13 – Proposed rezoning of 500 & 505 N. Jackson, 216-224 Trail, and 523 Blackman Streets from PUDD (planned unit development district) to C-4 (general commercial district)**

Dear Mayor and Councilpersons:

The City Planning Commission recently considered a rezoning request back to C-4 (general commercial) from PUDD (planned unit development district). The properties—commonly known as the old Art Moehn Dealership—are located on both sides of Jackson Street, between Trail and Ganson Streets. The PUDD approved for the properties was never built.

The City Planning Commission (CPC) held a public hearing on the proposal at its meeting on Wednesday, August 6, 2008. The rezoning request now comes to City Council for public hearing and possible action. The CPC and its staff recommend approval of the rezoning. An ordinance is attached for your consideration along with the notice of public hearings, the staff report, and the August 6, 2008 meeting minutes of the CPC.

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

Sincerely,

Grant E. Bauman, AICP
Principal Planner



City Planning Commission

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

August 6, 2008

Application PC 08-13 Rezoning Request – Staff Recommendation

General Information

| | |
|--|--|
| Applicant | Property Owner |
| The City of Jackson 161 W. Michigan Avenue Jackson, MI 49201 | Moehn Properties LLC 2200 Seymour Road Jackson, MI 49201 |

Request

A change in zoning to C-4 (general commercial) from the Artisan Park Apartments PUDD (planned unit development district) is requested. Sec. 28-183 regulates the review and approval of rezoning change requests.

Location of Parcels

The old Art Moehn car dealership properties (500 & 505 N. Jackson, 216-224 Trail, & 523 Blackman Streets) are located on both sides of Jackson Street, between Trail and Ganson Streets.

Project Description

Construction of the Artisan Park Apartments didn't begin within one year of the approved PUDD awarded by city council on January 23, 2007. Accordingly, staff prepared this report and the attached ordinance to rezone the property back to general commercial (C-4).

Sec. 28-48 (j) (2) of the zoning ordinance requires that construction of a PUDD must begin within one year of final approval and authorizes city council to rezone the property in any reasonable manner. A policy passed by the city planning commission on June 4, 2008 directs staff to prepare a rezoning application to the previous zoning classification for any PUDD projects which haven't been initiated within one year of approval and to prepare a zoning ordinance amendment for consideration by the commission and council.

Existing Land Use

The properties are currently vacant. The Art Moehn car dealership was the most recent business located on the properties.

Future Land Use Plan

The site is located partially in the City's 'Arts Colony Area' and partially in one of the City's 'Industrial Commercial Areas,' as identified in the Comprehensive Plan.

PC 08-13-1

Adjacent Land Use/Zoning

| | |
|-------|---|
| North | Land Use – Jackson County Fairgrounds, Jackson Fire Station, & United Way of Jackson Zoning – C-4 (general commercial) and I-1 (light industrial) |
| South | Land Use – Mixed residential & commercial and Consumers Energy Laboratory Services Zoning – C-4 and I-1 |
| East | Land Use – Grand River, railroad tracks, and industry Zoning – I-1 |
| West | Land Use – Jackson Fire Station and a residential neighborhood Zoning – C-2 (community commercial), C-4, and R-4 (high density apartment and office) |

Staff Analysis/Findings

Factor(s) Favoring Approval

- The zoning ordinance requires construction to begin within one year of final PUDD approval and authorizes city council to rezone the property in any reasonable manner.
- A planning commission policy directs staff to prepare a rezoning amendment back to the previous designation for such projects for consideration by the commission and council.
- The properties were previously zoned C-4.

Factor(s) Favoring Disapproval

- N/A

Recommendation

Based upon all of these factors, staff recommends **APPROVAL** of the proposed rezoning of 500 & 505 N. Jackson, 216-224 Trail, & 523 Blackman Streets to C-4 (general commercial).



ORDINANCE NO. _____

AN ORDINANCE TO AMEND SECTION 28.183, OF
CHAPTER 28, OF THE CODE OF THE CITY OF JACKSON

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1.

That Section 28.183 of Chapter 28 of the Code of the City be, and the same hereby is, amended by changing the map of the use districts required by said Section and said Chapter, and incorporated therein by reference as follows:

Change the parcel with the following legal description from PUDD (planned unit development district) to C-4 (general commercial district):

500 & 505 N. JACKSON, 216-224 TRAIL, AND 523 BLACKMAN STREETS

Section 2.

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

Adopted:



City Planning Commission

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

PC 08-13 Notice of Public Hearing

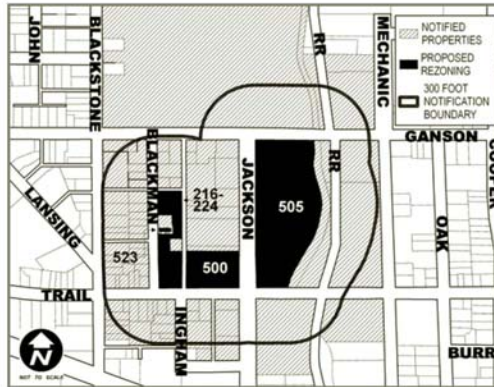
The Jackson City Planning Commission and Jackson City Council will hold public hearings to consider a request for a district change (rezoning), as provided for in Section 28-183 of the City's Zoning Ordinance.

Origin of the request:
The City of Jackson

The location of the property:
500 & 505 N Jackson, 216-224 Trail, &
523 Blackman Streets

The rezoning request:
Rezone from PUDD (planned unit development district) to C-4 (general commercial).

The anticipated result of the request:
The Artisan Park Apartments PUDD was never built. The proposal will restore the previous C-4 zoning to the properties.



You are invited to attend the public hearings before the
City Planning Commission and City Council to be held on:

City Planning Commission — Wednesday, August 6, 2008 at 7:00 pm
City Council — Tuesday, September 9, 2008 at 7:00 pm

The meetings will be held in the
City Hall Council Chambers, 2nd floor
161 W. Michigan Avenue

Please contact Grant Bauman at (517) 768-6711 with any questions about the proposed rezoning. Written comments can be sent to the Region 2 Planning Commission, which is located at 120 W. Michigan Avenue, Jackson, MI 49201.

By: Grant E. Bauman, AICP
R2PC Principal Planner



City Planning Commission

Staffed by the Region 2 Planning Commission (R2PC)
120 W. Michigan Avenue • Jackson, MI 49201
Phone (517) 768-6711 • Fax (517) 788-4635

DRAFT MEETING MINUTES

Wednesday, August 6, 2008
Council Chambers, City Hall

Members present: Lola Dodge; Jeanne Kubish; Jerry Ludwig, Mayor; Clyde Mauldin, Chairperson; John Polaczyk; and William Ross, City Manager

Members absent: John Guidinger and Richard Lawson

Staff present: Grant Bauman, R2PC Principal Planner, and Susan Murphy, Deputy City Attorney

Item 1 Call to order

Chairperson Mauldin called the meeting to order at 7:00 p.m.

Item 2 Pledge of allegiance

Those in attendance rose for the pledge of allegiance.

Item 3 Consideration of approval for the meeting minutes of July 2, 2008

A motion was made by Comm. Kubish, and supported by Comm. Polaczyk, to approve the minutes of the July 2, 2008 meeting of the City Planning Commission.

The motion passed by unanimous voice vote.

Item 4 PC 08-12 – Consideration of a conditional use permit amendment request for a parking structure on the campus of Allegiance Health and the relocation of the helipad to the top of the structure

Mr. Bauman presented the staff recommendation to approve the conditional use permit (see the staff report for PC 08-12), subject to the following condition:

- The parking structure can in no way be used to justify the opening of the Homewild Avenue emergency ingress/egress point to regular traffic, now or in the future.

Chairman Mauldin opened the public hearing. Mr. Scott W. Betzoldt (Midwestern Consulting) and Hendrik Schuur (Allegiance Health), representing the applicants, spoke in favor of amending the conditional use permit. Anna Kosinski (1118 Homewild Ave.) and Rex Gutwein (New Tribes Bible Institute) also spoke in favor of the project. Paul Wilson (1109 Hamlin Pl.) spoke in opposition to the proposal. No other persons wished to speak and the public hearing was closed by Chairman Mauldin.

A motion was made by Comm. Polaczyk, and supported by Comm. Ludwig, to recommend approval of the conditional use permit amendment with the condition recommended by staff.

The motion passed by the following vote: Yeas – 6 (Dodge, Kubish, Ludwig, Mauldin, Polaczyk and Ross); Nays – 0, Absent – 2 (Guidinger and Lawson).

Item 5 PC 08-12 – Consideration of a rezoning request from PUDD (planned unit development district) to C-4 (general commercial) for the old Art Moehn property

Mr. Bauman presented the staff recommendation to approve the rezoning request for 500 & 505 N. Jackson, 216-224 Trail, & 523 Blackman Streets (see the staff report for PC 08-13).

Chairman Mauldin opened the public hearing. Kenneth Foor (510 Blackman St.) was just interested in what would happen on the property. It was explained that the rezoning will allow for future proposals to be considered. No one else wished to speak and the public hearing was closed by Chairman Mauldin.

A motion was made by Comm. Kubish, and supported by Comm. Ludwig, to recommend approval of the C-4 rezoning request to City Council

The motion passed by the following vote: Yeas – 6 (Dodge, Kubish, Ludwig, Mauldin, Polaczyk and Ross); Nays – 0, Absent – 2 (Guidinger and Lawson).

Item 6 Comprehensive Plan Update

Staff summarized the elements anticipated to be included in the update to the City of Jackson Comprehensive Plan as well as the state-mandated approval process, which includes distribution of a notice of intent (please see the attached memo).

A motion was made by Comm. Polaczyk, and supported by Comm. Kubish, to send out the notice of intent.

The motion passed by unanimous voice vote.

Item 7 Other Business

Ms. Murphy announced that the Michigan Planning Enabling Act will take effect on September 1, 2008. She will mail information in the near future which addresses needed changes to the local ordinances regarding the city planning commission.

Item 8 Adjournment

There being no further business the meeting was adjourned at 7:45 p.m.

**Grant E. Bauman
Recording Secretary**



City Planning Commission

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

M E M O R A N D U M

To: City Planning Commissioners

From: Grant E. Bauman, AICP
R2PC Principal Planner

Date: August 6, 2008

Subject: Master Plan Update

It is time to update the City of Jackson Comprehensive Plan. Section 45 (Article III) of the MPEA —Michigan Planning Enabling Act (PA 33 of 2006, MCL 125.3845 *et seq*)— requires that a planning commission to review its master plan and determine whether to commence the procedure to amend the plan or adopt a new plan at least every 5 years. The comprehensive plan was adopted by the City Planning Commission on December 16, 2003.

Staff envisions that the update will include elements such as:

- Drafting of a zoning plan, as required by the MPEA
- Incorporation of the hazard mitigation and arts and cultural plans into the document
- Review of recent rezonings as a component of the future land use map update
- Review the goals and objectives of the document
- Inclusion of a five-year implementation strategy

It should take approximately three months to complete a plan update and another three months to complete the state-mandated adoption procedure. The exhibits attached to this memo address elements of that process.

Master Planning Responsibilities

Section 31 (Article III) of the MPEA —Michigan Planning Enabling Act (PA 33 of 2006, MCL 125.3831)— requires that planning commissions prepare and adopt a master plan as a guide for development, according to the following criteria:

- A planning commission must do all of the following, as applicable:
 - Make careful and comprehensive surveys and studies of present conditions and future growth with due regard to the relationships with neighboring jurisdictions
 - Consult with representatives of adjacent local units of government in respect to their planning in order to avoid conflicts in master plans and zoning ordinances
 - Cooperate and coordinate with all state and federal departments and other public agencies which provide local programs for economic, social, and physical development.
- A planning commission may meet with other planning commissions or agency staff to deliberate.
- A master plan must address land use and infrastructure issues and may project 20 years or more into the future.

Section 33 of the MPEA (MCL 125.3833) requires that planning commissions prepare and adopt a master plan as a guide for development, according to the following criteria:

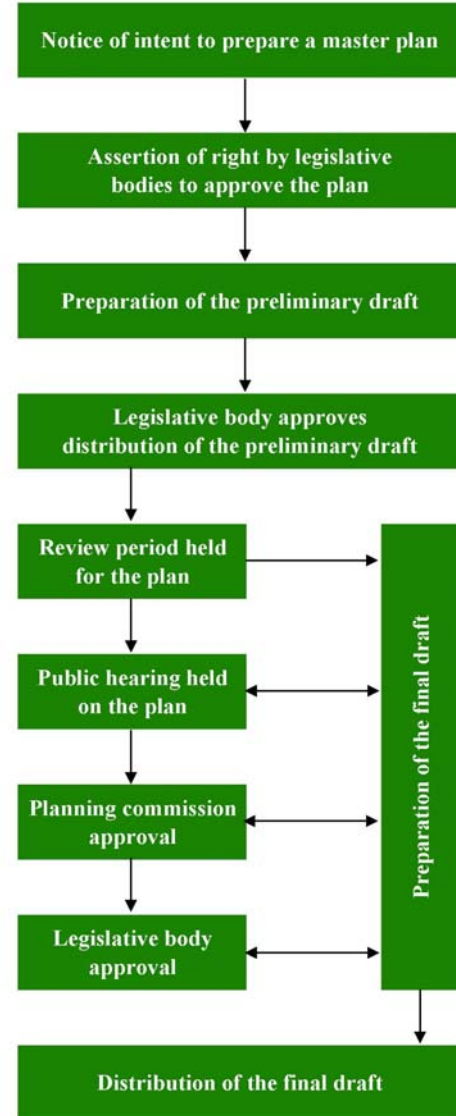
- A master plan must include all of the following subjects that reasonably can be considered as pertinent to the future local development.
 - A land use plan that consists in part of a classification and allocation of land for:
 - Different uses (e.g., agriculture, residences, commerce, industry, etc.);
 - Public facilities (e.g., recreation, ways and grounds, public buildings, and schools)
 - Environmental protection (e.g., soil conservation, forests, woodlots, open space, wildlife refuges, etc.)
 - The general location, character, and extent of:
 - Transportation facilities (e.g., streets, railroads, airports, bicycle paths, pedestrian ways, bridges, waterways, and waterfront developments)
 - Water and sewer systems and other public utilities and structures
 - Facilities for drainage, flood and pollution prevention, and maintenance of water levels
 - Recommendations as to the following:
 - The general character, extent, and layout of redevelopment or rehabilitation of blighted areas
 - The removal, relocation, widening, narrowing, vacating, abandonment, change of use, or extension of streets, grounds, open spaces, buildings, utilities, or other facilities.
 - A zoning plan including:
 - Height, area, bulk, location, and use controls of buildings and premises in the various zoning districts
 - An explanation of how the land use categories on the future land use map relate to the districts on the zoning map
 - Strategies for implementing master plan proposals.
- A master street plan (optional) must include the means for implementing the plan in cooperation with the county road commission and the Michigan Department of Transportation.



Required Master Planning Process

Sections 39, 41, and 43 (Article III) of the MPEA —Michigan Planning Enabling Act (PA 33 of 2006, MCL 125.3839 *et seq*)— codifies the process local governments must utilize during the preparation and adoption of master plans:

- Prepare and send a notice of intent to prepare a master plan to:
 - The planning commissions* of all adjacent jurisdictions
 - The county planning commission *
 - The regional planning commission * (optional)^
 - Each public utility and railroad company operating in the community (if requested)
 - The county road commission and the Michigan Department of Transportation~~
- Plans can be adopted as a whole or in part (geographical or functional)
- Submit preliminary plans to the legislative body for:
 - Review and comment
 - Approval of plan distribution to:
 - All of those entities who received a notice of intent
 - Government hall, library, online, etc (optional)†
- A review period is required:
 - Recipients must have at least 63 days to review and comment upon the plan
 - A county must report any inconsistencies with:
 - The county master plan (if present)
 - Other local master plans
- A public hearing must be held by the planning commission
- Approval of the plan by the planning commission:
 - Two-thirds of city or village commissioners
 - The majority of township commissioners
- Approval of the plan by the legislative body
- Preparation and distribution of the final draft of the plan:†
 - Approved comments are incorporated into the final draft
 - Plan is distributed to those entities who received a notice of intent or a preliminary draft



Section 45 of the MPEA (MCL 125.3845) requires that planning commissions prepare review the master plan and determine whether to commence the procedure to amend the plan or adopt a new plan at least every 5 years after adoption of document

* The legislative body is contacted in those cases where there is no planning commission.

^ The regional planning commission must be contacted if there is no county planning commission

~ This is only required if a master street plan is proposed

† This is not required, but recommended by the R2PC





City Planning Commission

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

Notice of Intent to Prepare a Master Plan

The City of Jackson, Jackson County, Michigan, announces its intent to prepare a new edition of its City of Jackson Comprehensive Plan. The following governmental commissions, committees, and agencies and local utilities and railroads are receiving this notice of intent as required by Section 39 of the new Michigan Planning Enabling Act (MCL 125.3839):

Adjacent Planning Commissions

- Blackman Township
- Leoni Township
- Summit Township

Utilities and Railroads

- Consumers Energy
- Comcast
- At&T

County and Regional Agencies

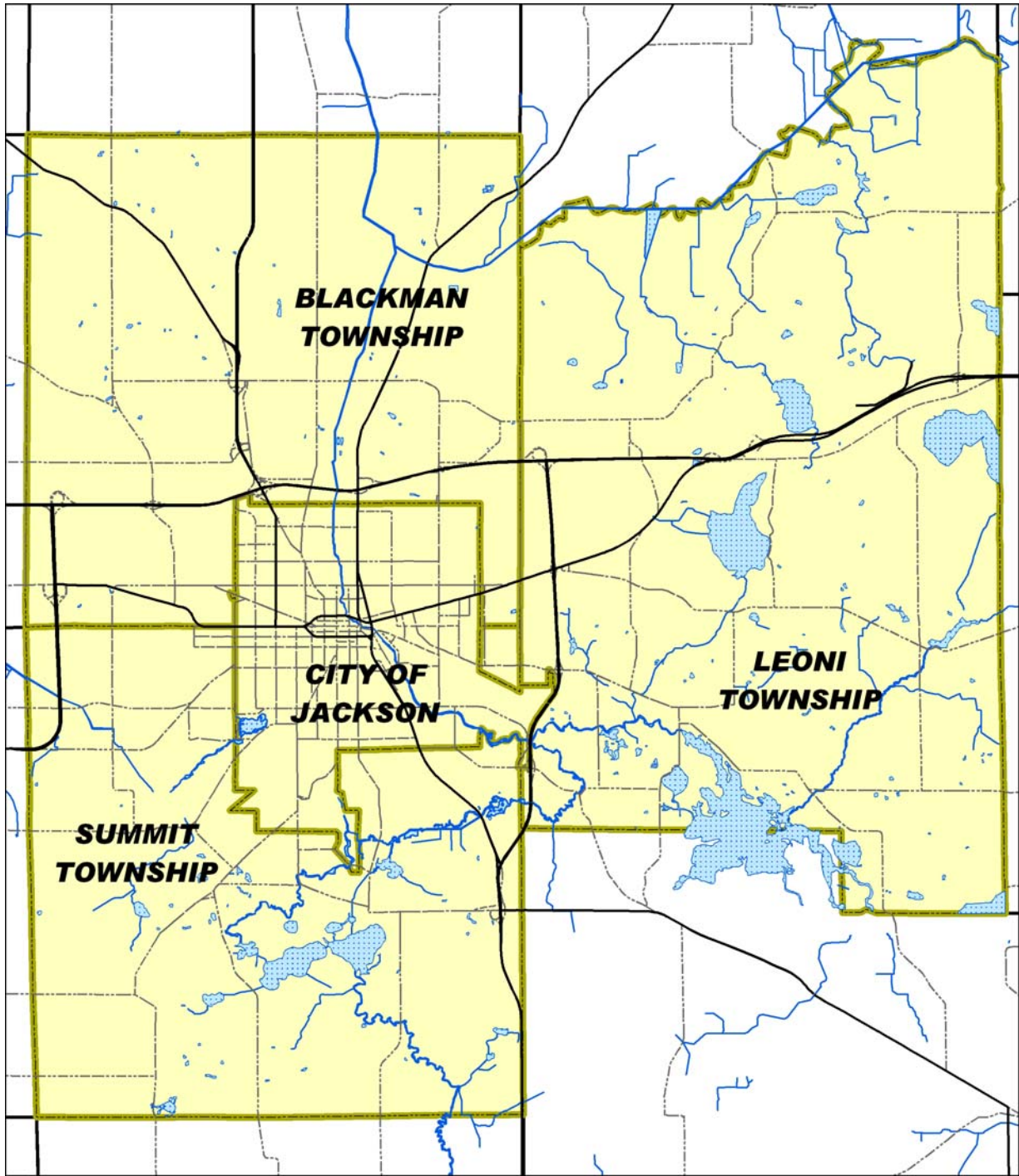
- Jackson County Board of Commissioners
- Jackson Community Planning Committee
- Region 2 Planning Commission

Transportation Agencies

- Jackson County Road Commission
- Michigan Department of Transportation

The City of Jackson may elect to utilize electronic mail and/or its website for future submittals regarding the upcoming edition of the City of Jackson Comprehensive Plan required under sections 41 and 43 of the Michigan Planning Enabling Act. Please notify Grant Bauman in writing if you prefer to receive hard copies of future communications. Other questions and comments should also be directed Mr. Bauman. His contact information is listed below:

Grant E. Bauman, AICP
Principal Planner
Region 2 Planning Commission
120 W. Michigan Avenue
Jackson, MI 49201
(517) 768-6711
gbauman@co.jackson.mi.us



**LOCAL UNITS OF GOVERNMENT
ADJACENT TO THE CITY OF JACKSON**



NOT TO SCALE



September 2, 2008

TO: William Ross, City Manager
FROM: Philip Hones, Finance Director
RE: PROPOSED ADOPTION OF MERS RETIREE HEALTH FUNDING VEHICLE RESOLUTION

As you are aware, the City established the Public Employees Health Care Fund to account for the accumulation of funds to provide for the funding of health care benefits of retirees and their eligible spouses and dependents.

In lieu of maintaining these funds as part of the City's pooled account (as we are currently doing), the City may either:

1. Establish a self-administered Trust to act as the funding vehicle for this account, similar to how we administer the City's three pension plans, or
2. It may utilize the availability of the Municipal Employees' Retirement System of Michigan (MERS) Retiree Health Funding Vehicle.

Using one of these latter two options are required in order to invest these funds in equities as well as bonds other than those issued by the US Treasury. This will allow the City to maximize earnings on these funds which will lower the City's funding requirement over the long-term.

Establishing a self-administered Trust would require the legal expense of drafting the trust agreement, forming a Board of Trustees that would likely need to meet at least quarterly, hire any consultants and/or investment managers as deemed necessary, publish minutes, etc.... In addition, the level of current funds available (approximately \$ 275,000) would make it very difficult to effectively invest in a diversified manner since many funds require minimum investment levels well above that amount available.

Utilizing MERS as a funding vehicle eliminates the expense of forming a Trust and ongoing Trust-related expenses such as Board meetings, maintaining minutes, etc... In addition, MERS allows the City to take advantage of the investment returns of its \$ 6.5 billion portfolio with relatively low administrative and investment fees.

Attached is a packet from MERS containing overview information as well as the proposed Uniform Resolution MERS requires the City Council to adopt to enable the City to utilize this Retiree Health Funding Vehicle.

Please let me know if you have any questions.



MERSSM
MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM
RETIREE HEALTH FUNDING VEHICLE

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| Section 3: MERS Investments..... | 5 |
| MERS Total Market Fund..... | 5 |
| Methodology..... | 5 |
| Performance History..... | 6 |
| Section 4: Fee Structure..... | 6 |
| Section 5: Retiree Health Funding Vehicle References..... | 6 |
| Section 6: Uniform Resolution..... | 6 |

SECTION 1: MERS OVERVIEW

The Municipal Employees' Retirement System of Michigan (MERS) is a statewide public employee retirement plan. MERS serves governmental entities like counties, cities, townships, villages, road commissions, hospitals, medical care facilities, libraries, community mental health boards, transportation authorities, and similar governmental entities.

MERS operated under the umbrella of state government from 1945 until Public Act 220 of 1996. This provided the system authority to hold a vote of the certified delegates of the participating municipalities to remove MERS from state government. Today, MERS provides benefits to more than 65,000 members in more than 680 municipalities.

MERS is located in Lansing Michigan. We are available for one-on-one meetings at the municipalities request. Additionally, regional meetings are scheduled throughout the year to bring news and information directly to our members.

SECTION 2: RETIREE HEALTH FUNDING VEHICLE OVERVIEW

MERS developed the Retiree Health Funding Vehicle as a means to help municipalities in Michigan save and grow assets within the MERS investment portfolio to offset future retiree health care liabilities using MERS economies of scale. The funding vehicle, created by a Private Letter Ruling from the IRS, provides advantages in light of the Governmental Accounting Standards Board Other Post Employment Benefits (GASB OPEB) reporting requirements.

MERS will assist the municipality in maximizing the earnings of its trust fund balance within our Internal Revenue Service (IRS) approved medical trust for Retiree Health Care costs, **MERS Retiree Health Funding Vehicle**. The municipality may choose to adopt the program for existing funds and new funds. The program allows public employers to proactively set aside assets to take advantage of MERS investment returns within its portfolio of over \$6.5 billion. MERS primary investment objective is to maximize the long-term rate of return with a high degree of prudence and integrity.

All funds are invested as authorized by the Michigan Public Employee Retirement System's Investment Act, 1965 PA 314, as amended. In addition, the MERS Retirement Board shall act as the investment fiduciary (made up of a chairperson, 3 employee members, 2 officer members, 2 public members and 1 retiree member). Also, to the extent permitted by law, the assets will be commingled with other funds for investment purposes only. MERS will maximize investment earnings, provide quarterly and annual reporting, and make disbursements to the municipalities upon request.

The Retiree Health Funding Vehicle is a medical trust created by a Private Letter Ruling from the IRS Private Letter Ruling No. 2003-136326. The Municipal Employees Retirement Act of 1984, 1984 PA 427, section 36(2)(a); MCLA 38.1536(2)(a), authorizes MERS to make available benefit programs for municipal employees employed by a participating municipality or court. The Internal Revenue Code, section 115(1) states in part that gross income does not include “income derived from...exercise of any essential governmental function and accruing to a...political subdivision” of a State. The IRS has ruled that providing health benefits by a political subdivision for its employees and retirees is an “essential governmental function” (Revenue Rulings 77-261 and 90-74). Under the Municipal Employees Retirement Act, section 2C(3), MCLA 38.1502C(3), the Legislature has provided that MERS is a public corporation, “an instrumentality of the participating municipalities and participating courts.”

The municipality may fund a MERS Retiree Health Funding Vehicle account on a cash or actuarial basis. The municipality solely determines the contribution structure. The contributions, all investments, receipts, and disbursements with regard to the trust shall be used solely for the exclusive benefit of the participants and their dependents, as applicable, under the Retiree Health Funding Vehicle and defraying the reasonable expenses of administering the trust and the program. MERS will ensure that any payment from the Retiree Health Funding Vehicle conforms to the provisions in our IRS approved Trust Agreement and Plan Document, and of any applicable law. Payments from the Retiree Health Funding Vehicle account shall be made by electronic funds transfer to the order of the municipality.

To implement the Retiree Health Funding Vehicle, the municipality will need to submit a Retiree Health Funding Vehicle Uniform Resolution, attached in Section 7. Once the resolutions are received, account information and contribution and reporting instructions will be provided in order to make the initial transfer and ongoing contributions.

SECTION 3: MERS INVESTMENTS

MERS Total Market Fund

MERS Total Market Fund's objective is to achieve reasonable growth and income while minimizing market volatility relative to broader equity markets. The portfolio seeks returns that exceed the actuarial assumption rate of 8% annually and that are 3.5% over the annual rate of inflation. The portfolio offers diversified exposure to all major investment asset classes within established and prudent risk parameters.

Methodology

The portfolio is managed in conformance with the Michigan Public Employee Retirement Systems Investment Act, 1965 PA 314, as amended. MERS professional investment personnel under the authority of the MERS Retirement Board oversee the portfolio. The MERS Retirement Board enforces investment guidelines that govern the portfolio. These guidelines are used to make investment decisions that maximize long-term capital gains and control the downside risk to which the assets are exposed. To achieve this goal, active management along with diversification by asset class and style are employed. Every effort is made to minimize costs without adversely affecting portfolio performance.

Performance History

Annualized returns gross of fees as of December 31, 2007

| | One Year | Two Years | Three Years | Five Years | Ten Years |
|-----------------------------|----------|-----------|-------------|------------|-----------|
| MERS Total Market Portfolio | 8.57% | 11.06% | 9.62% | 13.55% | 8.23% |
| MERS Policy Benchmark | 8.01% | 10.58% | 9.31% | 12.56% | 7.63% |
| Excess Performance | 0.56% | 0.48% | 0.31% | 0.99% | 0..60% |

SECTION 4: FEE STRUCTURE

MERS will charge an annual administration fee of 45 (.45%) basis points on the entire portfolio. Upon written notification, this fee is subject to adjustment of MERS underlying Investment Management fees increase.

SECTION 5: RETIREE HEALTH FUNDING VEHICLE REFERENCES

City of Port Huron, John Ogden, (810) 984-9728

CMH for Central Michigan, John Obermesik, (989) 773-6961

Washtenaw County Road Commission, Dan Ackerman, (734) 327-6651

SECTION 6: UNIFORM RESOLUTION



RETIREE HEALTH FUNDING VEHICLE

UNIFORM RESOLUTION

(Participating Employer)

Municipal Employees' Retirement System of Michigan
1134 Municipal Way
Lansing, MI 48917
517-703-9030

Restated: March 13, 2007
(Adopted May 14, 2003; amended December
17, 2004 and November 15, 2005)

**UNIFORM RESOLUTION ADOPTING THE MERS
RETIREE HEALTH FUNDING VEHICLE**

(Excluding Plans Governed by Internal Revenue Code Section 401(h))

WHEREAS, the Municipal Employees' Retirement System ("MERS") Plan Document of 1996, effective October 1, 1996, authorized the Municipal Employees' Retirement Board ("Board") to establish additional programs including but not limited to defined benefit and defined contribution program (MERS Plan Document Section 36(2)(a)); and the Municipal Employees Retirement Act of 1984, Section 36(2)(a) as amended by 1996 PA 220, MCL 38.1536(2)(a));

WHEREAS, the Board has previously authorized MERS' establishment of a retiree health funding vehicle ("RHFV" or "Program"), which a participating municipality or court, or another eligible public employer that is a political subdivision of the State which constitutes a "municipality" under MERS Plan Document Section 2B(4); MCL 38.1502b(2) ("Eligible Employer"), may adopt for its Eligible Employees;

WHEREAS, MERS has been determined by the Internal Revenue Service to be a tax-qualified "governmental plan" and trust under section 401(a) of the Internal Revenue Code of 1986, and all trust assets within MERS reserves are therefore exempt from taxation under Code section 501(a) (IRS Letter of Favorable Determination dated June 15, 2005).

WHEREAS, the Board has established a governmental trust under Section 115 of the Internal Revenue Code (the "Trust Fund") to hold the assets of the RHFV, which Trust Fund shall be administered under the discretion of the Board as fiduciary, directly by (or through a combination of) MERS or MERS' duly-appointed Program Administrator;

WHEREAS, 1999 PA 149, the Public Employee Health Care Fund Investment Act, MCL 38.1211 *et seq.* ("PA 149") provides for the creation by a public corporation of a public employee health care fund, and its administration, investment, and management, in order to accumulate funds to provide for the funding of health benefits for retirees and beneficiaries;

WHEREAS, a MERS health care trust fund constitutes a governmental trust established by a public corporation ("municipality") as an Eligible Employer, provided that all such employers shall be the State of Michigan, its political subdivisions, and any public entity the income of which is excluded from gross income under Section 115 of the Internal Revenue Code; provided further, that the health care trust shall not accept assets from any defined benefit health account established under Section 401(h) of the Internal Revenue Code;

WHEREAS, the Board acts as investment fiduciary for the pooled assets of each MERS participating municipality and court enrolled in MERS defined benefit programs, Health Care

Savings Program, the Retiree Health Funding Vehicle, and the Investment Services Pool Program, on whose behalf MERS performs all plan administration and investment functions, and such participating municipalities and courts have full membership, representation and voting rights at the Annual Meeting as provided under Plan Section 45; MCL 38.1545.

WHEREAS, the Board also acts as investment fiduciary for those participating employers who are non-MERS participating municipalities and courts that have adopted the MERS Health Care Savings Program, Retiree Health Funding Vehicle, or Investment Service Pool Program, and such entities are not accorded membership, representation or voting rights provided to MERS participating municipalities and courts at the Annual Meeting under Plan Section 45; MCL 38.1545.

WHEREAS, adoption of this Uniform Resolution (the “Uniform Resolution”) by the Eligible Employer is necessary and required in order that the benefits available under the MERS Retiree Health Funding Vehicle may be extended;

WHEREAS, this Uniform Resolution has been approved by the Board under the authority of 1996 PA 220, MERS Plan Document Section 36(2)(a), MCL 38.1536(2)(a), declaring that the Board "shall determine . . . and establish" all provisions of the retirement system. The MERS RHFV shall not be implemented with respect to any Eligible Employer unless in strict compliance with the terms and conditions of this Resolution, the Trust Document, and Trust Agreement.

- It is expressly agreed and understood as an integral and nonseverable part of extension or continuation of coverage under this Uniform Resolution Adopting MERS Retiree Health Funding Vehicle that Section 43B of the MERS Plan Document shall not apply to this Uniform Resolution, its administration or interpretation.
- In the event any alteration of the language, terms or conditions stated in this Uniform Resolution Adopting MERS Retiree Health Funding Vehicle is made or occurs, under MERS Plan Document Section 43B or other plan provision or other law, it is expressly recognized that MERS and the Board, as 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 MERS RHFV or its Trust Fund; or to continue administration.

NOW, THEREFORE, BE IT RESOLVED that the governing body adopts the MERS PA 149 Health Care Trust Fund as provided below.

SECTION 1. MERS RHFV PROGRAM

EFFECTIVE _____, 20____, the MERS Retiree Health Funding Vehicle is hereby adopted by the _____.
(MERS municipality or court or other eligible employer)

CONTRIBUTIONS shall be made only by the Eligible Employer, remitted to MERS by the Eligible Employer, and credited to the Eligible Employer's separate fund within the trust sub-fund for MERS RHFV. As this Plan is funded solely by employer, on a cash or actuarial basis as determined by the employer, there is no requirement for a Participation Agreement establishing the schedule of contributions.

INVESTMENT of funds accumulated and held in the Fund shall be held in a separate reserve and invested on a pooled basis by MERS subject to the Public Employee Retirement System Investment Act ("PERSIA"), 1965 PA 314, as provided by MERS Plan Document Section 39; MCL 38.1539, and PA 149.

THE ELIGIBLE EMPLOYER shall abide by the terms of MERS RHFV, including all investment, administration, and service agreements, and all applicable provisions of the Code and other law. It is affirmed that no assets from any defined benefit health account established under Section 401(h) of the Internal Revenue Code shall be transferred to, or accepted by, MERS.

SECTION 2. IMPLEMENTATION DIRECTIONS FOR MERS AS RHFV INVESTMENT FIDUCIARY AND TRUSTEE

- (A) The governing body of this Eligible Employer desires that all assets placed in its MERS RHFV (as a sub-fund within all pooled Trust Funds with MERS) be administered by MERS, which shall act as investment fiduciary with all powers provided under Public Employee Retirement System Investment Act, PA 149, all applicable provisions of the Internal Revenue Code and other relevant law.
- (B) The governing body desires, and MERS upon its approval of this Resolution agrees, that all funds accumulated and held in the MERS RHFV Trust Fund shall be invested and managed by MERS within the collective and commingled investment of all funds held in trust for all Eligible Employers.
- (C) All monies in the MERS RHFV Trust Fund (and any earnings thereon, positive or negative) shall be held and invested for the sole purpose of paying health care benefits for the exclusive benefit of "Eligible Employees" who shall constitute "qualified persons" who have retired or separated from employment with the Eligible Employer, and for any expenses of administration, and shall not be used for any other purpose, and shall not be distributed to the State.

- (D) The Eligible Employer will fund its MERS RHFV Trust sub-fund to provide funds for health care benefits for “Eligible Employees” who shall constitute “qualified persons.” Participation in and any coverage under RHFV shall not constitute nor be construed to constitute an “accrued financial benefit” under Article 9 Section 24 of the Michigan Constitution of 1963, nor shall any contribution method for Eligible Employer funding other than “pay as you go” cash funding be required or imposed, and all benefits, rights, and obligations conferred by or arising under RHFV shall be as provided under the RHFV documents.
- (E) The Eligible Employer generically designates the following groups of persons as “Eligible Employees” who shall constitute “qualified persons,” to receive retiree health care benefits subsidized under the MERS RHFV trust sub-fund. Groups may include any dependent(s) as specified in your bargaining agreement and/or personnel policy (provide copies of any governing agreement or other policy):
- (F) _____ (Use title of official, not name) shall be the Eligible Employer's RHFV Coordinator; **shall direct payment of fund monies for the benefit of the** Eligible Employees identified in (E) under any MERS (or non-MERS) retiree health care benefit program, including, but not limited to, MERS HCSP, or MERS Premier Health; make investment allocations of the Employer’s sub-trust fund within MERS-approved portfolios; receive necessary reports, notices, etc.; shall act on behalf of the Eligible Employer; and may delegate any administrative duties relating to the Fund to appropriate departments.
- (G) Fees and Expenses for the MERS RHFV are contained in Addendum A to this Resolution.

SECTION 3. EFFECTIVENESS OF THIS RESOLUTION

This Resolution shall have no legal effect until a certified copy of this adopting Resolution shall be filed with MERS, and MERS determines that all necessary requirements under MERS Plan Document Section 36(2)(a), 1999 PA 149 and other relevant laws, and this Resolution have been met. Upon MERS’ determination that all necessary documents have been submitted, MERS shall record its formal approval upon this Resolution, and return a copy to the Eligible Employer's RHFV Coordinator as identified above.

In the event an amendatory resolution or other action by the Eligible Employer is required by MERS, 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 the Program Administrator if necessary). Section 54 of the MERS Plan Document shall apply to this Resolution and all acts performed under its authority. The terms and conditions of this 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 the Resolution Adopting the MERS Retiree Health Funding Vehicle adopted at the official meeting held by the governing body of this municipality:

On _____, 20____
(Signature of authorized official)

Please send MERS fully executed copy of:

1. Retiree Health Funding Vehicle Uniform Resolution
2. Certified minutes stating Governing Body approval; and
3. Union contract language and/or personnel policy

**RECEIVED AND APPROVED BY THE MUNICIPAL EMPLOYEES'
RETIREMENT SYSTEM OF MICHIGAN**

Dated: _____, 20____
(Authorized MERS signatory)

MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM
RETIREE HEALTH FUNDING VEHICLE

CONTACT INFORMATION

Employer Name _____

Contact Person and Title _____

Phone (_____) _____ - _____ Ext _____

Facsimile (_____) _____ - _____

E-mail _____

Address _____

City _____ Zip _____

ADDENDUM A

Fees and Expenses for the MERS RHFV are as follows:

(a) The administrative fee is 45 basis points (45 hundredths of 1 percent). The fee will be applied by MERS to the fair market value of assets determined as of the first business day of each month. The fee will be deducted from the municipality's account. A quarterly statement will be provided following each quarter.

(b) The administrative fee is separate from and does not include underlying investment management expenses netted from all MERS trust funds under investment on a daily valuation basis.

Dated: _____, 20____

(Signature of authorized official)

(Title)

**RECEIVED AND APPROVED BY THE MUNICIPAL EMPLOYEES'
RETIREMENT SYSTEM OF MICHIGAN**

Dated: _____, 20____

(Authorized MERS RHFV signatory)



michigan municipal league

Better Communities. Better Michigan.

August 13, 2008

Michigan Municipal League Annual Meeting Notice

(Please present at the next Council or Commission Meeting)

Dear Official:

The Annual Convention of the Michigan Municipal League will be held on Mackinac Island, October 1-4, 2008. **The annual meeting is scheduled for 11:00 a.m. on Thursday, October 2, at the Grand Hotel. The meeting will be held for the following purposes:**

1. **Election of Trustees.** To elect six members of the Board of Trustees for terms of three years each (see page 2).
2. **Policy.** To vote on Core Legislative Principles document and resolutions properly brought before the annual meeting. All member municipalities planning on submitting resolutions for consideration at the annual meeting are reminded that under the Bylaws, the deadline for League trustees to receive resolutions for their review is September 2, 2008 (please see page 2).
3. **Other Business.** To transact such other business as may properly come before the meeting.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the annual meeting, and, if possible, to designate one other official to serve as alternate. After taking this action, please return the enclosed reply card no later than September 15, 2008.

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

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

1. Election of Trustees

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

2. Statements of Policy and Resolutions *

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the MML Bylaws, the Board of Trustees acts as the Resolutions Committee, and “no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting.” Thus the deadline this year for the MML to receive resolutions is August 28th.

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

The proposed 2008-2009 Michigan Municipal League Policies and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership are available on the League website*, to permit governing bodies of member cities and villages to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the annual meeting.

The Board of Trustees will meet on Wednesday, October 1st at the Grand Hotel on Mackinac Island for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

* The proposed 2008-2009 MML Core Legislative Principles document are available on the League website at <http://www.mml.org>. If you would like to receive a copy of the proposed policies by fax, please call Susan at the League at 800-653-2483.

Sincerely,



Deborah Doyle
President



Daniel P. Gilmartin
Executive Director & CEO

Enc.



Wastewater Treatment

2995 Lansing Avenue - Jackson, MI 49202
Telephone: (517) 788-4075 — Facsimile: (517) 788-4641

August 14, 2008

TO: William Ross, City Manager

FROM: Paul Vermaaten, Director Sewage Treatment and Fac.
Margaret Cunningham, Purchasing Agent

**RE: Award of Fourth Year Renewal To Haul And Land Apply Digested Sewage Sludge To
Synagro For \$0.0304 per gallon**

Synagro has been doing our liquid hauling and land application of sewage sludge. The contract allows four renewals.

The fourth renewal covers the period October 1, 2008 to September 30, 2009. The cost to haul and land apply the sludge will be \$0.0304 per gallon. We expect to have about 3.5 million gallons land applied during this contract period. The estimated cost of this contract will be around \$106,400. The money to pay for the land application of this material is a planned expense in our sludge handling account in 590-553-818.

We recommend the sludge land application contract to Synagro for \$0.0304 per gallon be renewed. If you concur, will you place it on the City Council Agenda for their review and approval?

attachment



A Residuals Management Company

August 4, 2008

Ms. Margaret Cunningham
City of Jackson Purchasing Department
161 W. Michigan Avenue
Jackson, Michigan 49201

RE: Hauling and Land Application of WWTP Sludge - Fourth Renewal (October 1, 2008 through September 30, 2009)

Dear Ms. Cunningham:

Synagro Central, LLC is pleased to present to you for consideration our request for a one (1) year contract extension to continue to provide biosolids land application services for the City of Jackson, MI Wastewater Treatment Plant.

In accordance with the bid solicitation, we respectfully request a price increase using the method provided in the solicitation. The new proposed unit rate price for the period of October 1, 2008 through September 30, 2009 would be \$0.0304 / Gallon.

We are proud of the quality land application program we have maintained over the years for the City of Jackson. We believe that we have worked hard to build strong relationships with the community, farmers, and regulatory agencies. Our commitment to compliance, maintaining our full range of quality services, and the unparalleled scope of biosolids management options and contingency services we can provide the city, are important enough to justify the extension.

We hope that our extension request to continue providing these professional services for you is acceptable and we can move ahead with the extension. If this request is acceptable to the City of Jackson please have the appropriate individual(s) send official acceptance in a form of your choosing to me at 807 Lake Lansing Road, Lansing, MI 48906

Should you have any questions, or wish to discuss any aspect of this extension, please contact me at (616) 291-7878.

Respectfully,

A handwritten signature in cursive script that reads "Don Popma".

Don Popma, Operations Director
Synagro Central, LLC

CC: Mr. Pete Rynas, City of Jackson WWTP



August 13, 2008

To: William R. Ross, City Manager
From: Glenn M. Chinavare, Director of Public Services
RE: Change Order for Pavement Services Contract – Belden Paving Co., Inc.

Attached is a Change Order to increase the contract amount for Pavement Restoration Services (PRS) with Belden Paving Co., Inc. In April 2008, Council approved the first of two renewals of the 2007 PRS contract, at the same unit prices as originally bid. These services are necessary for the proper restoration of pavements beyond the capabilities of the existing work force. These services are normally required for street cuts associated with water main and other distribution system component repair and replacements, which require a Paving Machine.

It is anticipated that current workloads will expend all of the \$79,375.00 allocated to this PRS contract by early September of this year. In order to complete any planned and unplanned Hot Mix Asphalt repairs for the remaining 2008 construction season, additional funds must be allocated to this contract.

I hereby request increasing the current contract by \$50,000.00, for a total contract amount of \$129,375.00.

Funds for these additional contract services are available in the current FY2008/2009 Water Department budget. In conjunction with the Purchasing Agent, I recommend that the City Manager and the Director of Public Services be authorized to sign the Change Order for Belden Paving Co., Inc., for the Pavement Repair and Restoration Services contract, for the estimated amount of \$50,000.00.

Cc: Margaret Cunningham, Purchasing Agent
Lucinda Schultz, Accounting Manager

CHANGE ORDER NO. 1
To Contract for Pavement Services for Water Department – Belden Paving Co., Inc.
City of Jackson, Michigan

Notice is hereby given that the following additional information and changes shall become a part of the Contract Documents, Plans and Specifications of the above named Contract.

| | |
|--|---------------------|
| ORIGINAL CONTRACT AMOUNT | \$ 79,375.00 |
| Change Order No. 1 | \$ 50,000.00 |
| CONTRACT AMOUNT APPROVED THROUGH CHANGE ORDER NO. | \$129,375.00 |
| REASON FOR CHANGE ORDER NO. 1 | \$ 50,000.00 |
| Additional paving work for Water Main Projects. | |
| NEW CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 1 | \$129,375.00 |

Accepted By:

Belden Asphalt

Date:

Accepted By:

Glenn Chinavare, Director of Public Works

Date:

Accepted By:

William Ross, City Manager

Date:



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

DATE: September 2, 2008
TO: William R. Ross, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
RE: Request to Purchase Interceptor Flow Monitors and Change Order to Earth Tech Contract

The Department of Engineering has prepared a project to monitor flow rates in two manholes on sanitary interceptor sewers for the purpose of determining how much storm and ground water are infiltrating the sanitary sewer system and to aid in the measurement of heavy metals being delivered to the wastewater treatment plant from various sections of the city.

The project was first advertised in May and bids were received on June 3, 2008. A single bidder was present for the opening but he withdrew his bid. The specifications and pay items were modified to attract more bidders and the project was re-advertised in June and bids received again on July 7, 2008. Two bids were received as follows:

| | |
|--|-------------|
| Earth Tech, Grand Rapids | \$42,198.00 |
| Midwest Municipal Instrumentation, Jackson | Incomplete |

The lone responsive bid from Earth Tech was significantly higher than the Engineer's estimate of \$28,700.00. In concurrence with the Purchasing Agent and the Director of Wastewater Services and Facilities, the Department of Engineering recommends that this bid be rejected.

The difficulty in finding bidders to pursue this project is attributed to the project being rather small which does not appeal to installers and the proprietary nature of the technology involved results in a sole source provider for the equipment.

Based on direction from the Purchasing Department, consideration was given to alternate equipment that does not have a sole source provider. It was determined that the proposed monitors are the most appropriate as they will provide accurate data and be more cost effective over time than other alternatives. The proposed monitors are mounted in existing manholes above the flow through the interceptor pipes and take measurements without coming into contact with the sewage. It will be removable from the manholes without a confined space entry.

There are two alternate options available: monitors that mount in the pipe below the flow and monitors that mount above in-line flumes.

Monitors that mount in the pipe below the flow have been used by the City in the past. The data provided by this type of monitor was neither consistent nor accurate. The sensors in the bottom of the pipe often became disabled by debris in the flow. They were also difficult to anchor to the pipe and required periodic adjustment. The cleaning and adjustments required costly confined space entries by City personnel.

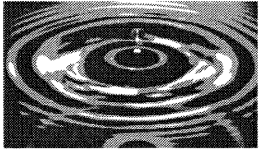
A project was advertised in 2005 to install in-line flumes with monitors. The average installation cost by the lowest bidder was \$98,000.00 per monitor. This was determined to be too costly, and the bids were rejected.

The alternatives to the proposed sole source Flo-Dar monitors are either more costly to install or will require more resources to operate. Therefore, it is appropriate for the Department of Engineering to utilize the sole source product.

Our experience to date has shown that enough bidders can not be found to bid the project and a different approach is necessary to get the monitors purchased and installed. Therefore, the Department of Engineering recommends that two Flo-Dar flow monitors be purchased directly from the sole source supplier, Midwest Municipal Instrumentation, Inc. of Jackson for \$22,145.00. In concurrence with the Purchasing Agent and the Director of Wastewater Service and Facilities, the Department of Engineering requests that the attached quotation be submitted to City Council for their acceptance and that the City Engineer be authorized to proceed with the purchase. This will be paid for with Sanitary Sewer Funds.

A qualified installer, Earth Tech of Grand Rapids, is currently under contract with the City of Jackson to do improvements at the wastewater treatment plan. In concurrence with the Purchasing Agent and the Director of Wastewater Service and Facilities, the Department of Engineering requests that the attached change order in the amount of \$9,750.00 to install the Flo-Dar monitors be submitted to City Council for their approval and the City Manager, City Engineer and Director of Wastewater Service and Facilities be authorized to sign. This will be paid for with Sanitary Sewer Funds.

If you have any questions, please feel free to contact me.



Midwest
Municipal
Instrumentation Inc.

Representing:



QUOTATION

Customer: City Of Jackson

Reference: Jackson I&I Study

Engineer:

Bid date:

Date: 08/20/08

Attention: Purchasing

We are pleased to offer our proposal for furnishing and delivering Hach equipment for the above referenced project. Equipment is specifically listed in the attached "Proposed Equipment List." Items required, but not listed, are to be furnished by others. Please make PO out to Hach Inc. c/o MMI Inc.

Freight Included / Taxes Not Included

| Item | Qty | Description | Unit Price |
|------|-----|---|------------|
| 1 | 2 | 4000-130 Flo-Dar Flow Sensor with 30 feet cable Ultrasonic level sensor / Radar velocity sensor Non-Contact, mounts above the flow stream Accuracy +/- 0.5% of rate for velocity +/- 2% of rate for flow Surcharge Sensor Included | \$6,465.00 |
| 2 | 2 | Mounting Hardware P#800016701 | \$550.00 |
| 3 | 2 | 1004-20E Portable Flo-Logger For use with either Flo-Dar Battery Operated Waterproof Enclosure Serial Port for Logger Setup and Data Retrieval Spare Desiccant Bag Included 55032 / Spare Batteries P#11013 | \$3,525.00 |
| 4 | 1 | P#245000501 Retrieval Pole | \$90.00 |

Prepared by: Curtis Brzyski
4387 Bonnymede Court
Jackson, MI 49201
Per ABB Terms & Conditions
Validity of Proposal: 90 Days FOB: Factory / Delivered

Telephone: 517-764-4736
Fax: 517-764-4739
Pager: 517 534 0482
E-mail: cbrzyskimmi@msn.com

Payment Terms: 100% Net 30 Days from shipment
Taxes: Excluded and is the responsibility of the Buyer
Installation and all on-site services: Not Included

Midwest Municipal Instrumentation Inc. Proposal
Page 2 of 2

| Item | Qty | Description | Unit Price |
|---|-----|--|-------------|
| 5 | 1 | T200-12 Software with cable Spare Cable P# 131013101 | \$975.00 |
| 6 | 1 | Training by Hach Instrument technician One Day | Included |
| TOTAL EQUIPMENT PRICE INCLUDING FREIGHT | | | \$22,145.00 |

Curtis Brzyski
MMI Inc.
517 764 4736

Terms and Conditions

Shipping From: Ames, Iowa, USA
Prices Firm for orders received within 60 days of quote date
Shipment within 30 days after the receipt of firm order
Payment Terms: Net 30 Days from invoice date
Freight Charges: Pre-Pay and add simplified freight. Please note freight charges have not been included within pricing.

Payment terms are subject to credit review, refer to conditions. Sales/use taxes are not included in quotation. Taxes will be added to invoice unless valid resale exemption certificate is provided. Freight charge schedule attached. Send confirming purchase order for orders \$5,000 or more to address or fax number above.

Note: Hach takes exception to any additional requirements outside of the instrumentation in the specifications and offers and supports the above listed items only. Hach is not responsible for any other requirements within the bid documentation.

One operations maintenance manual is shipped with each of the above instruments. There is a charge for any additional manuals ordered. Only standard OEM manuals and Hach standard submittal packages are available. Custom date, drawings and manuals are not available.

Prices quoted are valid only for orders billing & shipping within the USA, not for ultimate export.

Most items are available within 30 days after receipt of purchase order. Items in stock will ship within 48 hours.

Start-Up services by a company representative are available at an additional charge. Instruments must be plumbed and wired prior to startup.

HACH INC.
GENERAL TERMS AND CONDITIONS OF SALE

Midwest Municipal Instrumentation Incorporated

4387 Bonnymede Court
Jackson, MI 49201
Telephone: 517-764-4736
Telefax: 517-764-4739

4282 Jasper Road
Jamestown, OH 45335
Telephone: 937-675-3586
Telefax: 937-675-3587

**CHANGE ORDER NO. 2
To Contract for
Wastewater Treatment Plant Improvements and Upgrades
City of Jackson, Michigan**

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

| | |
|---|---------------------|
| ORIGINAL CONTRACT AMOUNT | \$260,217.12 |
| Change Order No. 1 (06/24/08) | \$98,000.00 |
| Contract Amount as Set by Change Order No. 1 | \$358,217.12 |
| CHANGE ORDER No. 2 | \$9,750.00 |
| NEW CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 2 | \$367,967.12 |

REASON FOR CHANGE:

1. To install flow monitors on interceptor sanitary sewers at two (2) locations.

CONTRACT COMPLETION

The contract completion date remains unchanged.

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

ACCEPTED BY:

Earth Tech

Date

ACCEPTED BY:

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

Date

Paul Vermaaten, Director of Sewage Treatment
And Facilities

Date

William R. Ross, City Manager

Date



DEPARTMENT OF PUBLIC WORKS

A Division of Public Services

521 Water Street

Jackson, Michigan 49203

517.788.4170 ♦ Fax 517.788.4639

September 2, 2008

Mr. William R. Ross
City Manager
City of Jackson, Michigan

Subject: BID AWARD – ARTICULATING FRONT END WHEEL LOADER

Dear Mr. Ross:

The Public Works Division requests approval to purchase a 2008 Caterpillar 928HZ, Front End Wheel Loader from Michigan CAT. The acquisition of this equipment is the result of a cooperative departmental effort with the Forestry Operations. Forestry will budget \$16,000.00 annually for unlimited use of the Loader from the Motor Pool fund, versus spending \$16,000.00 annually for approximately two months rental from an outside equipment distributor. The Purchasing Agent received four (4) bids on August 27, 2008 as follows:

| | |
|------------------------|--------------|
| Michigan CAT | \$140,866.00 |
| Southeastern Eqpt. Co. | \$140,906.00 |
| AIS Const. Eqpt. | \$141,000.00 |
| JDE Eqpt. Co. | \$144,625.00 |

Funds for this purchase are available in the Fiscal Year 2008/2009 Motor Pool and Garage Fund. In conjunction with the Purchasing Agent, I hereby request City Council approval to purchase the 2008 Caterpillar 928HZ Front End Wheel Loader from Michigan CAT, of Mason, Michigan for the low bid price of \$140,866.00.


Glenn M. Chinavare
Director of Public Services

pc: Margaret Cunningham, Purchasing Agent
Lucinda Schultz, Accounting Manager
Phil Hones, Finance Director



DEPARTMENT OF PUBLIC WORKS

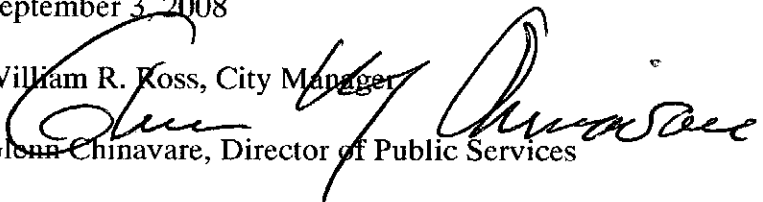
A Division of Public Services

521 Water Street

Jackson, Michigan 49203

517.788.4170 ♦ Fax 517.788.4639

MEMORANDUM

Date: September 3, 2008
To: William R. Koss, City Manager
From:  Gloria Chinavare, Director of Public Services
Subject: APPROVAL OF AWARD - ROAD SALT PURCHASE 2008/09

The Department of Public Works requests permission to issue a Purchase Order for road salt tonnage to The Detroit Salt Company of Detroit, Michigan. The Jackson County Road Commission awarded the original contract in April of 2007. This road salt contract is valid for three years from 2007 – 2010. With Council approval, I would like to issue a Purchase Order for the second year of this contract.

Originally in 2007, the Jackson County Road Commission combined annual salt projections with several county locations and the City of Jackson to receive bids for road salt. Approximately 87,500 tons was requested from all participants for this competitive cooperative purchasing arrangement. The Jackson County Road Commissioners accepted the bid from The Detroit Salt Company at their regular board meeting on April 25th, 2007, for the entire three years.

The City of Jackson must now issue a purchase order for their portion for 2008/09. Last year's salt usage for the City of Jackson totaled 5,566.8748 tons @\$35.49 per ton, for a total cost of \$197,568.39.

In conjunction, with the Purchasing Agent and the Jackson County Road Commission, I am recommending that a purchase order be issued to The Detroit Salt Company at the bid price of \$36.72 per ton for the second year of the contract for 2008/09. The estimated amount of salt usage for the City of Jackson's, Winter Maintenance for 2008/09, is approximately 4,300 tons, for a total estimated contract amount of \$157,896.00.

Funds to pay for the salt purchase for the City of Jackson are included in the Major & Local Street, Winter Maintenance Budgets for 2008/09.

c: Lucinda Schultz, Accounting Manager
Margaret Cunningham, Purchasing Agent

RECEIVED

MAR 16 2007

DPW
CITY OF JACKSON

**BID COMPARISON FOR
JACKSON COUNTY ROAD COMMISSION**

2400 N. Elm Road, PO Box 1125

Jackson, MI 49204

SODIUM CHLORIDE BID

March 14, 2007

10:00 a.m.



| Bidder | The Detroit Salt Company 12841 Sanders St Detroit, MI 48217 | | | Morton Salt 123 N. Wacker Dr. Chicago, IL 60606-1743 | | | American Rock Salt P.O. Box 190 Mt. Morris, NY 14510 | | | Cargill Inc. - Deicing Technology 24950 Country Club Blvd Suite 450 N. Olmsted, OH 44070 | | | Northern American Salt Co. 9900 W. 109th St. Suite 600 Overland Park, KS 66210 | | |
|----------------------------|---|---------|---------|--|---------|---------|---|---------|---------|---|----------|----------|--|----------|----------|
| | 2007/08 | 2008/09 | 2009/10 | 2007/08 | 2008/09 | 2009/10 | 2007/08 | 2008/09 | 2009/10 | 2007/08 | 2008/09 | 2009/10 | 2007/08 | 2008/09 | 2009/10 |
| Jackson - 2400 N. Elm | \$35.49 | \$36.72 | \$39.88 | \$44.97 | NO BID | NO BID | NO BID | NO BID | NO BID | \$ 52.45 | \$ 52.45 | \$ 52.45 | \$ 42.94 | \$ 46.38 | \$ 50.09 |
| Jackson- Clark Lake | \$35.49 | \$36.72 | \$39.88 | \$44.97 | NO BID | NO BID | NO BID | NO BID | NO BID | \$ 52.45 | \$ 52.45 | \$ 52.45 | \$ 42.49 | \$ 45.89 | \$ 49.56 |
| Jackson - Henrietta | \$35.49 | \$36.72 | \$39.88 | \$45.14 | NO BID | NO BID | NO BID | NO BID | NO BID | \$ 52.45 | \$ 52.45 | \$ 52.45 | \$ 43.72 | \$ 47.22 | \$ 51.00 |
| Jackson - Parma | \$35.49 | \$36.72 | \$39.88 | \$45.30 | NO BID | NO BID | NO BID | NO BID | NO BID | \$ 52.45 | \$ 52.45 | \$ 52.45 | \$ 44.03 | \$ 47.55 | \$ 51.36 |
| City of Jackson | \$35.49 | \$36.72 | \$39.88 | \$44.97 | NO BID | NO BID | NO BID | NO BID | NO BID | \$ 52.45 | \$ 52.45 | \$ 52.45 | \$ 42.94 | \$ 46.38 | \$ 50.09 |
| JCC | \$35.49 | \$36.72 | \$39.88 | \$44.97 | NO BID | NO BID | NO BID | NO BID | NO BID | \$ 52.45 | \$ 52.45 | \$ 52.45 | \$ 42.94 | \$ 46.38 | \$ 50.09 |
| Hillsdale CRC | | | | | | | | | | | | | | | |
| 1919 Hudson | \$37.99 | \$40.27 | \$42.69 | \$46.50 | NO BID | NO BID | NO BID | NO BID | NO BID | \$ 52.45 | \$ 52.45 | \$ 52.45 | \$ 42.94 | \$ 46.38 | \$ 50.09 |
| 123 Wales | \$37.99 | \$40.27 | \$42.69 | \$46.50 | NO BID | NO BID | NO BID | NO BID | NO BID | \$ 52.45 | \$ 52.45 | \$ 52.45 | \$ 43.26 | \$ 46.72 | \$ 50.46 |
| 211 Waldron | \$37.99 | \$40.27 | \$42.69 | \$45.14 | NO BID | NO BID | NO BID | NO BID | NO BID | \$ 52.45 | \$ 52.45 | \$ 52.45 | \$ 42.49 | \$ 45.89 | \$ 49.56 |
| 218 Fremont | \$37.99 | \$40.27 | \$42.69 | \$46.27 | NO BID | NO BID | NO BID | NO BID | NO BID | \$ 52.45 | \$ 52.45 | \$ 52.45 | \$ 44.05 | \$ 47.57 | \$ 51.38 |
| 426 S. Main | \$37.99 | \$40.27 | \$42.69 | \$46.27 | NO BID | NO BID | NO BID | NO BID | NO BID | \$ 52.45 | \$ 52.45 | \$ 52.45 | \$ 41.76 | \$ 45.10 | \$ 48.71 |
| Lenawee CRC | \$35.49 | \$36.72 | \$39.88 | \$44.86 | NO BID | NO BID | NO BID | NO BID | NO BID | \$ 52.45 | \$ 52.45 | \$ 52.45 | \$ 40.91 | \$ 44.18 | \$ 47.72 |
| Branch CRC | \$38.23 | \$40.52 | \$42.96 | \$46.50 | NO BID | NO BID | NO BID | NO BID | NO BID | \$ 52.45 | \$ 52.45 | \$ 52.45 | \$ 44.73 | \$ 48.31 | \$ 52.17 |
| Calhoun CRC | | | | | | | | | | | | | | | |
| 13300 16 Mile Road | \$38.48 | \$40.79 | \$43.24 | \$46.50 | NO BID | NO BID | NO BID | NO BID | NO BID | \$ 52.45 | \$ 52.45 | \$ 52.45 | \$ 45.62 | \$ 49.27 | \$ 53.21 |
| 1040 S. Raymond Road | \$38.48 | \$40.79 | \$43.24 | \$47.42 | NO BID | NO BID | NO BID | NO BID | NO BID | \$ 52.45 | \$ 52.45 | \$ 52.45 | \$ 46.26 | \$ 49.96 | \$ 53.96 |
| 12980 27 Mile Road | \$38.48 | \$40.79 | \$43.24 | \$45.91 | NO BID | NO BID | NO BID | NO BID | NO BID | \$ 52.45 | \$ 52.45 | \$ 52.45 | \$ 44.46 | \$ 48.02 | \$ 51.86 |
| Picked up in county trucks | \$35.00 | \$35.00 | \$35.00 | \$40.00 | NO BID | NO BID | NO BID | NO BID | NO BID | \$ 50.45 | \$ 50.45 | \$ 50.45 | -\$2/TN | -\$2/TN | -\$2/TN |



DEPARTMENT OF PUBLIC WORKS

A Division of Public Services

521 Water Street

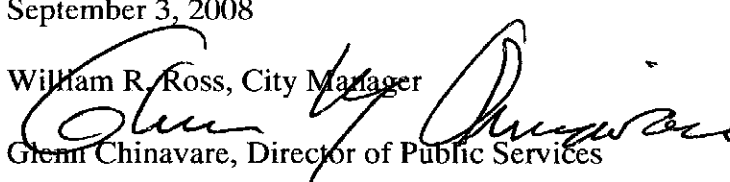
Jackson, Michigan 49203

517.788.4170 ♦ Fax 517.788.4639

MEMORANDUM

DATE: September 3, 2008

TO: William R. Ross, City Manager

FROM: 
Glenn Chinavare, Director of Public Services

SUBJECT: APPROVAL OF AWARD OF BID
ANNUAL ROAD SALT PURCHASE 2008/2009
STATE TRUNKLINE ONLY

The North American Salt Company, of Overland, Kansas, was the low bidder for the 2008/2009 State Salt Purchase Contract with a price of \$42.79 per ton, delivered to 521 Water Street. This contract is valid for one year only.

The Michigan Department of Transportation has requested that the City of Jackson purchase road salt used on the State Trunkline, off the State of Michigan Contract. I am requesting permission to issue a purchase order to North American Salt Company for approximately 1,000 tons @\$42.79 per ton, for a total estimated contract amount of \$42,790.00.

In conjunction, with the Purchasing Agent and the State of Michigan, we are recommending that a purchase order be issued to North American Salt Company at their bid price of \$42.79 per ton for 2008/2009. The estimated amount of salt usage for the City of Jackson's, Major Street Trunk line Budget, is approximately 1,000 tons, for a total estimated contract amount of \$42,790.00.

Funds to pay for the salt purchase for the City of Jackson, Trunkline Winter Maintenance are included in the Major Street, State Trunkline Budget for 2008/2009.

Cc: Margaret Cunningham, Purchasing Agent
Lucinda Schultz, Accounting Manager

STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 PURCHASING OPERATIONS
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

August 11, 2008

CHANGE NOTICE NO. 3
 OF
 CONTRACT NO. 071B6200291
 between
 THE STATE OF MICHIGAN
 and

| | |
|--|--|
| NAME & ADDRESS OF VENDOR North American Salt Company Highway Sales Department 8300 College Boulevard Overland, KS 66210 Email: heenanp@compassminerals.com | TELEPHONE: Patrick Heenan (800) 323-1641 Ext. 9301 |
| | VENDOR NUMBER/MAIL CODE |
| | BUYER/CA (517) 241-2619 Seleana Samuel |
| Contract Compliance Inspector: Tim Croze Bulk Salt, Seasonal Back-Up - MDOT | |
| CONTRACT PERIOD: From: September 1, 2006 To: August 31, 2009 | |
| TERMS Net 30 Days | SHIPMENT Per attached Terms and Conditions |
| F.O.B. Delivered and Unloaded | SHIPPED FROM Various |
| MINIMUM DELIVERY REQUIREMENTS N/A | |
| MISCELLANEOUS INFORMATION: | |

NATURE OF CHANGE(S):

Effective August 5, 2008 this Contract is EXTENDED through August 31, 2009.
 Pricing and drop points are per the attached listing.

All other terms and conditions, and pricing remain unchanged.

AUTHORITY/REASON:

Per DMB/Purchasing Operations and vendor approval.

| | | | | |
|----|-----------|---|-------|---------|
| 21 | Hillsdale | 426 S. Main Street, Waldron (517) 437-4458 | 700 | \$44.49 |
| 22 | Hillsdale | Hillsdale, City of, 149 Waterworks Ave. (517) 437-6490 | 1,000 | \$44.49 |
| 23 | Hillsdale | Jonesville, Village of, 111 Ecology Dr., (517) 849-9772 | 250 | \$44.49 |
| 33 | Jackson | CRC, 2400 N. Elm Rd., Jackson (517) 788-4230 | 4,800 | \$42.79 |
| 34 | Jackson | CRC, 7245 Clark Lake Rd., Jackson (517) 788-4230 | 1,200 | \$42.79 |
| 35 | Jackson | Jackson, City of 521 Water Street (517) 768-6060 | 1,000 | \$42.79 |
| 40 | Monroe | CRC, 840 South Telegraph, Monroe (734) 240-5110 | 6,000 | \$46.38 |
| 41 | Monroe | CRC, 17020 Tecumseh Rd, Dundee (734) 240-5110 | 3,500 | \$46.38 |
| 42 | Monroe | CRC, Bedford Garage, 3498 St. Anthony Temperance (734) 240-5110 | 2,500 | \$46.38 |
| 43 | Monroe | South Rockwood, Village of, 5676 Carleton- Rockwood Rd (734) 379-3683 ext 105 | 100 | \$46.38 |
| 44 | Monroe | 455 Squires Drive, Milan 48160, Milan City, City of, 734-439-4306 | 400 | \$46.38 |
| 45 | Monroe | Monroe City Comm College 1555 S. Raisinville Rd. 734-242-7300 ***LESS THAN 50 TON | 25 | \$46.38 |
| 46 | Monroe | Monroe City Comm College 1555 S. Raisinville Rd. 734-242-7300 ***LESS THAN 50 TON | 25 | \$46.38 |

Total Local Unit of Government Tons for University Region

46,680

2008 NAS Salt Award, Seasonal Back-Up

**2008 LOCAL UNIT OF GOVERNMENT DROP POINTS:
UNIVERSITY REGION - NORTH AMERICAN SALT COMPANY**

| Item | County | Drop Point | Regular Salt | Price per Ton |
|------|-----------|--|--------------|---------------|
| 1 | Clinton | St. Johns, City of, 1000 N. US-27 Business, (989) 224-8944 ext. 229 | 350 | \$54.18 |
| 2 | Clinton | CRC, 3536 S. BR-127, St. Johns (989) 224-3274 | 1,600 | \$54.18 |
| 3 | Clinton | East Lansing, City of 1800 E State Street (517) 337-9459 | 2,800 | \$54.18 |
| 4 | Clinton | DeWitt, City of 907 East Main Street (517) 668-2441 | 200 | \$54.18 |
| 5 | Clinton | Capital Region Airport Authority-3168 West State Rd 517-886-3713 | 50 | \$54.18 |
| 6 | Clinton | Capital Region Airport Authority-3168 West State Rd 517-886-3713 ***LESS THAN 50 TON | 30 | \$54.18 |
| 7 | Eaton | Charlotte, City of 301 Tirrell Hwy 517-543-2750 | 300 | \$51.65 |
| 8 | Eaton | Vermontville, City of, 134 Westside Dr. (517) 726-1429 | 100 | \$51.65 |
| 9 | Eaton | Potterville City of, 319 N. Nelson, (517) 645-7641 | 50 | \$51.65 |
| 10 | Eaton | CRC, 1112 Reynolds Rd, Charlotte (517) 543-1630 x 205 | 5,500 | \$51.65 |
| 11 | Eaton | CRC, 3102 Sanders Rd., Lansing Delta (517) 543-1630 ext 205 | 3,500 | \$51.65 |
| 12 | Eaton | CRC, 13256 Lawson Rd, Grand Ledge (517) 543-1630 ext 205 | 1,100 | \$51.65 |
| 13 | Eaton | CRC, 300 Market St., Eaton Rapids (517) 543-1630 ext 205 | 400 | \$51.65 |
| 14 | Eaton | CRC, Burekett-Bellevue (517) 543-1630 ext 205 | 1,200 | \$51.65 |
| 15 | Eaton | CRC, 8893 W. Vermontville Hwy, Vermontville (517) 543-1630 ext 205 | 1,500 | \$51.65 |
| 16 | Eaton | Grand Ledge Public Schools 12730 Nixon Rd. 517-925-5430 | 200 | \$51.65 |
| 17 | Hillsdale | CRC, 1919 Hudson Rd. Hillsdale (517) 437-4458 | 4,000 | \$44.49 |
| 18 | Hillsdale | CRC, 123 Wales St. Camden (517) 437-4458 | 850 | \$44.49 |
| 19 | Hillsdale | CRC, 9400 Waldron St. Jerome (517) 437-4458 | 800 | \$44.49 |
| 20 | Hillsdale | 218 Fremont Street, Litchfield (517) 437-4458 | 650 | \$44.49 |



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
JACKSON TRANSPORTATION SERVICE CENTER

KIRK T. STEUDLE
DIRECTOR

March 27, 2008

Ms. Lucy Shultz
City of Jackson
161 W. Michigan Ave
Jackson, MI 49201

Dear Ms. Shultz:

We are requesting that the City of Jackson purchase Salt to be used on the State Trunklines from the Michigan Department of Management and Budget (DMB) salt purchase for bulk salt for the fiscal year 2008/09.

Sincerely,

Arnold Trombley
Maintenance Coordinator



DEPARTMENT OF PUBLIC WORKS
A Division of Public Services
521 Water Street
Jackson, Michigan 49203
517.788.4170 ♦ Fax 517.788.4639

September 2, 2008

Mr. William R. Ross
City Manager
City of Jackson, Michigan

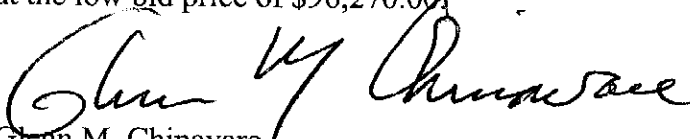
Subject: BID AWARD – BACKHOE/LOADER

Dear Mr. Ross:

The Public Works Division requests approval to purchase a 2008 John Deere 410J, Backhoe/Loader from JDE Equipment of Grand Rapids, Michigan. This equipment will replace a 1992 John Deere Backhoe/Loader. The Purchasing Agent received five (5) bids on August 27, 2008 as follows:

| | |
|----------------------------|---|
| JDE Eqpt. Co. | \$ 96,270.00 |
| Michigan CAT | \$ 98,037.00 |
| AIS Const. Eqpt. (JCB) | \$ 101,125.00 |
| Southeastern Eqpt. | \$ 87,581.00 <i>(did not meet specifications)</i> |
| AIS Const. Eqpt. (Komatsu) | \$ 94,950.00 <i>(did not meet specifications)</i> |

Funds for this purchase are available in the Fiscal Year 2008/2009 Motor Pool and Garage Fund. In conjunction with the Purchasing Agent, I hereby request City Council approval to purchase the 2008 John Deere 410J Backhoe/Loader from JDE Equipment Co. of Grand Rapids, Michigan at the low bid price of \$96,270.00.


Glenn M. Chinavare
Director of Public Services

cc: Margaret Cunningham, Purchasing Agent
Lucinda Schultz, Accounting Manager
Phil Hones, Finance Director

BID TABULATION 8-27-08

BACKHOE/LOADER

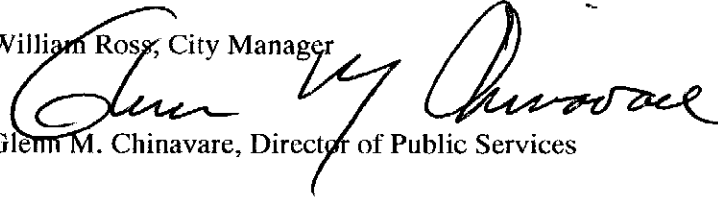
| | BACKHOE | DELIVERY | AUX HYDRAULIC PORTS | SIX YEAR 4000 HR WARRANTY | TOTAL | |
|--|--------------|------------|---------------------|---------------------------|---------------|--------------------|
| SOUTHEASTERN EQPT. CASE 590 SUPER M | \$ 85,731.00 | 40-60 DAYS | \$ 1,850.00 | INCLUDED | \$ 87,581.00 | DOESN'T MEET SPECS |
| MICHIGAN CAT 430 E | \$ 88,137.00 | 70 DAYS | INCLUDED | \$ 9,900.00 | \$ 98,037.00 | |
| AIS, KOMATSU WB 156-5 | \$ 91,900.00 | 90 DAYS | \$ 3,050.00 | INCLUDED | \$ 94,950.00 | DOESN'T MEET SPECS |
| JDE, DEERE 410 J | \$ 95,629.00 | 1-Nov | \$ 641.00 | INCLUDED | \$ 96,270.00 | LOWEST QUALIFIED |
| AIS , JCB, 3CX15 | \$ 96,875.00 | 90-120 | \$ 4,250.00 | INCLUDED | \$ 101,125.00 | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Department of Public Services
Water Division



515 Water Street - Jackson, MI 49203
Telephone: (517) 788-4090 — Facsimile: (517) 788-4639

September 3, 2008

To: William Ross, City Manager
From:  Glenn M. Chinavare, Director of Public Services
RE: Water Treatment Plant Improvements

On Tuesday, August 26, 2008 sealed bids were opened in the City Purchasing Department for improvements at the Water Treatment Plant. The work to be completed is as follows:

- Removal and replacement of raw water influent piping and valving.
- Removal and replacement of high service pump piping and the relocation of existing gate valve in the existing high service pumping station.
- Removal and replacement of two (2) 36-inch gate valves that isolate flow between the east and west primary clarifiers.

The above work is required to upgrade and replace badly corroded, inoperable, and/or antiquated design infrastructure components.

Four bids as itemized below were received, with Paul Bengal Company of Jackson, MI being the low responsible bidder. The funds for this project are available in the FY 2008/2009 Water Budget.

| | |
|---------------------------------|--------------|
| Paul Bengal Company | \$234,000.00 |
| John E. Green Company | \$288,600.00 |
| Franklin Holwerda Company | \$336,900.00 |
| Ed Birkmeier Well Drilling, Ltd | \$597,000.00 |

In conjunction with Jones & Henry Consulting Engineers, and the Purchasing Agent, I hereby recommend that Paul Bengal Company be awarded the contract for the necessary WTP improvements at the price of \$234,000.00, and that the Mayor and City Clerk be authorized to sign the appropriate contract documents.

Cc: Lucinda Schultz, Accounting Manager
Margaret Cunningham, Purchasing Agent



Community Development

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

September 3, 2008

TO: William R. Ross, City Manager
FROM: Carol Konieczki, Community Development Director
RE: Request from Allegiance Health to obtain the glass art mural located at 212 West Michigan Avenue

The City Manager received the attached request on December 7, 2007 from Foote Health System (now Allegiance Health) to take possession of the glass art mural from 212 West Michigan Avenue. At the time, the City was in negotiations with a developer for the property that had also expressed an interest in keeping the mural on site. Ms. Stuart advised Foote Health System that the request for proposals did not allow for the removal of the piece, but would consider their request if negotiations were not finalized with the developer proposed for the site.

On July 25, 2008, Allegiance Health staff contacted Ms. Stuart for an update on the progress of negotiations for the development. Allegiance Health staff was informed the developer had not agreed to the purchase agreement extension request approved by City Council on May 27, 2008 with a deadline of September 9, 2008. Ms. Stuart encouraged Allegiance Health staff to move forward with their request.

On August 4, 2008, the Community Development Department received the attached letter of request identifying Allegiance Health's proposed use and their intention to cover all costs associated with the removal of the piece. The potential developer for the site has been notified of the request, and the mural may be removed from future negotiations depending on City Council action.

Requested action for City Council is approval of the request from Allegiance Health to remove the glass art mural located in the lobby of 212 West Michigan Avenue at their cost, and remove any debris created from the process as recommend by the Community Development Director. Please place this item on the September 9, 2008 City Council Agenda for consideration.

CLK

cc: Anthony Gardner, Allegiance Health
Julius Giglio, City Attorney
Bruce Inosencio, IntelliTower, LLC
Robin Kirkpatrick, Allegiance Health



December 7, 2007

William R. Ross
City Manager
City Hall, 14th Floor
Jackson, MI 49201

Dear Mr. Ross,

Foote Health System would like to formally request permission to obtain the glass art mural located in the lobby of City Hall, the former CMS building.

This mural represents an important part of Jackson's history—particularly in regard to our hospital's namesake, W.A. Foote. We are proud of his contributions to the development of CMS Energy and our community. Preserving this piece would certainly honor his memory and would demonstrate our ongoing commitment to the local arts community.

It is our intent to display this artwork in the walkway – viewable from Michigan Avenue – that connects our new Emergency Department to Foote Hospital.

It is my understanding that in your conversation with Georgia Fojtasek you mentioned the City of Jackson would be willing to transfer ownership of the art piece to Foote, pending approval from the City Council. Please accept this letter as Foote's request to recommend approval of this transfer to the City Council. A representative of Foote would be happy to attend the meeting if you would like support in your proposal.

Thank you for your consideration of this request. Please let me know if you have any questions regarding this project.

Sincerely,

A handwritten signature in cursive script that reads "Anthony Gardner".

Anthony Gardner
Vice President, Business Development and Marketing
788-4944



August 4, 2008

Deborah Stuart
Community Development Department
City Hall
Jackson, MI 49201

Dear Ms. Stuart,

Allegiance Health would like to formally request permission to obtain the glass art mural located in the lobby of the former CMS building.

This mural represents an important part of Jackson's history—particularly in regard to our original hospital's namesake, W.A. Foote. We are proud of his contributions to the development of CMS Energy and our community. Preserving this piece would certainly honor his memory and would demonstrate our ongoing commitment to the local arts community.

It is our intent to display this artwork in our future renovated and expanded lobby. We hope to be able to begin the project within the next two years.

It is my understanding that in your conversation with Georgia Fojtasek you mentioned the City of Jackson would be willing to transfer ownership of the art piece to Allegiance, pending approval from the City Council. Please accept this letter as Allegiance's request to recommend approval of this transfer to the City Council. Allegiance Health would be responsible for all costs of removal. A representative of Allegiance would be happy to attend the meeting if you would like support in your proposal.

Thank you for your consideration of this request. Please let me know if you have any questions regarding this project.

Sincerely,

A handwritten signature in black ink that reads "Anthony Gardner". The signature is written in a cursive, flowing style.

Anthony Gardner
Vice President, Business Development and Marketing
788-4944



City Manager's Office

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

TO: Honorable Mayor and City Councilmembers
FROM: William R. Ross, City Manager
DATE: September 3, 2008
RE: Relocation of Recycling Facility

I had previously mentioned in Current Affairs that we had received a contact from Goodwill Industries of Central Michigan's Heartland indicating interest in assuming responsibility for the location and operation of the recycling center that is currently located on Louis Glick Highway. I have now received a letter from Goodwill Industries formalizing the request and proposal. Goodwill Industries will continue working with Northwest Refuse and Modern Sanitation in the operation of the recycling center and the sale and reuse of the materials brought to the recycling center. I have informed Jackson County of this proposal and have not received an objection from the County. The recycling containers that are owned by the County and used at the current center would be relocated to the Goodwill Industries site. The site is available at reasonable hours. The site will have much better supervision than the City can give at its current location. Goodwill Industries will manage and oversee the site and keep it in presentable condition. The site will serve as an additional facility for providing assistance to individuals who work with Goodwill Industries and their training programs. The proposal is an excellent solution to this issue. It moves the recycling center to a location that is both easily accessible and can be effectively supervised. It provides an opportunity for a nonprofit service group to expand their operation while maintaining cooperation with the for profit recycling organizations, and it removes the recycling center from a location that we believe will be redeveloped for other uses in the very near future.

I recommend that the City Council accept the proposal of Goodwill Industries, and authorize the City Manager to take the appropriate steps to transfer the recycling center from its current location on Louis Glick Highway to the Goodwill Industries site as soon as possible.

WRR:skh

Attachment



Battle Creek Campus

4820 Wayne Road
Battle Creek, MI 49037

P 269.964.9455

F 269.964.9519

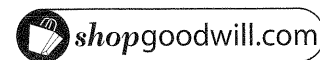
Jackson Campus

617 N. Mechanic St.
Jackson, MI 49202

P 517.787.0570

F 517.787.7254

E-mail: admin@goodwillcmh.org Website: www.goodwillcmh.org



August 27, 2008

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

Attn: William Ross

Dear Mr. Ross,

I am submitting this letter to you on behalf of Goodwill Industries of Central Michigan's Heartland (GICMH) to express interest in locating the city's recycling center to our location of 617 N. Mechanic.

Our Goodwill donation center is currently set up in a convenient location which is easily accessed by the public. We have a gated drive-in area that is open at 8:00 AM – 8:00 PM Monday thru Saturday, 9AM – 5 PM on Sunday. The gates are locked at the close of our business days.

Goodwill Industries across the state are becoming more and more involved in recycling. As you can imagine, we handle a large volume of salvage materials ourselves and try very hard to limit what goes to our local landfills.

We are interested in working with the city and the others involved in this project.

Thank you for your consideration. If you have any questions or would like to visit our facility please contact me at 787-0570, ext 13.

Sincerely,

Carol J Bush
VP, Jackson Campus
Goodwill Industries of Central Michigan's Heartland



Believe in the POWER OF WORK!





Parks, Recreation and Grounds

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

To: William Ross, City Manager
From: James Parrott, Director of Parks, Recreation and Grounds
Date: August 26, 2008
Subject: Bid Award for Court Construction at Lions and Exchange Parks

On Tuesday, August 26, 2008 sealed bids were opened in the Purchasing Department for reconstruction of basketball and tennis courts at Lions and Exchange Parks.

Four bids were received with Belden Asphalt of Jackson, Michigan being the low bidder:

| | |
|-----------------------|-----------|
| Belden Asphalt | \$150,000 |
| 5 Leprechauns | \$154,900 |
| Quality Asphalt | \$160,622 |
| Tom's Advanced Paving | \$240,640 |

The Parks and Recreation Staff concur with the recommendation of George Covalle, Architect and Associates, Inc. to award the contract to Belden Asphalt at their low bid of \$150,000.

The funding for this project can be found in the Capital Project Fund, Line Items 401-901-976.001 and 401-901-976.013. The total amount budgeted for this project is \$185,000.

Thank you for your consideration.

JP:sw



City Manager's Office

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TO: Honorable Mayor and City Councilmembers
FROM: William R. Ross, City Manager
DATE: September 4, 2008
RE: Council Goal Setting Session

The City Council, during a previous goal setting session, referred several policy items to a future City Council Goal Setting Session. The discussion at that time was that this session should be held as soon as possible, but should be planned for no later than the first week in October. I am, therefore, placing on this agenda to establish a date for a Council Goal Setting Session.

Thank you.

WRR:skh

City Manager's Office

TO: Honorable Mayor and City Councilmembers

FROM: William R. Ross, City Manager

SUBJ: Current Affairs (Volume Five, No. 31)

DATE: September 4, 2008

Wastewater Treatment Plant (WWTP) Construction

The piping replacement and building construction at the WWTP is continuing on schedule. The first of the three contracts that were let for this construction work is nearing completion. We anticipate that a final change order adjusting quantities will be forthcoming in the next four to five weeks for this contract. The building construction, including the new training and locker room for the employees are in the final finishing stages. We anticipate that the employees will be moved into this new training and locker room area before the onset of winter weather. This will provide a greatly improved environment for the employees. Mayor Ludwig accompanied me on a tour of the WWTP last week. I would encourage any Councilmember who would like to see the progress on the construction work and would like to have a tour of the plant provided by Paul Vermaaten to give Paul a call. I believe it is important for Councilmembers to see the level of construction that is ongoing at the plant and to understand the importance of this facility to the Jackson community.

Salt Prices

You will note on this agenda that there are two bids for salt. The City takes bids jointly with the Jackson County Road Commission for salt to be used on City streets other than State highways. MDOT requires the City to use State bid on salt that is purchased for use on State highways, which are maintained by the City under contract with the State. It is interesting to note that the bid that MDOT is using for salt is approximately \$7.00 per ton higher than the bid that the City and the Road Commission received for salt. The suppliers are different, but the material is basically the same material. With an estimated use of approximately 1,000 tons of salt on State highways through the winter season the State could save approximately \$7,000 on salt if the City/County contract were used. This \$7,000 multiplied by all the communities throughout the state could amount to a large amount of money that could be utilized to improve State highways rather than being spent on extra expenses for salt. We have encouraged MDOT to use salt from our normal contract. However, MDOT insists on using their contract for salt that is used on the State highways. It should be noted that the State provides the money for the maintenance of State highways, so the higher price of salt does not result in a direct reduction of funding to the City. The higher price of salt does, however, reduce the amount of funds available to provide for maintenance on State highways.

Hazard Mitigation Plan

I had previously indicated that I would place discussion of the Hazard Mitigation Plan on this agenda. I have considered with the length of the agenda and the presentation on the Metro Fire Study, I will hold off on the Hazard Mitigation Plan on September 23rd and will place it on that agenda.

Hayes Hotel Update

I have received a contact from Bruce Inosencio indicating that they are ready to sit down and complete negotiations on a development agreement for the Hayes Hotel. We will be working to schedule a meeting with them next week. We will put together a summary and legal opinion, and recommendations on the development agreement once we have completed discussions with the developers.

Cedar Rapids, Iowa Presentation

We have included in your mailboxes a notice from the Sheriff's office related to a presentation by the Emergency Management Director from Cedar Rapids, Iowa, related to the recent flooding in Cedar Rapids and the actions taken to reduce the impact of the flooding in the community. We believe that this would be a very popular presentation. The Fire Department working with the Sheriff's office and Jackson Community College has scheduled the presentation for the Potter Center. We hope to get as many interested persons as possible to the presentation both to understand the scope of the problems of the disaster in Cedar Rapids, and the steps taken to minimize the hazards to human life and to keep services functioning. This should be an excellent presentation and we are hoping that a majority of the community will participate in the discussion.

MAPERS Conference

I will be absent from the community from September 14th through the evening of September 16th to attend the MAPERS Fall Conference. Jim Parrott will be acting manager during my absence.

Five Year Financial Plan

Phil Hones and I have engaged the services of Rehmann Robson to assist us in preparing a five year financial plan for the City. Rehman Robson has recently begun the audit process, and upon completion of the audit we will move into the five year financial plan process. We will generate not only a five year financial plan, but a spreadsheet that will allow us to update the plan upon a regular basis to keep it current. There will be some initial financial commitment to prepare the plan, but once it is completed we should be able to keep it updated with regular City staff time.

Sheriff's Ad Hoc Committee

The first meeting of the expanded Sheriff's Ad Hoc Committee was held on the morning of September 4th. The discussion centered on putting together a plan for completing a review of the feasibility of and the possibility of a joint public safety facility. It was because of the excellent work that was done in 2000 on the joint facility, that a majority of the initial work can be done in-house. Sheriff Dan Heyns, Chief Matt Heins, County Administrator Randy Treacher, and I were assigned to work together to review the previous study and prepare an analysis of current needs for discussion and review by the committee. It was emphasized that there was no commitment at this point to build anything, but there is a commitment to studying the issue and determining the efficiencies that could be possible through a combined facility compared with the cost of constructing a facility. This is a study that will take some time, and will require diligent work by the committee and staff. We will keep you updated as the study progresses.

Recycling Center Relocation

Randy Treacher informed me that he has received positive feedback from County Board Members on the proposed relocation of the recycling center from Louis Glick Highway to Goodwill Industries. Randy Treacher felt that this was an excellent solution to the issue, and the County was supportive of the Goodwill proposal.

Thank you.

WRR:skh

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