



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

AGENDA – CITY COUNCIL MEETING

November 18, 2008

7:00 p.m.

1. Call to Order.
2. Pledge of Allegiance – Invocation by Robert Howe, 2nd Ward City Councilmember.
3. Roll Call.
4. Adoption of Agenda.
5. **Presentations/Proclamations.**
 - A. Presentation by Jon Dowling, City Engineer, and Steve Duke, Region 2 Transportation Planner, regarding Federal Aid Projects.
6. **Citizen Comments. (3-Minute Limit)**
7. **Consent Calendar.**
 - A. Approval of the minutes of the regular City Council meeting of October 21, 2008.
 - B. Approval of the request from the Kiwanis Club of Jackson to hold their 90th annual newspaper sale on City streets on Friday, December 12, 2008.
 - C. Approval of the request from the Downtown Jackson Christmas Parade Committee to hold the Christmas Parade on Friday, November 21, 2008, and to close the following streets from 4:45 p.m. until 8:00 p.m.:
 - Michigan Avenue from Steward Avenue to Louis Glick Highway
 - First Street from Washington Avenue to Wildwood Avenue
 - Wildwood Avenue from Michigan Avenue to Louis Glick Highway
 - Cortland Street from First Street to Francis Street
 - Blackstone Street from Washington Avenue to Pearl Street
 - Jackson Street from Washington Avenue to Pearl Street
 - Mechanic Street from Washington Avenue to Pearl Street
 - Francis Street from Washington Avenue to Michigan Avenue
 - Hayes Street from Michigan Avenue to Pearl Street(Recommended approval received from the Police, Fire, Traffic Engineering, Public Services, Parks/Forestry Departments, and the Downtown Development Authority.)
 - D. Approval of the request to extend support for the funding of the City Employee Christmas Luncheon, in accordance with the recommendation of the Purchasing Agent.
 - E. Approval of the lease agreement between the City and Jackson Affordable Housing Corporation (JAHC) for a one-year period, with two one-year renewals, commencing on December 1, 2008, through November 30, 2009, and authorization for the Mayor and City Clerk to execute the appropriate document(s), in accordance with the recommendation of the City Attorney and the Purchasing Agent.
 - F. Approval of the low bid award to Wonsey Tree Services, Inc., Alma, at their lump sum bid price of \$18,790.00 for the CDBG Ash Tree Removal Project, and authorization for

the Mayor and City Clerk to execute the appropriate document(s), in accordance with the recommendation of the Purchasing Agent and the Superintendent of Cemeteries, Forestry, and Parks.

- G. Approval of payment of the Region 2 Planning Commission invoice, in the amount of \$7,827.55, for planning services for the month of October 2008, in accordance with the recommendation of the City Manager
- H. Approval of Final Change Order No. 1 to the contract with Utility Services Authority, LLC, in the decreased amount of \$1,031.60, for the Michigan Avenue Sewer Rehabilitation (2008) 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. Referral of an application to the City Planning Commission from Orthopaedic Rehab Specialists, PC to rezone property located at 206 and 216 Page Avenue from R-4 to C-2.
- J. Receipt of the Dangerous Building Report through October 31, 2008.
- K. Receipt of the Community Development Block Grant (CDBG) financial report through September 2008.
- L. Establishment of Community Development public hearings and approval of the timetable for the 2008-2009 Community Development Block Grant (CDBG) and HOME application process.

8. **Committee Reports.**

9. **Appointments.**

- A. Approval of the Mayor's recommendation to appoint Ryan Doll to fill a vacancy on the City Planning Commission beginning immediately and ending December 31, 2010.
- B. Approval of the Mayor's recommendation to appoint Paul A. McWalters to the Building Code Board of Appeals filling a current vacancy beginning immediately, and ending October 13, 2011.
- C. Approval of the Mayor's recommendations to appoint Pashia Mallett to the Human Relations Commission filling a current vacancy beginning immediately and ending December 31, 2009, and to reappoint Alice J. Lewis and Kathleen M. Conley to the Human Relations for a three-year term each beginning January 1, 2009, and ending December 31, 2011.

10. **Public Hearings.**

11. **Resolutions.**

- A. Consideration of a resolution regarding the request from the Jackson Nonprofit Support Center, that they be recognized as a nonprofit organization operating in the community for the purpose of obtaining charitable gaming licenses.
- B. Consideration of a resolution regarding the request from Jackson Schools of the Arts, that they be recognized as a nonprofit organization operating in the community for the purpose of obtaining charitable gaming licenses.
- C. Consideration of a resolution amending the 2008-2009 Drug Law Enforcement budget reflecting the receipt of the 2008-2009 JNET Conspiracy Continuation Project grant, in the amount of \$24,428.00 and a local match of \$24,428.00.

12. **Ordinances.**

- A. Consideration of an ordinance amending Chapter 24, Article III, City Code, providing Blair Park 2005 Limited Dividend Housing Association LLC, be granted Tax Exempt status subject to a Payment In Lieu of Taxes (PILOT).

13. **Other Business.**

14. **New Business.**
 - A. Consideration of request to approve the bid award to Fitzgibbons Fleet Fabricators, in the amount of \$24,525.00, for modifications to a recently purchased 2009 International Truck, in accordance with the recommendation of the Director of Public Services.
 - B. Consideration of the request to approve the bid award to Tri-County International Trucks, in the amount of \$64,539.96, for the purchase of a 2009 International 5-Yard Cab and Chassis Truck, in accordance with the recommendation of the Director of Public Services.
 - C. Consideration of the request to approve the bid award to At-A-Moments-Notice, in the amount of \$33,655.00, for the owner-occupied Community Development rehabilitation project located at 1705 First Street, in accordance with the recommendation of the Community Development Director.
 - D. Consideration of the request to approve the bid award to Harrison Builders, LLC, in the amount of \$31,495.00, for the owner-occupied Community Development rehabilitation project located at 1012 Third Street, in accordance with the recommendation of the Community Development Director.
 - E. Consideration of the request to approve the bid award to At-A-Moments-Notice, in the amount of \$21,265.00, for the owner-occupied Community Development rehabilitation project located at 210 N. Gorham, in accordance with the recommendation of the Community Development Director.
 - F. Consideration of the request to approve the proposed amendment, Article XVII, to the Local Development Financing Authority (L DFA) Bylaws, in accordance with the recommendation of the JBRA board and the Community Development Director.
 - G. Consideration of the request to approve the proposed amendment, Article XVII, to the Jackson Brownfield Redevelopment Financing Authority (JBRA) Bylaws, in accordance with the recommendation of the JBRA board and the Community Development Director.
 - H. Consideration of an application to the Michigan Department of Transportation for a Phase 2 Study regarding the proposed intermodal transportation center.
 - I. Consideration of funding to the Enterprise Group for economic development in the City of Jackson.
 - J. Consideration of the request to waive the City Purchasing rules for the disposal of surplus property.
 - *K. Consideration of the request to waive the requirement for the Community Development Block Grant (CDBG) rehabilitation loan for property located at 940 Chittock.
15. **City Councilmembers' Comments.**
16. **City Manager's Comments.**
17. **Adjournment.**

*Item Added, Deleted or Changed

Interoffice Memo

Jon H. Dowling, P.E.
City Engineer

Department of Engineering
161 W. Michigan Avenue, Jackson, Michigan 49201
(517) 788-4160 Facsimile (517) 768-6435

TO: William R. Ross, City Manager

FROM: Jon H. Dowling, P.E., City Engineer
Steve Duke, Region 2 Transportation Planner

DATE: November 13, 2008

SUBJECT: Federal Aid Projects Presentation

The Jackson City Council has given permission to the Engineering Department to apply for Federal Aid Grants on the Fiscal Year (FY) 2008-2011 Transportation Improvement Plan (TIP), on Bridge Projects and an Enhancement Grant for the Riverwalk. Below is a table showing these projects, which are also shown on the attached map:

FY 2008-2011 TIP
(October 1, 2008 thru September 30, 2011)

Roadways:

PROJECT:	Wildwood	North St.	High St.	Ganson St.	Argyle St.
MDOT FY	2007	2010	2011	2011	2011
Project Cost:	\$1,144,464	\$1,104,000	\$598,500	\$373,500	\$201,000
Federal Share:	\$462,000	\$736,000	\$399,000	\$249,000	\$134,000
City Share:	\$682,464	\$368,000	\$199,500	\$124,500	\$67,000

Bridges and Riverwalk:

PROJECT:	Mechanic St. Bridge	High St. Bridge	Riverwalk
MDOT FY	2010	2010	N/A
Project Cost:	\$1,229,072	\$261,844	\$1,866,226
Federal Share:	\$1,035,880	\$199,500	\$1,243,268
City Share:	\$193,192	\$62,344	\$480,729

This list of projects totals about \$6.8 million in total costs over the next 4 years, with about \$4.5 million paid for with Federal and State Aid. At this time, only the Wildwood Avenue project is designed and includes some watermain costs in the project. As North Street is designed, some water and sewer work costs will be added. High Street, Ganson Street and Argyle Street are mill and overlay projects and little utility work is expected.

The Federal Aid only pays for a portion of the construction costs. All of the engineering costs are City costs. The Federal Aid for these projects are from the current Federal Transportation bill, Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy of Users (SAFETEA-LU). The Region 2 Planning Commission, as the Metropolitan Planning Organization (MPO) for the Jackson Urbanized Area has a call for projects to revise the TIP for FY 2010-2013, which will be developed over the next few months. A definition of each these is attached, along with a map of the urbanized area boundaries.

	Planning	Roadways				Bridges			Grand River
PROJECT		Wildwood Ave	North St	High St	Ganson St	Argyle St	Mechanic	High St	Riverwalk
MDOT FY		2007	2010	2011	2011	2011	2010	2010	
Project Cost		1,144,464	1,104,000	598,500	373,500	201,000	1,229,072	261,844	1,866,226
Fed Cost		462,000	736,000	399,000	249,000	134,000	1,035,880	199,500	1,243,268
Total City Cost		682,464	368,000	199,500	124,500	67,000	193,192	62,344	480,729
Assessment Estimate		132,992	140,400	183,000	40,000	62,000			
City Share Street Funds		372,513	368,000	199,500	124,500	67,000	193,192	62,344	480,729

Budgeted	Total Need	Major Street Construction Funds (202-451 & 202-505)							
616,632	499,513	FY 08-09	80,000	299,513					120,000
	420,298	FY 09-10	80,000	(59,992)	64,400			193,192	121,750
	588,801	FY 10-11	80,000		160,000	34,913	21,788	11,725	41,396
	120,062	FY 11-12 *	80,000		3,200	(18,413)		55,275	238,979
	80,712	FY 12-13 *	80,000				62,712	(62,000)	

* - No TIP projects have been identified after FY 2011
Note - The negative numbers are when the assessments are being paid.

Argyle Street \$201,000

Wildwood Avenue \$1,144,464

North Street \$1,104,000

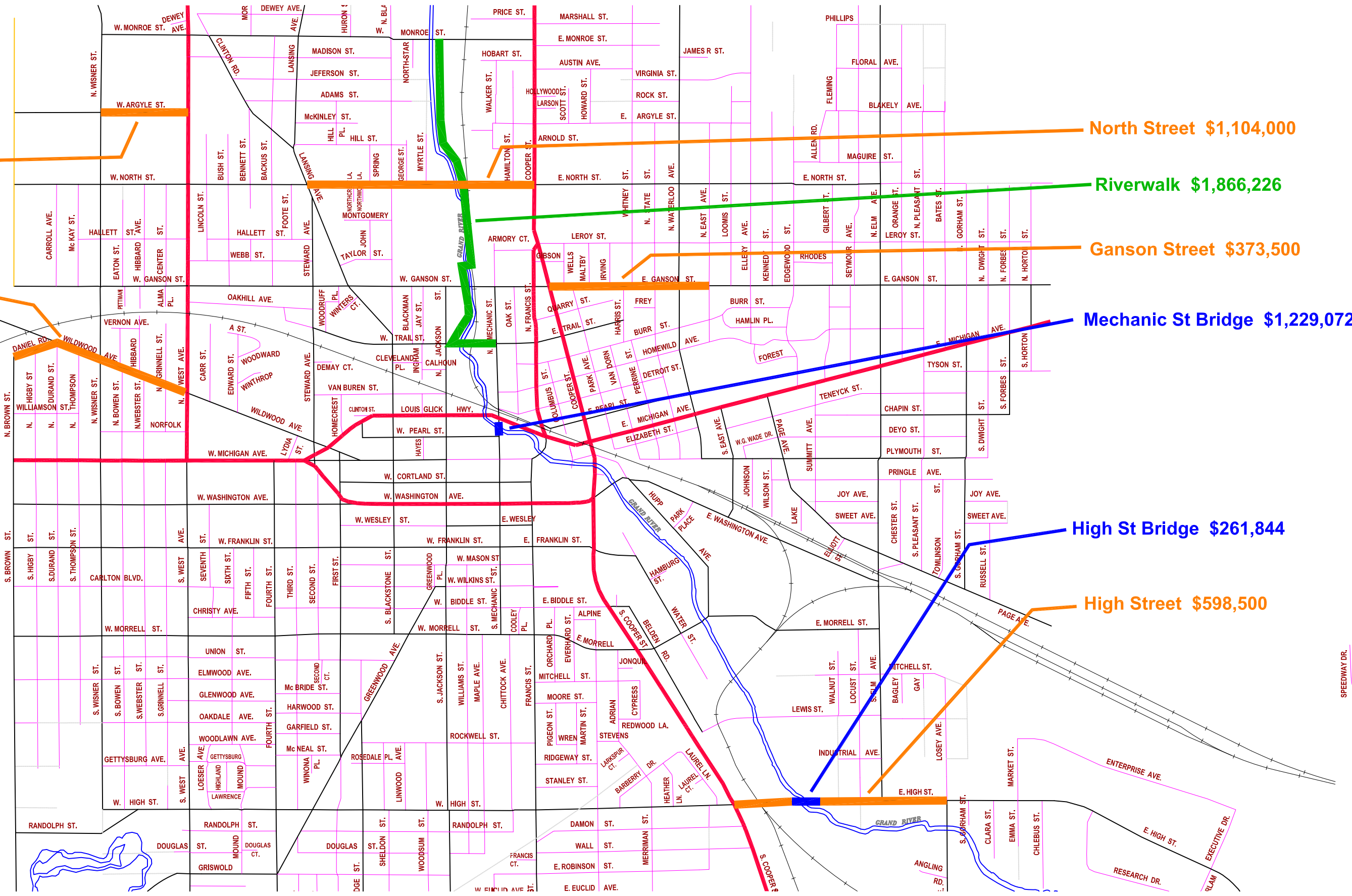
Riverwalk \$1,866,226

Ganson Street \$373,500

Mechanic St Bridge \$1,229,072

High St Bridge \$261,844

High Street \$598,500

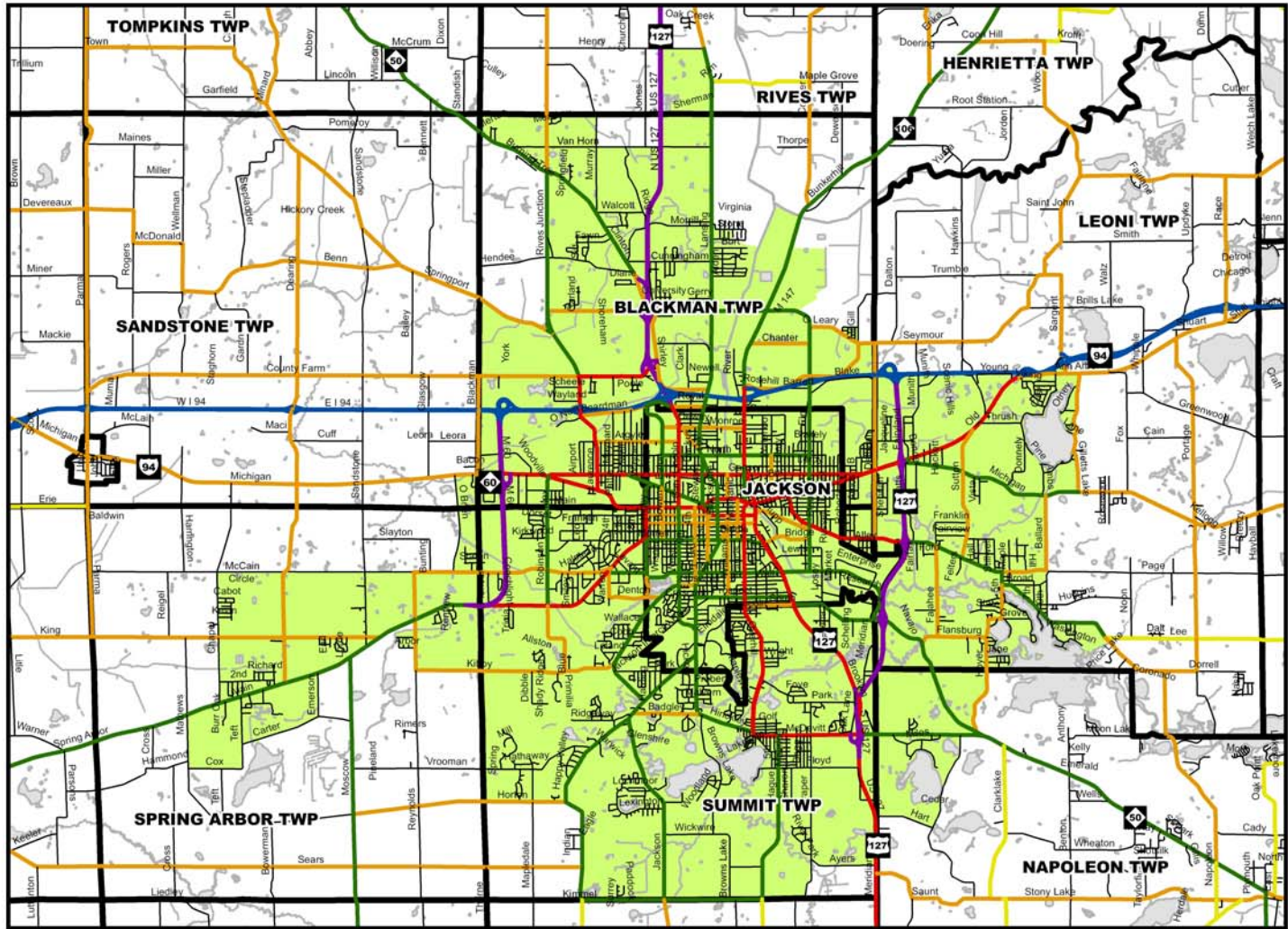


SPEEDWAY DR.

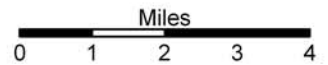
SAFETEA-LU & MPOs

- Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users
 - Brings Federal transportation dollars directly to municipalities
 - Municipalities responsible for local transportation planning
- Metropolitan Planning Organization (MPO)
 - Urbanized Area with at least 50,000 residents
 - Responsible for development of the LRTP & TIP
 - R2PC is the MPO for the Jackson Urbanized Area

Figure 3-2a
NATIONAL FUNCTIONAL CLASSIFICATION (NFC)
JACKSON URBANIZED AREA
JACTS



- URBAN OR RURAL INTERSTATE
- URBAN OR RURAL OTHER FREEWAY
- URBAN OR RURAL OTHER PRINCIPAL ARTERIAL
- URBAN OR RURAL MINOR ARTERIAL
- URBAN OR RURAL MAJOR COLLECTOR
- MINOR RURAL COLLECTOR
- URBAN OR RURAL LOCAL ROAD



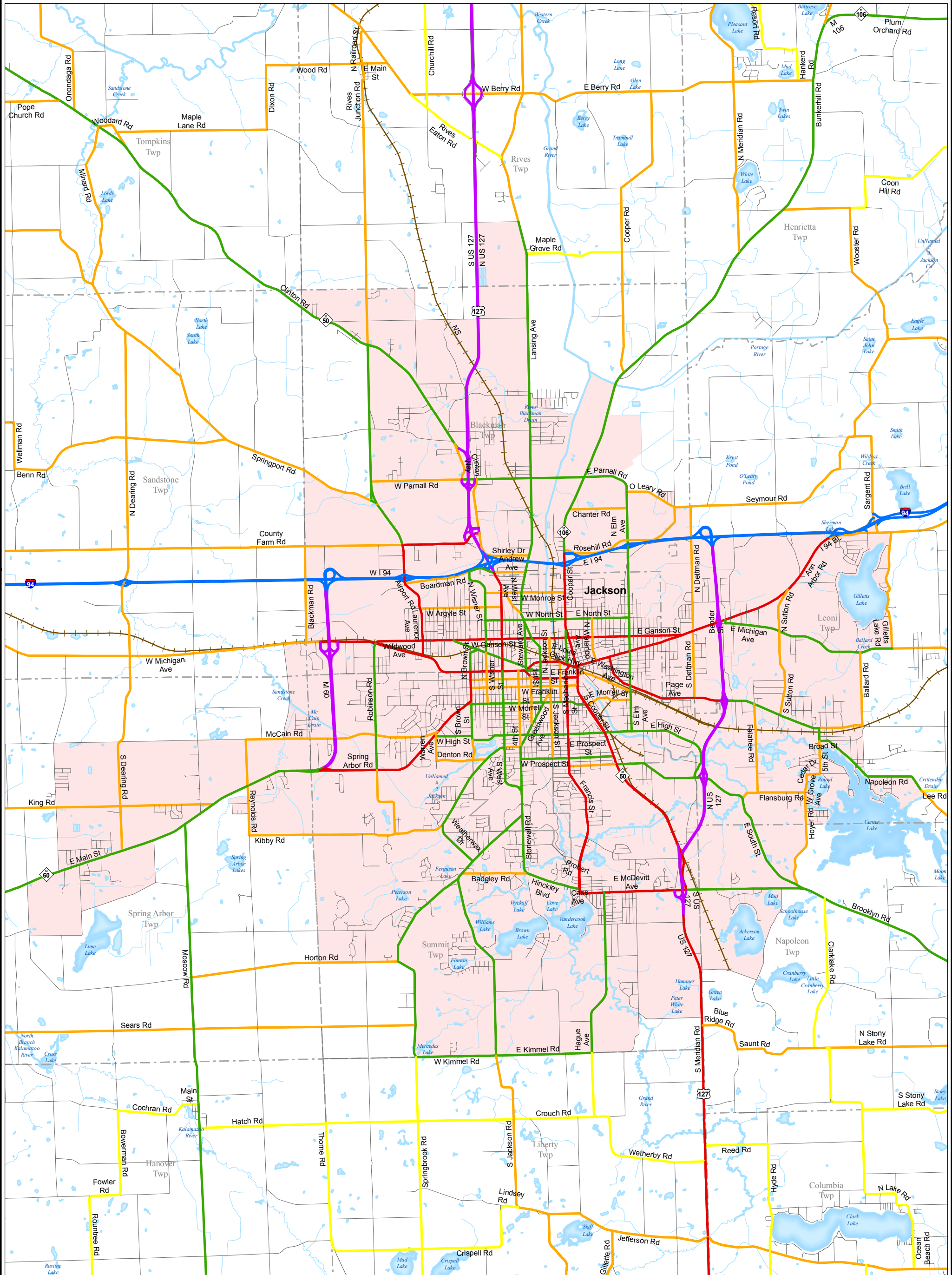
MICHIGAN GEOGRAPHIC FRAMEWORK

FEDERAL-AID URBAN AND URBANIZED AREAS

Jackson Urbanized Area



NFC	FUTURE NFC



JACKSON CITY COUNCIL MEETING

MINUTES

OCTOBER 21, 2008

CALL TO ORDER.

The Jackson City Council met in regular session in City Hall and was called to order at 7:05 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, Andrew R. Frounfelker and John R. Polaczyk—6. Absent with excuse: Councilmember Kenneth E. Gaiser—1.

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

AGENDA.

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

PRESENTATIONS/PROCLAMATIONS.

A. MAYOR WILL READ A PROCLAMATION PROCLAIMING THE WEEK OF NOVEMBER 2 THROUGH NOVEMBER 8, 2008, AS CITY EMPLOYEE RECOGNITION WEEK.

Vice Mayor Frounfelker read the proclamation.

CITIZEN COMMENTS.

Thomas Ratchford, 615 N. East Avenue, expressed his concern for the safety of children and adults riding their bicycles and skateboards and walking in the streets.

Carol Bush, Vice-president of Goodwill Industries – Jackson campus, explained why Goodwill is a good fit for the recycling center. They are already in the recycling business, they are good stewards of the donations they cannot sell in their stores and most importantly they put people to work.

John Wilson, 1045 S. Durand, discussed the Smart Zone designation and wondered how much taxpayers would have to pay to develop the infrastructures of various Smart Zone areas. He believes a lower tax burden for everyone would be the true catalyst for future economic development.

CONSENT CALENDAR.

Councilmember Breeding requested Item I be removed for separate consideration. Motion was made by Councilmember Greer and seconded by Councilmember Howe to approve the following Consent Calendar, with Item I removed for separate consideration. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Gaiser--1.

Consent Calendar

- A. Approval of the minutes of the regular City Council meeting of October 7, 2008.
- B. Approval of the request from the Jackson County Veterans Council to close First Street from Michigan Avenue to Wildwood, to hold the annual Veterans Day Flag Ceremony and Memorial Service at Withington Park on Tuesday, November 11, 2008, beginning at 10:30 a.m. (Approval recommended by the Police, Fire, Traffic Engineering, Public Services and Parks/Forestry Departments, and the Downtown Development Authority. Hold Harmless Agreement executed in lieu of insurance.)
- C. Approval of the request from the Salvation Army to conduct its annual Christmas Kettle solicitation in the City from Friday, November 14, 2008, through Wednesday, December 24, 2008.
- D. Approval of the request to extend support for the funding of Employee Recognition Week activities, in accordance with the recommendation of the Personnel Director and the City Manager
- E. Approval of the offer to purchase City-owned property located at 208 E. Morrell St., (5.0591), in the amount of \$500.00, and to negotiate a Development Agreement due to the reduced selling price and poor condition of the property, and authorization for the Mayor and City Clerk to execute the appropriate document(s), subject to the approval and minor modifications by the City Attorney, in accordance with the recommendation of the Community Development Director.
- F. Approval of the offer to purchase City-owned property located at 407 S. Blackstone (vacant lot), (4-0231.5), in the amount of \$405.00, waive a Development Agreement on the condition that the lot be combined with the purchaser's property, and authorization for the Mayor and City Clerk to execute the appropriate document(s), subject to approval and minor modifications by the City Attorney, in accordance with the recommendation of the Community Development Director.
- G. Referral of an application to the City Planning Commission from Right Direction, LLC dba The Car Company to rezone property located at 616 N. Wisner Street from R-2 to C-4.
- H. Receipt of the City of Jackson's summary of revenue and expenditures for three (3) months ended, September 30, 2008.
- I. *Item removed for separate consideration.*
- J. Approval of Traffic Control Order (TCO) No. 1989 for the installation of "Blind Child Area" signs on Webster Street between Elmwood Avenue and Oakdale Avenue, in accordance with the recommendation of the City Engineer.

- K. Approval of payment of the Region 2 Planning Commission invoice, in the amount of \$14,280.47, for planning services for the month of September 2008, in accordance with the recommendation of the City Manager.

CONSENT CALENDAR ITEM I.

Receipt of the City Treasurer's quarterly report for the first quarter of Fiscal Year 2008-2009 ending September 30, 2008.

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

COMMITTEE REPORTS.

A. RECEIPT OF THE CITY AFFAIRS COMMITTEE REPORT.

Motion was made by Councilmember Greer and seconded by Councilmember Howe to receive the report.

Motion was made by Councilmember Breeding and seconded by Councilmember Greer to amend the motion to concur in the recommendation of the City Affairs Committee.

Motion was made by Councilmember Breeding and seconded by Councilmember Polaczyk to amend the amendment to have the third line of the first paragraph of the report read as follows: "After discussion, the Committee voted to recommend to the City Council that further consideration of the relocation of the recycling center be postponed until an *appropriate city-owned* site is located and recommended to the City Council." This secondary amendment was voted on adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Gaiser—1.

The primary amendment was voted on and adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Gaiser—1.

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

APPOINTMENTS.

A. APPROVAL OF THE MAYOR'S RECOMMENDATION TO APPOINT WILLIAM HOWELL WYNNE TO FILL A VACANCY ON THE ZONING BOARD OF APPEALS BEGINNING IMMEDIATELY AND ENDING DECEMBER 31, 2010.

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

B. APPROVAL OF THE MAYOR'S RECOMMENDATION TO REAPPOINT BILL BENEDETTO TO THE BUILDING CODE BOARD OF APPEALS FOR A THREE-YEAR TERM BEGINNING IMMEDIATELY, AND ENDING OCTOBER 13, 2011.

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

PUBLIC HEARINGS.

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

Motion was made by Councilmember Polaczyk and seconded by Councilmember Frounfelker to recess as City Council and convene as Board of Review. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Gaiser—1.

A. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4167 FOR DELINQUENT MISCELLANEOUS GENERAL FUND ACCOUNTS RECEIVABLE.

Mayor Ludwig opened the public hearing. No one spoke; no correspondence was received. The Mayor closed the public hearing.

1. RESOLUTION CONFIRMING SPECIAL ASSESSMENT ROLL NO. 4167.

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

B. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4168 FOR DELINQUENT MISCELLANEOUS COMMUNITY DEVELOPMENT BLOCK GRANT FUND ACCOUNTS RECEIVABLE.

Mayor Ludwig opened the public hearing. No one spoke; no correspondence was received. The Mayor closed the public hearing.

1. RESOLUTION CONFIRMING SPECIAL ASSESSMENT ROLL NO. 4168.

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

C. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4169 FOR DELINQUENT MISCELLANEOUS WASTEWATER FUND ACCOUNTS RECEIVABLE.

Mayor Ludwig opened the public hearing. No one spoke; no correspondence was received. The Mayor closed the public hearing.

1. RESOLUTION CONFIRMING SPECIAL ASSESSMENT ROLL NO. 4169.

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

D. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4170 FOR DELINQUENT MISCELLANEOUS WATER FUND ACCOUNTS RECEIVABLE.

Mayor Ludwig opened the public hearing. No one spoke; no correspondence was received. The Mayor closed the public hearing.

1. RESOLUTION CONFIRMING SPECIAL ASSESSMENT ROLL NO. 4170.

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

E. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4171 FOR DELINQUENT MISCELLANEOUS PUBLIC WORKS FUND ACCOUNTS RECEIVABLE.

Mayor Ludwig opened the public hearing. No one spoke. The Clerk reported on correspondence received from Scott and Carol Coe regarding property located at 920 Francis and stating they did not own the property when the service (property clean-up) was performed. The Mayor closed the public hearing.

1. RESOLUTION CONFIRMING SPECIAL ASSESSMENT ROLL NO. 4171.

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

F. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4172 FOR DELINQUENT MISCELLANEOUS BUILDING DEPARTMENT FUND ACCOUNTS RECEIVABLE.

Mayor Ludwig opened the public hearing. No one spoke; no correspondence was received. The Mayor closed the public hearing.

1. RESOLUTION CONFIRMING SPECIAL ASSESSMENT ROLL NO. 4172.

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

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

Motion was made by Councilmember Frounfelker and seconded by Councilmember Polaczyk to adjourn as Board of Review and reconvene as City Council. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Gaiser—1.

RESOLUTIONS.

- A. CONSIDERATION OF A RESOLUTION ESTABLISHING THE HOURS OF 6:00 P.M. TO 8:00 P.M. ON FRIDAY, OCTOBER 31, 2008, FOR HALLOWEEN TRICK OR TREATING, AND URGING RESIDENTS TO TURN PORCH LIGHTS ON BETWEEN SAID HOURS.**

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

- B. CONSIDERATION OF A RESOLUTION TO ENTER INTO A COST-PARTICIPATION CONTRACT WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION FOR CONSTRUCTION WORK ON WILDWOOD AVENUE BETWEEN DANIEL STREET AND NORTH WEST AVENUE, IN THE ESTIMATED TOTAL AMOUNT OF \$1,012,800.00 WITH THE STATE SHARE BEING \$462,000.00 AND THE CITY SHARE BEING \$550,800.00, AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE DOCUMENT(S), IN ACCORDANCE WITH THE RECOMMENDATION OF THE CITY ENGINEER.**

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

ORDINANCES.

None.

OTHER BUSINESS.

None.

NEW BUSINESS.

- A. CONSIDERATION OF THE REQUEST TO APPROVE CHANGE ORDER NO. 1 TO THE CONTRACT WITH BASELINE CONSTRUCTORS INC., INCREASING THE AMOUNT BY \$45,565.28, FOR A TOTAL CONTRACT AMOUNT OF \$643,565.28, FOR EXTRA WORK AND OR SUPPLIED EXTRA ITEMS FOR THE WASTEWATER TREATMENT PLANT IMPROVEMENTS, AND AUTHORIZATION FOR THE CITY MANAGER AND THE DIRECTOR OF SEWAGE TREATMENT AND FACILITIES TO EXECUTE THE APPROPRIATE DOCUMENT(S), IN ACCORDANCE WITH THE RECOMMENDATION OF THE DIRECTOR OF SEWAGE TREATMENT AND FACILITIES.**

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, Greer, Frounfelker and Polaczyk—5. Nays: Councilmember Breeding—1. Absent: Councilmember Gaiser—1.

B. CONSIDERATION OF THE REQUEST TO APPROVE THE LOW BID AWARD TO TRI-COUNTY INTERNATIONAL TRUCKS, IN THE AMOUNT OF \$64,539.96, TO PURCHASE A 2009 INTERNATIONAL CAB & CHASSIS TRUCK, IN ACCORDANCE WITH THE RECOMMENDATION OF THE DIRECTOR OF PUBLIC SERVICES.

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

C. CONSIDERATION OF THE REQUEST TO APPROVE THE PROPOSAL OF TETRA TECH, INC., TO CONDUCT A COMBINED COMPREHENSIVE RATE STUDY OF THE CITY WASTEWATER AND WATER UTILITIES IN AN AMOUNT NOT TO EXCEED \$49,609.00.

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

D. CONSIDERATION OF A REPORT FROM THE CITY MANAGER RELATED TO FUNDING FOR MAINTENANCE AND RECONSTRUCTION OF LOCAL STREETS.

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

CITY COUNCILMEMBERS' COMMENTS.

Councilmember Polaczyk apologized to the family on Webster Street for the delay in placing a “Blind Child Area” sign. He also announced a town hall meeting on Thursday, October 23 at 6:30 p.m. at the Cascades Elementary School. Representative Martin Griffin and Leland Prebble, candidates for 64th District Representative, will be the guests.

Councilmember Frounfelker inquired if there is any change in the status of the negotiations with the Norfolk Southern railroad regarding an easement for the RiverWalk trail. The City Manager responded there was not. He also announced a 5th Ward neighborhood meeting on Wednesday, October 29 at 7:00 p.m. in the 10th floor conference room of City Hall.

Councilmember Greer reminded everyone to vote on November 4.

CITY MANAGER'S COMMENTS.

City Manager William Ross reported that the AT&T franchise agreement was signed and returned. He discussed a request from employees to change the Christmas Eve holiday. Unions have agreed and there is no cost to the City. He also noted that he has been able to spend more time working with the Enterprise Group on economic development projects because of Frank Weathers' assistance in the office. In closing he stated that the City will not be paying JTV's lease costs if they go to AT & T.

Mayor Ludwig reported that Comcast was in City Hall this afternoon to resolve the problem with the audio system.

ADJOURNMENT.

Motion was made by Councilmember Howe and seconded by Councilmember Greer 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

November 7, 2008

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk *Angela*
RE: KIWANIS CLUB NEWSPAPER SALE

The Kiwanis Club of Jackson is requesting permission to conduct their 90th annual newspaper sale on Friday December 12 on city sidewalks.

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

Please place the attached application on the City Council's November 18th consent calendar for consideration.

Thank you.

/aa
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: 10/6/08 Time: 9:30 By: AA

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: KIWANIS CLUB OF JACKSON MICHIGAN

Organization Address: 1203 FIRST STREET, JACKSON, MI 49203

Organization Agent: JOE WOLFE Title: SECRETARY

Phone: Work 517-787-1704 Home 517-750-4965 During event 517-740-3008

Agent's Address: 1203 FIRST STREET, JACKSON, MI 49203

Agent's E-Mail Address: JWOLFE@THEPROTECTIONCENTER.COM

Event Name: ANNUAL KIWANIS NEWSPAPER SALE (903 YEAR!)

Please give a brief description of the proposed special event: KIWANIS CLUB HAS SOLD A "SPECIAL EDITION" NEWSPAPER SINCE 1918 TO RAISE FUNDS FOR SHOES + BOOTS FOR NEEDY SCHOOLCHILDREN

Event Day(s) & Date(s): FRIDAY, DEC. 12, 2008 Event Time(s): 6:30 AM TO 4:00 PM

Set-Up Date & Time: N/A Tear-Down Date & Time: N/A

Event Location: CITY STREETS + BUSINESS FRONTS

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? 90

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? N/A

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

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

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

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

KIWANIS INTERNATIONAL PROVIDES \$1,000,000 OF LIABILITY INSURANCE
A CERTIFICATE WILL BE FORWARDED TO CITY CLERK

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.

10/6/08
Date

[Signature]
Signature of Sponsoring Organization's Agent

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

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

Event Title: **Kiwanis Club Newspaper Sale – Friday, December 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: <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>N/A</u>	Recommend Approval: YES	NO	Est. Economic Impact: \$ <u>N/A</u>
Parks/Forestry: <u>N/A</u>	Recommend Approval: YES	NO	Est. Economic Impact: \$ <u>-0-</u>
DDA: <u>K. Jansen</u>	Recommend Approval: <u>YES</u>	NO	Est. Economic Impact: \$ <u>-0-</u>

Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

Insurance/Indemnification Received: 10/09/2008 Insurance Approved: 10/10/2008

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



City Clerk

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

November 7, 2008

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk *Angela*
RE: DOWNTOWN JACKSON CHRISTMAS PARADE

The Downtown Jackson Christmas Parade Committee is requesting closure of the following streets beginning at 4:45 p.m. to hold the annual Christmas Parade on November 21, 2008:

Michigan Avenue from Steward Ave to Louis Glick Hwy
First Street from Washington Avenue to Wildwood Avenue
Wildwood Avenue from Michigan Avenue to Louis Glick Hwy.
Cortland Street from First Street to Francis St
Blackstone Street from Washington Avenue to Pearl Street
Hayes Street from Michigan Avenue to Pearl Street
Jackson Street from Washington Avenue to Pearl Street
Mechanic Street from Washington Avenue to Pearl Street
Francis Street from Washington Avenue to Michigan Avenue

The parade will commence at 6:00 p.m.

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

Please place the attached application on the City Council's November 18th consent calendar for consideration.

Thank you.

/aa
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: 10/7/08 Time: 1 PM By: G. Allen

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

Sponsoring Organization's Legal Name: Downtown Jackson Christmas Parade

Organization Address: One Consumers Energy Jackson, MI 49201

Organization Agent: Edward Hatfield Jr. - Linda Sekerke Title: Committee Chair

Phone: Work 517-788-1420 Home _____ During event _____

Agent's Address: 1955 Parnall Rd. Jackson, MI 49202

Agent's E-Mail Address: ehatfield@cmsenergy.com

Event Name: Annual Christmas Parade

Please give a brief description of the proposed special event: Annual Christmas Parade complete with costumed characters, bands, floats, and Santa through downtown along Michigan Ave.

Event Day(s) & Date(s): Friday, November 21, 2008 Event Time(s): 6:00-7:00 PM

Set-Up Date & Time: 4:00 PM Tear-Down Date & Time: 9:00 PM

Event Location: See Attached Map for Parade Route

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? 18

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: 4:45 PM through Date/ Time: 8:00 PM

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

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

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



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? 22,000-23,500

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

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

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

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

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

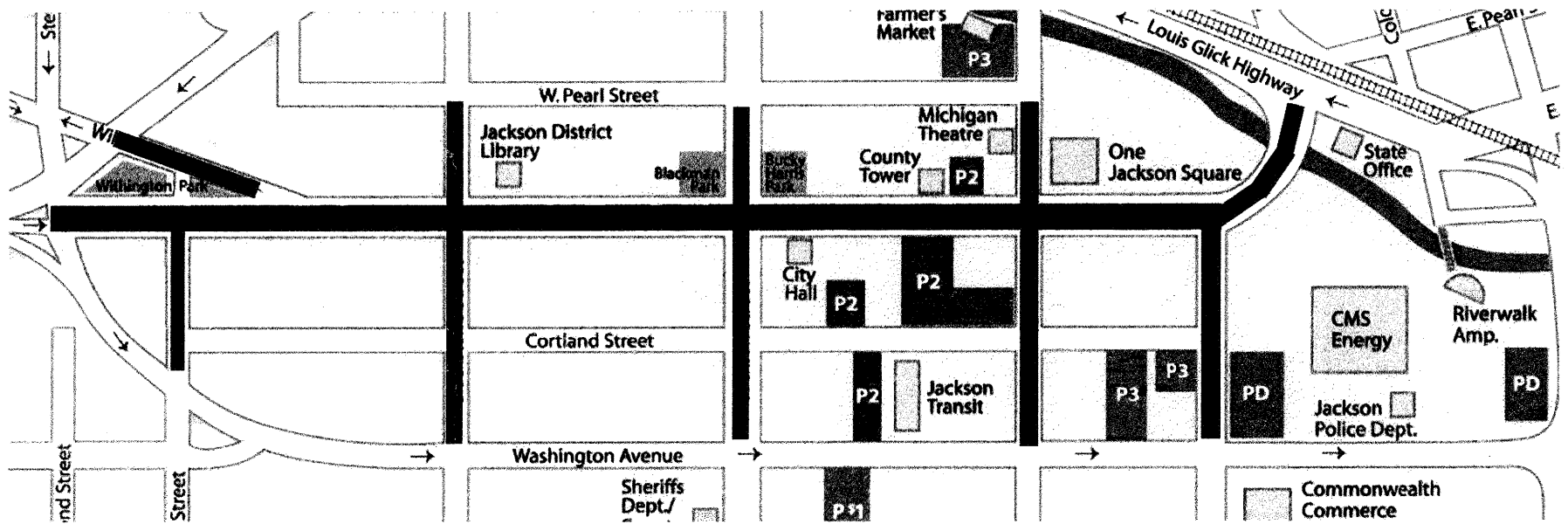
Oct 6, 2008

 Date

Linda S. Skala
Edward Hatfield

 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



Parade Street Closures

Christmas Parade: November 21, 2008 4:45-8 p.m.

Michigan Ave (Steward Ave to Louis Glick Hwy)

First St (Washington Ave to Wildwood Ave)

Wildwood Ave (Michigan Ave to Louis Glick Hwy)

Cortland St (First St to Francis St)

Blackstone St (Washington Ave to Pearl St)

Hayes St (Michigan Ave to Pearl St) - **NOT REFLECTED ON MAP**

Jackson St (Washington Ave to Pearl St)

Mechanic St (Washington Ave to Pearl St)

Francis St (Washington Ave to Michigan Ave)

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

Event Title: Annual Christmas Parade – Friday, November 21, 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>500.00</u>
Fire Dept.: <u>L. Bosell</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>-0-</u>
Traffic Eng.: <u>R. Dietz</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>742.63</u>
Public Serv. Dept.: <u>G. Chinavare</u>	Recommend Approval: <u>YES*</u> NO	Est. Economic Impact: \$ <u>500.00</u>
Parks/Forestry: <u>T. Steiger</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>-0-</u>
DDA: <u>K. Jansen</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>-0-</u>

Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

Insurance/Indemnification Received: _____ Insurance Approved: _____

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

INTERDEPARTMENT MEMO

PURCHASING DEPARTMENT

MEMO TO: William R. Ross, City Manager
FROM: Margaret Cunningham, Purchasing Agent
DATE: November 10, 2008
SUBJECT: Employee Christmas Luncheon

Annually, the City Hall Building Maintenance and Purchasing department schedules and coordinates a Christmas luncheon for City Hall employees. We have a 50/50 drawing to donate money for a chosen charity and employees bring in items that are won by drawing tickets.

Money to pay for this activity is used from revenues received from the snack and pop machines; however, we never collect enough money to cover expenses. To continue this fun event and for employee appreciation, we respectfully request \$750 to be used for the luncheon, and any monies not spent is returned to the City.

Please place this request on the November 18th Council agenda for their consideration.

C: Phil Hones, Finance Director



Purchasing Department

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4020 — Facsimile: (517) 788-4630

November 7, 2008

TO: William R. Ross, City Manager
FROM: Margaret Cunningham, Purchasing Agent
RE: Jackson Affordable Housing Lease

Ms. Karen Jackson, Executive Director of Jackson Affordable Housing has notified me that they are interested in entering into another lease for office space on the 6th floor of City Hall. The current lease expires November 30, 2008.

Attached for Council's approval is a contract prepared by Julius Giglio, City Attorney, between the City and Jackson Affordable Housing. The lease is for a one-year term with two one-year renewals with the same terms and conditions as the previous lease.

Jackson Affordable Housing is a non-profit organization and is the City's Community Housing Development Organization (CHDO). The City partners with them to obtain certain government funding for home buyer or rental development activities through the Michigan State Housing Development Authority (HUD).

Please place this on the Council agenda of November 18 for their consideration.

attachment

C: Karen Jackson, Executive Director
Julius Giglio, City Attorney



*Improving the quality
of life in
Jackson area neighborhoods*

Jackson Affordable Housing Corporation

www.jacksonaffordablehousing.org

September 23, 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

Margaret Cunningham
Purchasing Agent
City of Jackson

Dear Ms. Cunningham:


As you know, Jackson Affordable Housing Corporation (JAHC) leases office space from the City of Jackson. We have exercised the two one-year extensions allowed in our previous three-year lease, and wish to enter into another three-year lease.

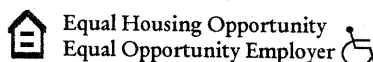
As mentioned in our Second Extension of Lease, I would like to bring your attention to the following points:

- The City Council has determined that JAHC's activities of providing affordable housing services to low and moderate income residents of the City, and JAHC's activities of renovating vacant/substandard houses for sale to first-time home buyers, are services deemed necessary and serving a public purpose.
- The City Council has determined that the providing of housing services by JAHC within the City are services deemed to be in the public interest.
- JAHC is the only Guidance on Community Housing Development Organization (CHDO) under the Federal HUD HOME Program that is located within the City of Jackson.

Also, the City Council has determined that it wishes to have JAHC provide its services and continue to conduct its operations, and that JAHC only be charged a nominal rent so that its resources can be used for providing its services. Therefore, Jackson Affordable Housing Corporation respectfully requests a new three-year lease with annual rent being One Dollar (\$1.00) per year.

Sincerely,


Karen A. Jackson
Executive Director



Equal Housing Opportunity
Equal Opportunity Employer

Assisting people to become homeowners in Jackson County

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

LEASE

THIS AGREEMENT, entered into as of the date appearing below, by and between the City of Jackson, a Michigan municipal corporation, with offices at 161 West Michigan Avenue, Jackson, Michigan (hereinafter "City"), and Jackson Affordable Housing Corporation, a Michigan non-profit corporation, with offices at 161 West Michigan Avenue, Jackson, Michigan (hereinafter "JAHC" or "Lessee").

WITNESSETH:

WHEREAS, the City and JAHC have previously entered into a Lease for the suite of offices comprising 600 square feet, more or less, situated in the southern half of the 6th Floor of the building located at 161 West Michigan Avenue, Jackson, Michigan, known as Jackson City Hall; and

WHEREAS, the previous Lease and its extensions expired by its terms on the 30th day of November, 2008; and

WHEREAS, it is the desire of the parties hereto to enter into another Lease for a three (3) year term, together with all other covenants and obligations herein contained; and

WHEREAS, the City Council has determined that JAHC's activities of providing affordable housing services to low and moderate income residents of the City, and JAHC's activities of renovating vacant/substandard houses for sale to first-time home buyers, are services deemed necessary and serving a public purpose; and

WHEREAS, the City Council has further determined that providing of housing services by JAHC within the City are services deemed to be in the public interest; and

WHEREAS, JAHC is the only Guidance on Community Housing Development Organization (CHDO) under the Federal HUD HOME Program that is located within the City of Jackson; and

WHEREAS, the City Council has determined that it wishes to have JAHC provide its services and continue to conduct its operations, and that JAHC only be charged a nominal rent so that its resources may be used for providing its services; and

WHEREAS, Section 2.18 of the Jackson City Charter authorizes the City Council to enter into contracts with organizations for "public purpose" services considered necessary by the City Council.

NOW, THEREFORE, for and in consideration of the services to be provided by JAHC and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereto agree to the following terms, conditions, and provisions of a Lease as follows:

1. CITY, in consideration of the rents and covenants herein specified, does hereby let, lease and demise to LESSEE, the suite of offices comprising the southern half of the 6th Floor of the building known as Jackson City Hall, 600 square feet, more or less, situated at 161 West Michigan Avenue, Jackson, Michigan 49201, for the term of one (1) year, to commence on the 1st day of December, 2008 and ending on the 30th day of November, 2009, on the terms and conditions hereinafter mentioned, to be occupied by said LESSEE for professional offices, and agrees to furnish said rooms with heat when required, electricity, air conditioning, and water.

2. LESSEE shall furnish cleaning, maintenance and preventive maintenance at its own expense.

3. LESSEE shall, at its expense, provide remodeling and renovation necessary for its purposes, and will receive prior written approval from City for any remodeling or renovation undertaken.

4. LESSEE does hereby hire the said premises for the term of one (1) year, as above mentioned, and at the rental rate established in subparagraph (a) below; provided, however, CITY may, at its option, grant two (2) one-year renewals or extensions of this Lease at rental

rates established in subparagraphs (b) and (c) below (Lessee shall submit request of renewal or extension sixty (60) days prior to expiration of the then current term); and LESSEE does hereby covenant and promise to pay to CITY, its representatives and assigns, for rent of said premises for said term(s), as follows:

a. For the first year, commencing the 1st day of December, 2008, and ending on the 30th day of November, 2009, the sum of One Dollar (\$1.00) annually, payable on the 1st day of December, 2008.

b. If the Lease is renewed or extended for a second year, commencing the 1st day of December, 2009, and ending on the 30th day of November, 2010, the sum of One Dollar (\$1.00) annually, payable on the 1st day of December, 2009.

c. If the Lease is renewed or extended for a third year, commencing the 1st day of December, 2010, and ending on the 30th day of November, 2011, the sum of One Dollar (\$1.00) annually, payable on the 1st day of December, 2010.

5. LESSEE shall keep the said premises and every part thereof in good repair and, at the expiration of said term, yield and deliver up the same in like condition as when taken, reasonable use and wear thereof excepted.

6. LESSEE shall make punctual payments of the rent as aforesaid, and shall observe and perform all rules and regulations in regard to said building, as contained in paragraph 17 of this Lease. LESSEE further agrees it will not assign or transfer this Lease or sublet the said premises or any part thereof, nor use the same nor permit the same to be used for any other purpose than as above described, nor make any alterations therein or additions thereto, without the written consent of CITY, and that all additions, fixtures or improvements which may be made to or placed in or upon said premises, except movable office furniture and professional

equipment, shall be the property of CITY and shall remain upon and be surrendered with said demised premises as a part thereof at the termination of this Lease.

7. All personal property in the demised premises shall be at the risk of LESSEE only, and CITY shall not be liable for any damage to said personal property, to said premises, or to LESSEE arising from the bursting or leaking of any water or steam pipes, or from any acts or neglect of co-tenants or other occupants of the building, or any other persons.

8. CITY shall not be liable for any damage resulting from the stoppage of any of the elevators, caused either through accident or stoppage, or any other reason.

9. CITY shall have the right to enter said premises at any time to examine the same, or to make such repairs, additions or alterations as may be necessary for the safety, improvement or preservation thereof.

10. LESSEE shall maintain a valid commercial general liability insurance policy which is acceptable to the CITY, insuring against liability for bodily injury and property damage, with a minimum general aggregate limit of Five Hundred Thousand Dollars (\$500,000.00). Said policy shall be maintained in full force and effect during the term of this lease, or any extension thereof, and shall name the CITY as an additional insured. In addition, LESSEE shall maintain in full force and effect during the term of this lease, or any extension thereof, a policy of Workers' Compensation to the statutory limits. Notwithstanding any other provision contained herein, failure to comply with this paragraph shall be grounds for immediate cancellation of this Lease by CITY.

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

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

13. If during the continuance of this Lease, said demised premises shall be so injured by fire or other casualty as to be rendered untenable, such injury shall be repaired as speedily as possible, and the rent shall cease until the same is repaired, provided said fire damage is not caused by carelessness or neglect on the part of LESSEE or its guests, agents, employees or servants.

14. CITY does covenant that LESSEE, on paying the aforesaid installments and performing all the covenants aforesaid, shall and may peacefully and quietly have, hold and enjoy the said demises premises for the term aforesaid.

15. LESSEE further agrees in the event any action is commenced in any Court for the recovery of any damages arising from its operation or maintenance of its facilities located on the 7th Floor, 161 West Michigan Avenue, Jackson, Michigan, where the CITY is a named defendant, that said LESSEE shall completely and without reservation defend same and hold harmless said CITY from any and all allegations and liability arising therefrom.

16. This Lease may not be assigned by a party without the prior written consent of the other party. This Lease will be binding upon and inure to the benefits of the parties to this Lease and their respective successors and assigns.

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

18. **RULES AND REGULATIONS**

a. The entries, passages, corridors, stairways and elevators shall not be obstructed by any of the tenants or used by them for any other purpose than ingress and egress to and from their respective offices.

b. No sign shall be put in or upon any part of the building, except on the glass of the doors of the room leased, and then of such size, form and material as may be prescribed in writing by the CITY; nor shall any electric wires for lighting, telephone, power or for any purpose be brought into the premises, except with the written permission of the CITY, and the same be located, and of such form, as may be specified by CITY.

c. The water closets or other water fixtures shall not be used for any purpose other than those for which they were designed and constructed, and any damage resulting to them from misuse shall be borne by the tenant who shall occasion it.

d. No tenant shall, personally or by its clerks, employees or servants, disturb the other tenants by any unseemly noises, or by any interference in any way, or deface any part of the building.

e. Nothing shall be thrown out of the windows of the building by the tenants, their clerks, agents, employees or servants.

f. Any janitor or janitorial service employed by any tenant may be employed only with prior written permission of CITY.

g. Safes, machinery and other heavy articles shall be placed by tenants in such places only as shall be first specified in writing by City.

h. CITY may prescribe reasonable restrictions on and tenant and its visitors or clients in regard to security measures designed to protect the building and its contents and occupants, including but not limited to such sign-in-sign-out procedures as are deemed necessary by CITY.

19. Should LESSEE lose its funding source during the term of this Lease, or any extension thereof, so that it is unable to conduct its professional business, then LESSEE may terminate this Lease upon sixty (60) days' written notice and shall be obligated to pay as rent only those sums owing at the time of termination.

20. This Lease represents the entire agreement and understanding between the parties with respect to the transactions contemplated by this Lease, and supersedes all prior Leases, agreements, understandings, arrangements, drafts, covenants, representations and warranties, written or oral, of any party dealing with such subject matter. Provided; however, anything to the contrary in this lease notwithstanding, a certain Modification of Lease, entered into between

the parties, dated July 1, 2005, regarding office furniture of Lessee, shall remain full force and effect.

21. If any provision of this Lease, or any portion thereof, is invalid or unenforceable under any statute, regulation, ordinance, executive order, or other rule of law, such provision, or portion thereof, shall be deemed reformed or deleted, but only to the extent necessary to comply with such statute, regulation, ordinance, order or rule, and the remaining provisions of this Lease shall remain in full force and effect.

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

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

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

25. No failure or delay on the part of any party in the exercise of any right or remedy under this Lease will impair that right or remedy or be construed to be a waiver of, or acquiescence in, any breach of any agreement in this Lease, nor will any single or partial exercise of any right or remedy preclude other or further exercise of that right or remedy, or of any other right or remedy. All rights or remedies existing with regard to this Lease are cumulative to, and not exclusive of, any right or remedy otherwise available, and each party will

have and may enforce all of its rights and remedies at law, in equity or otherwise, upon a breach of this Lease by any other party.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals this ____ day of _____, 2008.

CITY OF JACKSON, MICHIGAN
A municipal corporation

By _____
Jerry F. Ludwig, Mayor

By _____
Lynn Fessel, City Clerk

**JACKSON AFFORDABLE
HOUSING CORPORATION**

By *Karen A. Jackson*
Karen A. Jackson
Its Executive Director

Approved as to substance:

William R. Ross
City Manager

X:JAHC MODIFICATION

Approved as to form:

Julius A. Giglio
City Attorney

PRODUCER (517)787-0077 FAX (517)787-9356
 The Craft Agency, Inc.
 2533 Spring Arbor Road
 Jackson, MI 49203

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

URED Jackson Affordable Housing Corp.
 161 W. Michigan Avenue
 6th Floor
 Jackson, MI 49201

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: HARTFORD	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	81SBAND4852	04/03/2008	04/03/2009	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person) \$ 10,000
					PERSONAL & ADV INJURY \$ 1,000,000
					GENERAL AGGREGATE \$ 2,000,000
					PRODUCTS - COMP/OP AGG \$ 2,000,000
					GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS				
	<input type="checkbox"/> NON-OWNED AUTOS				
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC \$
					AUTO ONLY: AGG \$
	EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$
	<input type="checkbox"/> DEDUCTIBLE				\$
	<input type="checkbox"/> RETENTION \$				\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU-TORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT \$
	If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE \$
	OTHER				E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 Cert holder listed as Additional Insured as respects general liability and operations of the insured as required by written contract.

CERTIFICATE HOLDER	CANCELLATION
City of Jackson Attn: Margaret Cunningham 161 W. Michigan Ave. Jackson, MI 49201	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>10</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
	AUTHORIZED REPRESENTATIVE Richard Craft/MBA <i>Richard M. Craft</i>

November 7, 2008

Mr. William Ross
City Manager
City of Jackson, Michigan

AGENDA ITEM

Dear Mr. Ross:

Subject: Request Authorization to award low bid to Wonsey Tree Services, Inc. of Alma, Michigan at their lump sum bid price of \$18,790 for "CDBG ASH TREE REMOVAL PROJECT".

The City of Jackson Forestry Department has been awarded CDBG funding for the removal and replacement of 100 Ash trees in eligible neighborhoods. Therefore, this bid project is for the first step, the removal of these Ash trees. The second step of replanting our urban forest at these locations is planned for early spring of 2009.

On Tuesday, October 28, 2008 at 10:00 am, a pre-bid meeting was held in the purchasing department to review contract specifications and guidelines. Twelve tree service contractors were in attendance.

On Tuesday, November 4, 2008 at 10:00 am, sealed bids were opened in the Purchasing Manager's office. Ten bids were received. A bid tabulation is attached for your review.

The funding for this project is accounted for in Capital Projects Fund (401-901-974.690).

Therefore, I, along with Margaret Cunningham, Purchasing Manager, request authorization to award contract to Wonsey Tree Service Inc. of Alma, Michigan. Furthermore, I am requesting the Mayor and City Clerk be authorized to sign the appropriate contract documents.

Respectfully submitted,

Thomas Steiger
Superintendent of Cemeteries, Forestry
and Parks

Attachment

cc: James Parrott, Director of Parks, Recreation and Grounds
Margaret Cunningham, Purchasing Manager
Carol Konieczki, Community Development Director
Michelle Pultz, Community Development Project Coordinator

**BID TABULATION FOR CDBG TREE REMOVAL
TUESDAY, NOVEMBER 4, 2008, 10:00 AM**

					Wonsey Tree Service Inc. 10541 N. Grafton Rd. Alma, MI 48801	Daugherty Tree Service 2609 W. Morrell Jackson, MI 49203	Procure Tree Service LLC 675 Clude Ct. Byron Center, MI 49315	The Lumberjacks Tree Service 77 Jackson Industrial Dr. Ann Arbor, MI 48103	Cassidy Tree Service 10710 Orban Rd. Grass Lake, MI 49240	Treeworks Inc. 7475 State Rd. Coopersville, MI 49404	Johnny's Tree Service 1245 Falahee Rd. Jackson, MI 49203	Covey Tree Inc. PO Box 551 Frewsburg, NY 14738	West Michigan Tree Service 2146 Dean Lake Rd. NE Grand Rapids, MI 49505	Young's General Contracting 5100 Highway PP Poplar Bluff, MO 63901
ITEM #	ADDRESS	DBH	NOTES	TYPE OF TREE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE
1	111 E Addison	12		ASH	170.00	150.00	168.00	75.00	249.00	200.00	250.00	417.00	318.00	185.00
2	113 E Addison	14		ASH	170.00	150.00	168.00	175.00	249.00	200.00	300.00	417.00	318.00	365.00
3	131 E Addison	17		ASH	170.00	200.00	213.00	250.00	498.00	200.00	300.00	417.00	477.00	365.00
4	145 E Addison	9		ASH	170.00	100.00	123.00	50.00	50.00	200.00	100.00	417.00	159.00	185.00
5	316 E Addison	12		ASH	170.00	175.00	188.00	75.00	185.00	200.00	200.00	417.00	318.00	185.00
6	148 E Prospect	12		ASH	170.00	200.00	188.00	75.00	185.00	200.00	250.00	417.00	318.00	185.00
7	212 E Prospect	10		ASH	170.00	50.00	88.00	50.00	50.00	200.00	200.00	417.00	159.00	185.00
8	314 E Prospect	12		ASH	170.00	100.00	113.00	75.00	125.00	200.00	200.00	417.00	159.00	185.00
9	332 E Prospect	15		ASH	170.00	200.00	233.00	200.00	249.00	200.00	350.00	417.00	477.00	365.00
10	336 E Prospect	17		ASH	170.00	200.00	213.00	250.00	249.00	200.00	300.00	417.00	477.00	365.00
11	420 E Prospect	10		ASH	170.00	100.00	88.00	50.00	50.00	200.00	200.00	417.00	159.00	185.00
12	420 E Prospect	8		ASH	170.00	100.00	88.00	50.00	50.00	200.00	50.00	417.00	159.00	185.00
13	424 E Prospect	14		ASH	170.00	150.00	178.00	175.00	125.00	200.00	300.00	417.00	477.00	365.00
14	300 E Mansion	18		ASH	170.00	250.00	238.00	300.00	185.00	200.00	350.00	417.00	318.00	365.00
15	300 E Mansion	26	across st/church lot	ASH	240.00	300.00	338.00	425.00	374.00	600.00	400.00	417.00	636.00	1,216.00
16	300 E Mansion	26	across st/church lot	ASH	240.00	300.00	338.00	425.00	374.00	600.00	400.00	417.00	636.00	1,216.00
17	300 E Mansion	26	across st/church lot	ASH	240.00	300.00	423.00	425.00	374.00	600.00	400.00	417.00	636.00	1,216.00
18	1717 Francis	16	on E Mansion	ASH	170.00	200.00	198.00	225.00	185.00	200.00	300.00	417.00	477.00	365.00
19	1803 Francis	28	on E Mansion	ASH	240.00	600.00	488.00	1,000.00	747.00	600.00	600.00	417.00	795.00	1,216.00
20	110 E Euclid	9		ASH	170.00	100.00	138.00	50.00	125.00	200.00	100.00	417.00	159.00	185.00
21	129 E Euclid	22		ASH	240.00	75.00	263.00	450.00	311.00	600.00	400.00	417.00	636.00	800.00
22	202 E Euclid	20		ASH	240.00	200.00	238.00	350.00	374.00	600.00	450.00	417.00	318.00	800.00
23	212 E Euclid	18		ASH	170.00	250.00	263.00	300.00	185.00	200.00	450.00	417.00	477.00	365.00
24	224 E Euclid	22		ASH	240.00	300.00	263.00	375.00	374.00	600.00	500.00	417.00	477.00	800.00
25	224 E Euclid	22		ASH	240.00	300.00	313.00	375.00	374.00	600.00	500.00	417.00	477.00	800.00
26	248 E Euclid	14		ASH	170.00	100.00	163.00	175.00	125.00	200.00	250.00	417.00	318.00	365.00
27	205 E Euclid	18	Exchange Park	ASH	170.00	200.00	263.00	300.00	185.00	200.00	300.00	417.00	191.00	365.00
28	205 E Euclid	16	Exchange Park	ASH	170.00	200.00	213.00	225.00	185.00	200.00	250.00	417.00	191.00	365.00
29	205 E Euclid	8	Exchange Park	ASH	170.00	100.00	88.00	50.00	50.00	200.00	100.00	417.00	191.00	185.00
30	205 E Euclid	10	Exchange Park	ASH	170.00	100.00	88.00	50.00	50.00	200.00	200.00	417.00	191.00	185.00

**BID TABULATION FOR CDBG TREE REMOVAL
TUESDAY, NOVEMBER 4, 2008, 10:00 AM**

					Wonsey Tree Service Inc. 10541 N. Grafton Rd. Alma, MI 48801	Daugherty Tree Service 2609 W. Morrell Jackson, MI 49203	Procure Tree Service LLC 675 Clude Ct. Byron Center, MI 49315	The Lumberjacks Tree Service 77 Jackson Industrial Dr. Ann Arbor, MI 48103	Cassidy Tree Service 10710 Orban Rd. Grass Lake, MI 49240	Treeworks Inc. 7475 State Rd. Coopersville, MI 49404	Johnny's Tree Service 1245 Falahee Rd. Jackson, MI 49203	Covey Tree Inc. PO Box 551 Frewsburg, NY 14738	West Michigan Tree Service 2146 Dean Lake Rd. NE Grand Rapids, MI 49505	Young's General Contracting 5100 Highway PP Poplar Bluff, MO 63901
ITEM #	ADDRESS	DBH	NOTES	TYPE OF TREE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE
31	205 E Euclid	14	Exchange Park	ASH	170.00	50.00	123.00	175.00	62.00	200.00	200.00	417.00	191.00	365.00
32	301 E Euclid	20		ASH	240.00	400.00	338.00	350.00	622.00	600.00	400.00	417.00	795.00	800.00
33	303 E Robinson	8		ASH	170.00	75.00	128.00	50.00	62.00	200.00	100.00	417.00	159.00	185.00
34	329 E Robinson	8		ASH	170.00	100.00	88.00	50.00	50.00	200.00	100.00	417.00	159.00	185.00
35	332 E Robinson	16		ASH	170.00	100.00	138.00	225.00	125.00	200.00	250.00	417.00	318.00	365.00
36	133 Wall	36		ASH	240.00	800.00	878.00	1,000.00	1,494.00	600.00	1,500.00	417.00	1,113.00	1,860.00
37	318 Wall	14		ASH	170.00	150.00	163.00	175.00	50.00	200.00	200.00	417.00	318.00	365.00
38	338 Wall	14		ASH	170.00	150.00	163.00	175.00	50.00	200.00	200.00	417.00	318.00	365.00
39	115 Damon	14		ASH	170.00	125.00	188.00	175.00	125.00	200.00	250.00	417.00	318.00	365.00
40	126 Damon	12		ASH	170.00	125.00	163.00	75.00	125.00	200.00	200.00	417.00	159.00	185.00
41	205 Damon	20		ASH	240.00	300.00	248.00	350.00	498.00	600.00	550.00	417.00	477.00	800.00
42	232 Damon	18		ASH	170.00	175.00	163.00	300.00	185.00	200.00	250.00	417.00	159.00	365.00
43	243 Damon	16		ASH	170.00	200.00	213.00	225.00	249.00	200.00	250.00	417.00	318.00	365.00
44	300 Damon	16	Vacant Lot	ASH	170.00	200.00	188.00	225.00	125.00	200.00	250.00	417.00	318.00	365.00
45	300 Damon	16	Vacant Lot	ASH	170.00	150.00	188.00	225.00	125.00	200.00	200.00	417.00	318.00	365.00
46	320 Damon	16		ASH	170.00	200.00	163.00	225.00	185.00	200.00	200.00	417.00	159.00	365.00
47	320 Damon	18		ASH	170.00	150.00	188.00	300.00	125.00	200.00	200.00	417.00	477.00	365.00
48	320 Damon	16		ASH	170.00	100.00	163.00	225.00	125.00	200.00	200.00	417.00	318.00	365.00
49	334 Damon	12		ASH	170.00	150.00	138.00	75.00	125.00	200.00	250.00	417.00	318.00	185.00
50	423 Damon	30		ASH	240.00	350.00	588.00	750.00	1,245.00	600.00	1,100.00	417.00	1,113.00	1,215.00
51	423 Damon	22		ASH	240.00	400.00	338.00	675.00	622.00	600.00	900.00	417.00	795.00	800.00
52	423 Damon	28		ASH	240.00	300.00	538.00	675.00	747.00	600.00	900.00	417.00	636.00	1,215.00
53	122 Stanley	16		ASH	170.00	125.00	213.00	225.00	249.00	200.00	250.00	417.00	238.00	365.00
54	126 Stanley	8		ASH	170.00	75.00	138.00	50.00	125.00	200.00	100.00	417.00	238.00	185.00
55	151 Stanley	16		ASH	170.00	200.00	213.00	225.00	622.00	200.00	350.00	417.00	477.00	365.00
56	127 Ridgeway	16		ASH	170.00	225.00	188.00	225.00	125.00	200.00	250.00	417.00	477.00	365.00
57	108 Mitchell	20		ASH	170.00	400.00	388.00	350.00	498.00	600.00	450.00	417.00	795.00	800.00
58	118 Mitchell	20		ASH	170.00	300.00	288.00	350.00	622.00	600.00	350.00	417.00	795.00	800.00
59	115 Mitchell	18		ASH	170.00	300.00	238.00	300.00	185.00	200.00	350.00	417.00	477.00	365.00
60	308 Mitchell	20		ASH	240.00	400.00	413.00	425.00	498.00	600.00	450.00	417.00	795.00	800.00
61	311 Mitchell	20		ASH	240.00	300.00	388.00	425.00	498.00	600.00	450.00	417.00	795.00	800.00
62	313 Mitchell	16		ASH	170.00	0.00	88.00	225.00	185.00	200.00	0.00	417.00	159.00	365.00
63	816 S Milwaukee	16	on Alpine	ASH	170.00	150.00	213.00	225.00	125.00	200.00	300.00	417.00	318.00	365.00
64	825 S Milwaukee	10		ASH	170.00	140.00	138.00	50.00	62.00	200.00	250.00	417.00	159.00	185.00
65	1001 S Milwaukee	20		ASH	240.00	250.00	188.00	350.00	249.00	600.00	250.00	417.00	318.00	800.00
66	1104 S Milwaukee	12		ASH	170.00	50.00	113.00	75.00	50.00	200.00	200.00	417.00	159.00	185.00
67	1129 S Milwaukee	16		ASH	170.00	175.00	213.00	225.00	185.00	200.00	250.00	417.00	477.00	365.00
68	1205 S Milwaukee	20		ASH	240.00	300.00	338.00	450.00	622.00	600.00	450.00	417.00	1,272.00	800.00
69	1217 S Milwaukee	18		ASH	170.00	200.00	213.00	300.00	185.00	200.00	350.00	417.00	795.00	365.00

**BID TABULATION FOR CDBG TREE REMOVAL
TUESDAY, NOVEMBER 4, 2008, 10:00 AM**

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ITEM #	ADDRESS	DBH	NOTES	TYPE OF TREE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE
70	1412 S Milwaukee	12		ASH	170.00	150.00	188.00	75.00	185.00	200.00	300.00	417.00	318.00	185.00
71	1700 S Milwaukee	16		ASH	170.00	200.00	188.00	225.00	249.00	200.00	350.00	417.00	318.00	365.00
72	1708 S Milwaukee	16		ASH	170.00	200.00	188.00	225.00	249.00	200.00	350.00	417.00	318.00	365.00
73	329 Johnson	32		ASH	240.00	600.00	538.00	900.00	996.00	600.00	900.00	417.00	795.00	1,620.00
74	329 Johnson	36		ASH	240.00	600.00	538.00	900.00	1,245.00	600.00	900.00	417.00	795.00	1,860.00
75	324 Johnson	32		ASH	240.00	600.00	938.00	1,000.00	1,992.00	600.00	950.00	417.00	1,272.00	1,620.00
76	1303 Plymouth	22		ASH	240.00	200.00	213.00	400.00	249.00	600.00	300.00	417.00	477.00	800.00
77	1510 Plymouth	28		ASH	240.00	400.00	458.00	600.00	1,743.00	600.00	500.00	417.00	795.00	1,215.00
78	1515 Plymouth	22		ASH	240.00	225.00	248.00	450.00	311.00	600.00	350.00	417.00	477.00	800.00
79	1519 Plymouth	20		ASH	240.00	200.00	213.00	375.00	249.00	600.00	300.00	417.00	477.00	800.00
80	1908 Plymouth	50		ASH	240.00	600.00	458.00	600.00	622.00	1,800.00	600.00	417.00	636.00	2,600.00
81	2013 Plymouth	18		ASH	170.00	175.00	213.00	250.00	249.00	200.00	350.00	417.00	318.00	365.00
82	2015 Plymouth	16		ASH	170.00	150.00	138.00	225.00	62.00	200.00	150.00	417.00	318.00	365.00
83	344 S Dwight	16	on Plymouth	ASH	170.00	150.00	213.00	225.00	249.00	200.00	300.00	417.00	318.00	365.00
84	301 S East	18	on Plymouth	ASH	170.00	200.00	188.00	300.00	125.00	200.00	250.00	417.00	318.00	365.00
85	601 S Gorham	16	on Plymouth	ASH	170.00	100.00	163.00	225.00	185.00	200.00	200.00	417.00	318.00	365.00
86	602 S Pleasant	16	on Plymouth	ASH	170.00	150.00	163.00	225.00	125.00	200.00	250.00	417.00	159.00	365.00
87	519 Wilson	20		ASH	240.00	300.00	213.00	350.00	249.00	600.00	250.00	417.00	318.00	800.00
88	519 Wilson	12		ASH	170.00	150.00	163.00	75.00	125.00	200.00	200.00	417.00	318.00	185.00
89	519 Wilson	16		ASH	170.00	225.00	213.00	225.00	185.00	200.00	250.00	417.00	477.00	365.00
90	115 S Elm	10		ASH	170.00	100.00	163.00	50.00	62.00	200.00	200.00	417.00	159.00	185.00
91	211 S Elm	12		ASH	170.00	100.00	163.00	75.00	125.00	200.00	200.00	417.00	159.00	185.00
92	304 S Elm	18		ASH	170.00	300.00	288.00	300.00	622.00	200.00	350.00	417.00	477.00	365.00
93	408 S Elm	8		ASH	170.00	125.00	138.00	50.00	125.00	200.00	100.00	417.00	159.00	185.00
94	410 S Elm	12		ASH	170.00	150.00	188.00	75.00	185.00	200.00	250.00	417.00	318.00	185.00
95	502 S Elm	16		ASH	170.00	300.00	238.00	225.00	498.00	200.00	350.00	417.00	318.00	365.00
96	112 S Horton	16		ASH	170.00	75.00	188.00	225.00	125.00	200.00	200.00	417.00	159.00	365.00
97	112 S Horton	13		ASH	170.00	100.00	163.00	75.00	62.00	200.00	200.00	417.00	159.00	365.00
98	524 Wilson	34		ASH	240.00	500.00	638.00	800.00	1,245.00	600.00	450.00	417.00	954.00	1,620.00
99	1324 S. Elm	6		ASH	170.00	50.00	113.00	50.00	50.00	200.00	100.00	417.00	159.00	185.00
100	129 S. Forbes	14		ASH	170.00	175.00	213.00	175.00	125.00	200.00	200.00	417.00	159.00	365.00
				TOTAL BID	18,960.00	21,640.00	24,150.00	28,175.00	31,965.00	33,200.00	33,250.00	41,700.00	41,817.00	54,339.00

Region 2 Planning Commission



INVOICE NO. 2951

DATE: October 31, 2008

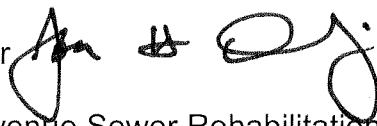
TO: Mr. William Ross, City Manager
 City of Jackson (364 J)
 161 W. Michigan Avenue
 Jackson, MI 49201

cc: Phil Hones, CPA

DESCRIPTION		
Planning Services for October 2008 Historic District Zoning Administration Zoning Ordinance Rec/Information Zoning Appeals/Variances Refer to the attached statement.		\$ 900.35 1,836.66 2,813.07 2,277.47
Balance Due Region 2 Planning Commission.		\$ 7,827.55



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

DATE: November 12, 2008
TO: William R. Ross, City Manager
FROM: Jon H. Dowling, P.E., City Engineer 
RE: Final Change Order 1, Michigan Avenue Sewer Rehabilitation

Attached is Final Change Order 1 to the contract with Utility Services Authority for the Michigan Avenue Sewer Rehabilitation (2008) project. This contract includes rehabilitation of sanitary sewer on E. Michigan Avenue between Seymour Street and Bates Street.

This change order balances quantities for final payment. This represents a decrease of \$1,031.60. With your concurrence, I request Final Change Order 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 Sanitary Sewer Funds.

JD:tjs

c: Randall T. McMunn, P.E., Assistant City Engineer
Margaret Cunningham, Purchasing Agent

FINAL CHANGE ORDER NO. 1
To Contract for
Michigan Avenue Sewer Rehabilitation
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 **\$163,848.00**

Change Order No. 1 **(\$ 1,031.60)**

Details of changes are shown on the attached pages.

NEW CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 1 **\$162,816.40**

REASON FOR CHANGE:

1. To balance quantities for final payment.

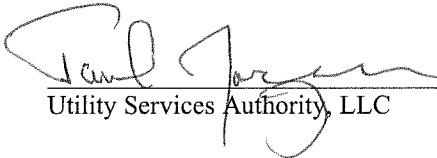
CONTRACT COMPLETION

The contract completion date remains unchanged.



Prepared by Randall T. McMunn, P.E.
Assistant City Engineer, Dept. of Engineering

ACCEPTED BY:



Utility Services Authority, LLC

11/7/08

Date

ACCEPTED BY:

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

Date

William R. Ross, City Manager

Date

Michigan Avenue Sewer Rehabilitation - 2008 Renewal

Final 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	Sewer, CI A, 24 inch, Tr Det B	0	0	0	Ft	225.00	\$ -	\$ -
2	Sanitary Sewer, SDR26 PVC, 15 inch	0	0	0	Ft	125.00	\$ -	\$ -
3	Sanitary Sewer, Service Reconnect with 6" or 8" Inserta Tee	0	0	0	Ea	1200.00	\$ -	\$ -
4	Sanitary Manhole, 60 inch dia	0	0	0	Ea	7500.00	\$ -	\$ -
5	Sanitary Manhole, Add Depth of 60 inch dia, 8 feet to 15 feet	0	0	0	Ft	1000.00	\$ -	\$ -
6	Dr Structure Cover, Adj, Case 1	0	0	0	Ea	800.00	\$ -	\$ -
7	Dr Structure Cover, Adj, Add Depth	0	0	0	Ft	300.00	\$ -	\$ -
8	Sanitary Sewer Liner, CIPP, 24 inch	1487	14.6	1501.6	Ft	104.00	\$ 1,518.40	\$ -
9	Reinstate Service Connection	26	2	28	Ea	200.00	\$ 400.00	\$ -
10	Service Investigation	16	-11.8	4.2	Hr	250.00	\$ -	\$ (2,950.00)
11	Sewer Lateral, Testing	0	0	0	Ea	300.00	\$ -	\$ -
12	Sewer Lateral, Grout Sealing	0	0	0	Ea	400.00	\$ -	\$ -
13	Chemical Grout	0	0	0	Gal	25.00	\$ -	\$ -
14	Mh Cover, Std	0	0	0	Ea	500.00	\$ -	\$ -
15	Pavt Sawcut	0	0	0	Ft	5.00	\$ -	\$ -
16	Pavt, Rem, Modified	0	0	0	Syd	14.00	\$ -	\$ -
17	Conc Base Cse, Nonreinf, 8 inch with HE	0	0	0	Syd	55.00	\$ -	\$ -
18	Hand Patching	0	0	0	Ton	130.00	\$ -	\$ -

Total: \$ 1,918.40 \$ (2,950.00)
Net Change: \$ (1,031.60)
Revised Contract Price: \$ 162,816.40



City Clerk

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

November 7, 2008

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk *Angela Arnold*
RE: APPLICATION FOR REZONING – ORTHOPAEDIC REHAB SPECIALISTS, PC

Attached please find an application from Orthopaedic Rehab Specialists, PC/ORS Land Development, LLC requesting a zoning change for property located at 206/216 Page Avenue from R-4 to C-2.

Please place the attached application on the City Council's November 18th agenda for referral to the City Planning Commission.

Thank you.

/aa
Attachment

Original was taken
by Grant Baughman



Application for District Change (Rezoning) Before the City Planning Commission City of Jackson, Michigan

1. Application PC - Date Filed: / /
To be filled out by R2PC Staff To be filled out by R2PC Staff

2. Orthopaedic Rehab Specialists, PC / ORS Land Development, LLC
Name(s)

206 Page Avenue
Street Address

Jackson, MI 49201 (517) 1783 - 6670 **Owners** Occupants Buyers
City State Zip Phone Number Status of the Applicant* (Circle One)

of the property located at: 206 Page Avenue / 216 Page Ave, 49201
Street Address Zip Code

property identification #: 6-0236.1 + 6-0239

I (we) respectfully request a determination be made by the City Planning Commission on the following change of zoning as provided in §28-183 of the Zoning Ordinance:

3. Current zoning: R-1 R-2 R-3 **R-4** R-5 R-6 C-1 C-2 C-3 C-4 I-1 I-2 PUDD
Circle One

Proposed zoning: R-1 R-2 R-3 R-4 R-5 R-6 C-1 **C-2** C-3 C-4 I-1 I-2
Circle One

The proposed use is: Physical therapy clinic (Medical)

5. I certify that the information provided above is correct to the best of my belief and knowledge.

Karyn Clow Marketing Director
Name & Title
[Signature]
Signature

Name & Title

Signature

6. **City Clerk Use Only:**
Date: 11/4/08 Fee: \$ 380.00 Receipt #: 111057

* If the applicant is not the owner of the property, a letter of consent from the property owner must accompany this application.

RK



Community Development

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

November 12, 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 November 18, 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

November 4, 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.

Page 1	Dangerous Building Summary Sheet
Page 2	Property Address/Type/Designation/Deed Holder Illustration
Pages 3 – 4	Properties scheduled for the November 21, 2008, BCBA meeting
Pages 5	Properties granted extensions by the BCBA
Pages 6 – 7	Properties issued an Official Notice and Order and scheduled for a future BCBA meeting
Page 8 – 9	Properties tentatively scheduled for a future BCBA meeting
Page 10 – 11	Properties with outstanding Notice and Orders UPHELD, Awaiting Demolition
Page 12	Properties pending reconsideration from the BCBA
Page 13	Properties pending court action
Page 14	Properties released from BCBA

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
Chief Building Official

FD/smp



PROPERTY ADDRESS/TYPE/DESIGNATION/DEED HOLDER ILLUSTRATION

1005 E Ganson St (7-0763)

Property Address and Stencil

Kimberly Powell

Deed Holder

(4 – CBDG) (Fire) – House (R)

Area/CBDG or Citywide (CW)

Complainant

Type of Structure

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

CITY OF JACKSON

PROPERTIES SCHEDULED FOR THE NOVEMBER 21, 2008, BCBA MEETING

Property Address/Type/Designation Deed Holder	BCBA Activity	Summary of Activities thru 10/31/08
209 W Franklin St (4-0242) Gregory Franklin Services LLC (3 – CDBG) (Staff) – Stairs	11/21/08 - New Case	9/4/08 Condemned; Improper support of rear landing for upper unit access.
1005 E Ganson St (7-0763) Kimberly Powell (4 – CDBG) (Fire) – House (R)	10/17/08 BCBA continued until 11/21/08 to allow owner time to finish 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.
316 N Grinnell St (2-0787) Donald Kallio (19 – CW) (DPW) – House (O)	11/21/08 – New Case	8/27/08 Condemned; House is deteriorated and decayed, roof is beyond salvage.
943 Maple Ave (4-0852) Susan Shanes (34 – CDBG) (JPD) – House (O)	9/19/08 BCBA continued until 11/21/08 for owner to cut back vegetation, finish exterior painting and repair fence.	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.

CITY OF JACKSON

PROPERTIES SCHEDULED FOR THE NOVEMBER 21, 2008, BCBA MEETING (CONTINUED)

Property Address/Type/Designation Deed Holder	BCBA Activity	Summary of Activities thru 10/31/08
800 S Mechanic St (4-0600) Gregory Cole (3 – CDBG) (JPD) – House (R)	11/21/08 – New Case	8/6/08 Condemned; Open and accessible, both doors and upper windows of unit 802 and north door of unit 803; Unfit for human habitation; need to repair floor in back bathroom on first floor and complete the wall surface repairs in unit 802. Property was previously condemned 11/6/06.
1514 Plymouth St (6-0515) Richard Ehnis (new owner 10/08) Nathan Brown (new owner 5/08) Entrust Great Lakes US FBO (6 – CDBG) (JPD) – House (R)	10/17/08 BCBA continued until 11/21/08 to allow new owner time to repair.	1/30/08 Condemned; Structure open and accessible; unfit for human habitation; Chapter 14 Housing Code violations. Permit Information – PB080195 (remodel) 5/15/08.

CITY OF JACKSON

PROPERTIES SCHEDULED FOR THE NOVEMBER 21, 2008, BCBA MEETING (CONTINUED)

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

BCBA Activity

Summary of Activities thru 10/31/08

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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 10/31/08
<p>===== 416 W North St (1-0504) Michael Schmall (new owner 7/08) Don Wood (new owner 3/08) Peggy Winters (1 – CDBG) (Staff) – House (R)</p>	<p>10/17/08 BCBA continued until 12/19/08 to allow new owner time to finish repairs on exterior and start on interior.</p>	<p>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. Permit Information – PB080410 8/25/08 (siding).</p>
<p>1615 Plymouth St (6-1233) Bettie Talbert (6 – CDBG) (Fire) – House (O)</p>	<p>10/17/08 BCBA continued until 12/19/08 permit pulled and contractor should be starting repairs soon.</p>	<p>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.</p>

CITY OF JACKSON

PROPERTIES GRANTED EXTENSIONS BY THE BCBA (CONTINUED)

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

BCBA Activity

Summary of Activities thru 9/30/08

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**(# 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	BCBA Hearing Date	Summary of Activities thru 10/31/08
1409 Floral Ave (8-0984.05) Melinda Watts (29 – CDBG) (Neighbor) – House (O)	12/19/08	9/19/08 Condemned; Structure open and accessible at window on driveway side.
916 Francis St (5-0630) Vicki Gordon (5 – CDBG) (Staff) – Garage	12/19/08	8/22/08 Condemned; Structure open and entry door; roof is rotting.
1223 Maple Ave (4-0939) Elisabeth McKinch (34 – CDBG) (Staff) – House (R)	12/19/08	8/18/08 Condemned; Structure open and accessible at door to basement at back of house; foundation deteriorated and decayed.
310 W Mason St (4-0331) Esther Cox (33 – CDBG) (JPD) – House (R)	12/19/08	8/14/08 Condemned; Structure open and accessible, back door open and back windows broken.
316 W Mason St (4-0337) Robert/Sarah Cain (33 – CDBG) (JFD) – House (R)	12/19/08	9/26/08 Condemned; Back porch and back side of house damaged by fire.
510-12 Oakhill Ave (2-0953) Tracy Kofflin (1 – CDBG) (Staff) – Porch	12/19/08	8/29/08 Condemned; East porch foundation and support columns are collapsing; roof in danger of falling.
518 Oakhill Ave (2-0957) Jacqueline Carter (1 – CDBG) (Staff) – Stairs	12/19/08	8/22/08 Condemned; Stairs ready to collapse.
410 N Park Ave (7-0258) Bruce Wilson (4 – CDBG) (Staff) – House (R)	12/19/08	8/7/08 Condemned; Structure open and accessible, broken 1 st floor window, basement window and unsecured door at lean to entry to house.
416 Wilson St (6-0320) Melissa Wallace (6 – CDBG) (JPD) – House (R)	12/19/08	9/4/08 Condemned; Structure open and accessible at windows and doors on first floor and open window on second floor.

CITY OF JACKSON

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

Property Address/Type/Designation Deed Holder	BCBA Hearing Date	Summary of Activities thru 10/31/08
502 Wilson St (6-0319) Bryan Haywood (6 – CDBG) (JPD) – House (O)	12/19/08	9/4/08 Condemned; Structure open and accessible, open at back door and open window at northwest side; Incomplete construction, siding missing.
1228 Woodbridge St (4-1326) Eugene Forner (26 – CDBG) (DPW) – House (O)	12/19/08	9/26/08 Condemned; Structure open and accessible, broken window on front porch, broken windows on south side of house, broken window on west side of house, open door on west side of house.

CITY OF JACKSON

PROPERTIES TENTATIVELY SCHEDULED FOR A FUTURE BCBA MEETING

Property Address/Type/Designation Deed Holder	Tentative Hearing Date	Summary of Activities thru 10/31/08
137 Arnold St (8-2217) Galaxy Properties (8 – CDBG) (Health Dept.) – House (O)	12/19/08 (T)	10/21/08 Condemned; Structure open and accessible; Support column on front porch is shifting away from building.
137 Arnold St (8-2217) Galaxy Properties (8 – CDBG) (Health Dept.) - Garage	12/19/08 (T)	10/21/08 Condemned; Garage open and accessible.
320 W Biddle St (4-0549) Deutsche Bank Natl Trust (33 – CDBG) (JPD) – House (R)	12/19/08 (T)	10/17/08 Condemned; Structure open and accessible; Unfit for human habitation; Water damage throughout.
1019 Chittock Ave (5-0674) Montez/Jennifer Smith (34 – CDBG) (Fire) – House (O)	12/19/08 (T)	10/19/08 Condemned; Fire damage throughout; Fire damaged stairway to second floor.
122 N Dwight St (7-1233) Mervin Halsey (7 – CDBG) (Staff) – House (O)	12/19/08 (T)	8/14/08 Condemned; Structure open and accessible, door missing, broken windows, missing basement window, unsecured back door.
201 Fourth St (3-0167) Caesare Blythe (28 – CDBG) (DPW) – Garage	12/19/08 (T)	10/10/08 Condemned; Building appears in danger of collapsing, roof has a large hole, walls are bowing and roof is sagging.
2005 Francis St (5-1869) Corey/Cynethie Wheeler (18 – CDBG) (Staff) – House (R)	12/19/08 (T)	10/17/08 Condemned; Open and accessible; Unfit for human habitation.
726 John St (1-0394) Kristen Sackett (1 – CDBG) (Staff) - Porch	12/19/08 (T)	10/29/08 Condemned; Front porch roof is supported by temporary measures only.
918-18 ½ Maple Ave (4-0866) John Colvin (34 – CDBG) (Staff) – House (R)	12/19/08 (T)	9/19/08 Condemned; Structure open and accessible, broken window on north side and open window on west side of unit.

CITY OF JACKSON

PROPERTIES TENTATIVELY SCHEDULED FOR A FUTURE BCBA MEETING (CONTINUED)

Property Address/Type/Designation Deed Holder	Tentative Hearing Date	Summary of Activities thru 10/31/08
328 W Mason St (4-0393) Jermaine Overton (33 – CDBG) (JPD) – House (O)	12/19/08 (T)	9/26/08 Condemned; Structure open and accessible at back door.
309 Montgomery St (1-0375) William Warren (1 – CDBG) (NA) – Foundation	12/19/08 (T)	10/29/08 Condemned; Floor of foundation is not safe.
1316 Page Ave (6-1523) Joseph Kurpinski (11 – CDBG) (Staff) – House (R)	12/19/08 (T)	10/9/08 Condemned; Structure deteriorated and decayed; collapsing roof, hole in roof on north side; Structure open and accessible; open window on west side, broken window on east side, broken window on north side; Property full of junk.
1322 Page Ave (6-1524) Joseph Kurpinski (11 – CDBG) (Staff) – House (R)	12/19/08 (T)	10/9/08 Condemned; Structure deteriorated and decayed, walls are falling in, roof is not on structure.
707 Second St (3-0022) US Bank NA (33 – CDBG) (Fire) – House (R)	12/19/08 (T)	10/2/08 Condemned; Fire at rear of house and porch area, back porch burnt down.
202-04 Third St (3-0168) Jacqueline Carter (28 – CDBG) (Staff) – House (R)	12/19/08 (T)	8/21/08 Condemned; Structure open and accessible, open doors and broken windows on first level.

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 10/31/08
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.
107 E Ganson St (7-0134) Herbert Christopher (4 – CDBG) (Fire) – House (R)	7/18/08					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.

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 10/31/08
137 W Mason St (4-0785) Eric/Laura Springborn (3 – CDBG) (Staff) – House (R)	10/17/08					6/30/08 Condemned; Structural elements in danger of collapse; interior and exterior of building are unfit; 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.
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.

CITY OF JACKSON

PROPERTIES PENDING RECONSIDERATION FROM THE BCBA

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

BCBA Activity

Summary of Activities thru 10/31/08

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 10/31/08
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.

CITY OF JACKSON

PROPERTIES RELEASED FROM BCBA

Property Address/Type/Designation Deed Holder	Release Date	Summary of Activities thru 10/31/08
1915 E Ganson St (7-1196) Stephen Lewis (7 – CDBG) (Fire) – House (O)	10/8/08	Property repaired by owner.
124 W Mansion St (4-1718) Robert/Rose Stitts (16 – CDBG) (Staff) – Garage	10/16/08	Property repaired by owner.
414 W Morrell St (3-2041) Hugh Hiller (33 – CDBG) (Staff) – Front Porch (R)	10/23/08	Property repaired by owner.
1102 Walker St (8-2446) Matt Peck (8 – CDBG) (Fire) – House (O)	10/17/08	Property repaired by owner.



Community Development

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

November 6, 2008

TO: William R. Ross, City Manager
FROM: Carol L. Konieczki, Community Development Director
RE: CDBG Financial Summary through September 2008

Attached is a Financial Summary for the CDBG funds through September 2008.

Please place this item for consideration on the November 18, 2008 City Council agenda.

Cc: Michelle Pultz, Project Coordinator

CLK:hls

**City of Jackson
Community Development Block Grant
Monthly Financial Summary
For the Three Months Ended September 30, 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>
<u>Public Services</u>							
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	827	827	4,788	-	100%
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	-	521	521	521	29,752	2%
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	-	1,674	15,000	-	100%
FY 2008/2009	12,000	-	779	836	836	11,164	7%
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	131	179	3,496	497	88%
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	18,259	58,034	258,661	85,439	75%
FY 2008/2009	248,600	-	-	-	-	248,600	0%
<u>Other Projects</u>							
20 City Code Enforcement Division							
FY 2007/2008	532,545	416,531	35,554	108,694	525,225	7,320	99%
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	242,614	49,386	83%
FY 2006/2007	59,000	-	-	-	-	59,000	0%
FY 2007/2008	309,035	-	-	-	-	309,035	0%
FY 2008/2009	158,980	-	-	-	-	158,980	0%
City Emergency Hazard Repair Program							
FY 2007/2008	50,000	11,446	-	17,078	28,524	21,476	57%
FY 2008/2009	75,000	-	-	-	-	75,000	0%
New Neighbor Program (FY 2005/2006)	80,000	58,755	559	559	59,314	20,686	74%
World Changers							
FY 2007/2008	45,000	32,829	898	3,024	35,853	9,147	80%
FY 2008/2009	38,250	-	-	-	-	38,250	0%

**City of Jackson
Community Development Block Grant
Monthly Financial Summary
For the Three Months Ended September 30, 2008**

	Budgeted	Expended Prior Year	Actual Month-to-Date	Actual Year-to-Date	Total Funds Expended- to-Date	Balance	Percent Spent
Spring Cleanup	5,000	4,428	-	-	4,428	572	89%
City Rehab Administration (Denied Loans)							
FY 2007/2008	1,000	331	575	669	1,000	-	100%
FY 2008/2009	3,000	-	48	48	48	2,952	2%
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



November 12, 2008

TO: William R. Ross, City Manager

FROM: Carol L. Konieczki, Community Development Director

RE: Establishment of Community Development Public Hearings and Approval of the Timetable for the 2009-2010 Community Development Block Grant (CDBG) and HOME Funds

The application process for 2009-2010 CDBG and HOME funds opened on October 25, 2008. We anticipate receiving approximately \$1,421,957 in CDBG funds and \$322,957 in HOME funds. The Citizens Advisory Council met on October 14, 2008 and approved the attached timetable, which consists of important dates needing to be met during the next funding cycle. As done in the past, we are requesting City Council approve the timetable and establish public hearings as follows:

January 20, 2009 – to receive citizen comments addressing housing and community development needs, including priority non-housing community development needs, and allow applying agencies to address City Council regarding their proposals. In the past there had been two public hearings scheduled in January; one for citizen comments and a separate hearing for proposed projects. We have consolidated the two hearings into one. It should be noted according to HUD regulations at 24 CFR 91.105(e), at least two public hearings per year must be provided to obtain citizens' views, to be conducted at a minimum of two different stages in the program year. At least one of these hearings is to be held before the proposed consolidated plan is published and the other to comment on program performance.

April 21, 2009 – to receive citizen comments regarding the One-Year Action Plan (Consolidated Plan) and development of proposed activities.

September 22, 2009 – to receive citizen comments regarding the Consolidated Annual Performance and Evaluation Report (CAPER) to review program performance.

Another change made from past timetables is the addition of an alternate preliminary allocation decision date. The preliminary allocation decision by City Council is scheduled for February 10, 2009; however, past practice has been to table the first preliminary allocation date until the second meeting in February, this year being February 24. By including both dates on the timetable, City Council will not have to adopt a revised timetable in February should it decide not to make its preliminary allocations on February 10. Keep in mind the HUD regulated comment period (30 days for the Consolidated Plan), submission of the Consolidated Plan to HUD for approval, and Request for Release of Funds by May 15, 2009 will not allow a later date than February 24 for preliminary allocations. Also, when final allocations are made on April 21, 2009, if substantial changes (10%) are made from the preliminary allocations, it would necessitate starting the 30-day comment period over and would result in late submission of the Consolidated Plan and a delay in 2009-2010 funding.

Requested action is for City Council to approve the Timetable as submitted and establish the public hearings as outlined above. Please place this item on the November 18, 2008 City Council agenda for consideration.

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

Timetable

2009-2010 Community Development Block Grant (CDBG) and HOME Investment Partnership Program

CAC – Citizens’ Advisory Council

CC – City Council

CP – Consolidated Plan

CAC Organizational Meeting and Approval of Timetable	October 14, 2008
Proposal Solicitation	October 25 – December 1, 2008
Proposal Books Distributed to CC, CAC, Planning Commission, HRC.....	December 31, 2008
CAC First Meeting (Proposal Presentations)	January 8, 2009
CAC Second Meeting (Proposal Presentations)	January 13, 2009
CAC Third Meeting (Recommendations).....	January 15, 2009
CC Public Hearing (Citizen Comments).....	January 20, 2009
City Administration Recommendations	by January 30, 2009
CC Preliminary Allocation Decision.....	February 10, 2009
Alternate Date	February 24, 2009
Environmental Review Process Begins	March 1, 2009
CC Receipt of One-Year CP Draft.....	March 10, 2009
Publish Notice of One-Year CP and Where Available for Review by Public	March 14, 2009
CP 30-Day Public Comment Period	March 20 – April 21, 2009
CC Public Hearing, Final Allocations, Authorize Submission of CP and Adopt Resolution of Certifications	April 21, 2009
Request Release of Funds, Submit CP and Certifications to HUD	May 15, 2009
Fiscal Year 2009-2010 Begins	July 1, 2009
Publish Notice of Public Hearing (CAPER).....	September 4, 2009
CAPER 15-Day Public Comment Period	September 7 – 22, 2009
CAC CAPER Meeting	September 15, 2009
CC CAPER Public Hearing; Authorization to Submit to HUD	September 22, 2009
CAPER mailed to HUD	September 29, 2009

Timetable is tentative and is subject to change at the discretion of City Council



Office of the Mayor

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

November 12, 2008

TO: City Councilmembers
FROM: Jerry F. Ludwig, Mayor
RE: **City Planning Commission**

According to MSA5.2993.(2) the Commission may consist of the Mayor, one administrative official of the City selected by the Mayor, one Councilmember selected by the Council as members ex officio, and six others appointed by the Mayor and confirmed by the Council. Terms of the ex officio's shall correspond to their official tenures, except the term of the administrative official of the City shall terminate with the Mayor's term. All other members shall serve three-year terms.

It is my desire, therefore, to appoint Ryan Doll to the City Planning Commission filling a current vacancy beginning immediately, and ending December 31, 2010.

JFL:skh



City of Jackson Board/Commission Application

Name: Ryan Doll

Address: 904 S Bowen St Zip: 49203

Home Phone: (517) 881-0290 Other Phone: _____

Occupation: Government / State of Michigan

Community Involvement/Activity

Economic Development Corp., Board Member
city of Novi 2005-2007

Are you a registered voter? yes Ward? 6

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

1. City Planning Commission
2. Zoning Board of Appeals
3. Building Code Board of Appeals

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

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

APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR

Ryan Doll
Signature of Applicant

10/20/08
Date

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

RYAN WILLIAM DOLL

EXPERIENCE

2006-Present Michigan Dept. of Labor & Economic Growth Lansing, MI
State Coordinator

- Develop policies and grants that provide workforce development guidance and funding for Michigan Works! Agencies statewide
- Serve as the Workforce Investment Act State Coordinator providing policy guidance and oversight to 4 Michigan Works! Agencies
- Serve as a Trade Adjustment Assistance State Coordinator providing policy guidance to Michigan Works! Agencies statewide
- Represent the state in worker benefit orientation meetings for displaced workers certified under Trade Adjustment Assistance
- Contract manager for Workforce Investment Act customer satisfaction monitoring for Michigan Works! Agencies statewide

2005-2006 Michigan Department of Corrections Lansing, Michigan
Promotional Agent

- Represented Correctional Industries in 32 counties across the westside of the state
- Built and maintained strong working relationships with community leaders within my assigned territory
- Developed and implemented effective marketing strategies to promote correctional industries and increase state revenue
- Increased the number of cities, townships and non-profit organizations utilizing correctional industries in 32 counties in fiscal year 2005

EDUCATION

2004 Michigan State University East Lansing, Michigan
▪ B.A., Public Administration and Public Policy

CIVIC LEADERSHIP

2005 - 2007 Novi Economic Development Corp. Novi, Michigan
Board Member

- Appointed by city council as a board member of the Economic Development Corporation for the city of Novi
- Reviewed economic development initiatives and policy with a focus on attracting and retaining economic development within the city of Novi

SKILLS

- Experienced public speaker
- Strong communication skills, both oral and written
- Able lead and work well with others in a group environment



Office of the Mayor

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

November 12, 2008

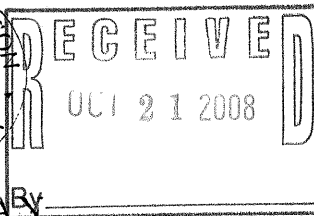
TO: City Councilmembers
FROM: Jerry F. Ludwig, Mayor
RE: Building Code Board of Appeals

In accordance with City Code, Sec. 2-341, the City Engineer and the Fire Chief are members because of their offices. The Building Official is an Ex-Officio member. The Mayor and City Council appoint five members to three-year terms. One citizen realtor.

It is my desire, therefore, to appoint Paul A. McWalters to the Building Code Board of Appeals filling a current vacancy beginning immediately, and ending October 13, 2011.

JFL:skh

CITY OF JACKSON



Office of Mayor
Jerry F. Ludwig

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

City of Jackson Board/Commission Application

Name: PAUL A. MCWALTERS
Address: 1315 MAGUIRE ST, JAX Zip: 49202
Home Phone: 517-787-5057 Other Phone: 517-206-7131
Occupation: General Contractor - Partner

Community Involvement/Activity

HBAI -
HABITAT BUILD

Are you a registered voter? No Ward? _____

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

- Zoning Appeals Board
- Building Code of Appeals
- _____

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

20 YEARS EXPERIENCE BUDG PLANNING AND
CONSTRUCTION

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

APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR

Signature of Applicant

10/21/2008
Date



November 12, 2008

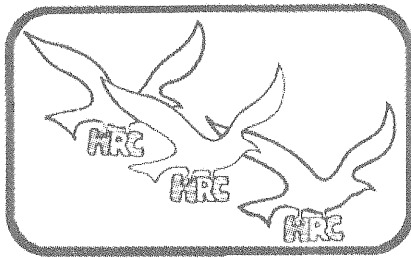
TO: City Councilmembers
FROM: Jerry F. Ludwig, Mayor
RE: Human Relations Commission

In accordance with City Code, Chapter 15, Section 15-33. The HRC shall consist of nine citizens; at least five must be City residents. Nominations to fill vacancies shall be made by City Council or HRC to Mayor; at least one for each appointment. Mayor appoints subject to Council confirmation. HRC may appoint up to three ex-officio citizen members for indefinite terms; in addition, one City Councilmember shall be an ex-officio member. Three appointments made annually for three-year terms upon expiration of appointments ending 12/31/99.

It is my desire, therefore, to appoint Pashia Mallett, to the Human Relations Commission filling a current vacancy, beginning immediately, and ending December 31, 2009.

It is also my desire to reappoint Alice J. Lewis and Kathleen M. Conley to the Human Relations Commission for three-year terms each beginning January 1, 2009, and ending December 31, 2011.

JFL:skh



CITY OF JACKSON

HUMAN RELATIONS COMMISSION

161 W. MICHIGAN AVENUE

JACKSON, MICHIGAN 49201

PHONE: (517)788-4167

FAX: (517) 768-5820

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Alice Lewis, Full Membership Committee Chair

DATE: October 17, 2008

SUBJECT: Recommendation for Reappointments and Appointment to the Human Relations Commission

In accordance with the City Code, Chapter 15, there are nine members to be appointed by the Mayor, with the approval of the City Council. The Human Relations Commission will submit one nominee to the Mayor for each vacancy as it occurs. At least 5 of the 9 must be City residents. Commissioners serve 3-year terms.

At its October 15, 2008, meeting the HRC voted to recommend the reappointment of the following candidates to the HRC. Their applications are attached. The candidates are as follows:

Alice Lewis (reappointment) beginning January 1, 2009, through December 31, 2011.

Kathleen Conley (reappointment) beginning January 1, 2009, through December 31, 2011.

The HRC further recommends:

Pashia Mallett (appointment) to a current vacancy beginning immediately and ending December 31, 2009.

Your consideration of this recommendation is appreciated.

AL:skh

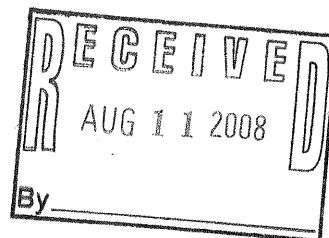
Attachment

cc: HRC Members

CITY OF JACKSON



MICHIGAN



Office of Mayor
Jerry F. Ludwig

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

City of Jackson Board/Commission Application

Name: Pashia Mallett
Address: 254 Griswold St Zip: 49203
Home Phone: (517) 414 9874 Other Phone: (517) 414 4850
Occupation: Full-time student at Baker College

Community Involvement/Activity

Citizens Advisory Council (Vice-Chair) Member of NAACP
American Legion Auxiliary

Are you a registered voter? Yes Ward? 1

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

- Human Relations Commission
- _____
- _____

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

my passion is being interactive with in the community. I believe this position is ideal for me because of my education and work experience combined with my personal attributes.

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

APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR

Pashia Mallett
Signature of Applicant

8-5-08
Date

Pashia Mallett

254 Griswold
Jackson, Michigan 49203
Phone: (517) 414-9874

Highlights of Qualifications:

- Work independently as well as a team member.
- Good attendance record.
- Organized and the ability to multi-task.
- Honest, responsible and dependable.
- Loyal and committed to the company I represent.

Relevant Experience:

Manufacturing

- Inspected parts to blueprint specifications using various measuring tools such as calipers, snap, boot, seal, bore, flush pin, plug, thread, OD/ID, micrometers and anchor gauges.
- Assisted with assembly.
- Packed parts for shipping.
- Operated various machines, such as, broach, CNC, dials, rotary stamp, presses and fork lift.
- Met daily production quota.
- Maintained a clean and safe working environment.

Clerical

- Responsible for Accounts Receivable.
- Able to operate fax, copier and multi line phone system.
- Processed all customer payments and transactions on computer.
- Performed customer service calls to help with financial arrangements.
- Proficient in word processing, Word Perfect, Windows 95, Davox, IBM Wang and Microsoft 97 and 98.

Employment History:

2000-2006	Inspector	TRW Automotive	Jackson, MI
1997-2000	Inspector	Michigan Seat Company	Jackson, MI
1990-1997	Customer Service Representative	CMS A/R	Jackson, MI

Education:

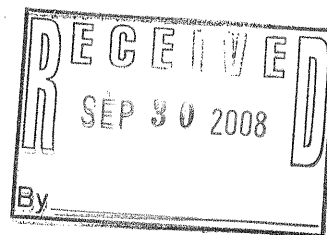
1988-1990	Practical Office/Business	Jackson High School	Jackson, MI
01/2007-Present	Health Information Technology	Baker College	Jackson, MI

Anticipated completion date May 2009.

Community

Member of the NAACP, American Legion and Citizen Advisory Council.

References Available Upon Request



City of Jackson Board/Commission Application

Name: **Kathleen Conley**

Address: **714 Elmwood Avenue, Jackson Michigan** Zip: **49203**

Home Phone: **517-745-0045 (cell)** Other Phone: **517-783-2608 (work)**

Occupation: **Commercial & Personal Insurance Agent**

Community Involvement/Activity

Mentoring Collaborative Member Florence Crittenton Services Board Member

Are you a registered voter? **Yes** Ward? **6th**

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

1. **Human Relations Commission** 2. _____

3. _____

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

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

APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR

Kathleen Conley 9/30/08

Signature of Applicant Date

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

CITY OF JACKSON



Office of Mayor
Jerry F. Ludwig

MICHIGAN

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

City of Jackson Board/Commission Application

Name: Alice J. Lewis

Address: 233 Damon St. ^{Jackson} Mi. Zip: 49203

Home Phone: 517-782-4094 Other Phone: 517-945-1251

Occupation: Retired from Jackson County Intermediate Schod District

Community Involvement/Activity

The Human Relations Commission The Citizen's Advisory Council
NAACP Community Action Agency
The African American Male Summit
Are you a registered voter? Yes Ward? I-1

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

1. Human Relations Commission
2. _____
3. _____

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

A Certified Mediator for the State of Michigan

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

APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR

Alice J. Lewis
Signature of Applicant

10-10-08
Date

**ALICE LEWIS
BIO**

EDUCATION AND TRAINING:

Jackson State University - 2 years
Spring Arbor University - 1 year
40 hours Mediation Training from the State of Michigan

AWARDS FOR COMMUNITY INVOLVEMENT

2004 - Certificate of Appreciation from the Community Action Agency

2005 - Certificate of Appreciation from the Community Action Agency

2007 - Jackson Citizen Patriot Wednesday Spotlight for Jackson Area Community
as a volunteer

2008 - Susan B. Anthony Award, given by the Jackson Women's History Council



CITIZEN PATRIOT • J. SCOTT PARK

Alice Lewis has been a member of the Jackson Human Relations Commission for more than seven years.

Woman makes diverse impact through group

By Shannon Maynard
For the Citizen Patriot

Alice Lewis was looking to make a difference in the community when she volunteered for the Human Relations Commission. Over the past seven years, she has enjoyed working with people and seeing the impact such a group can make.

"I saw everything (the commission) was doing and what still needed to be done," Lewis said. "I was interested in it because there are so many different things you can do with the Human Relations Commission."

The commission addresses issues of diversity. Individuals who feel they are being treated unjustly based on reasons such as gender or race can use the commission to receive assistance.

Lewis is involved with several committees, including labor and industry, grants and the picnic committee.

She spends an average of

"(Alice Lewis) is very committed to serving the people in the city of Jackson. She is very smart and intuitive. She is passionate about making a difference."

— Rich Marsh
Assistant city manager

How to nominate

Wednesday Spotlight, which will appear weekly, will focus on people who serve — their Jackson-area community as volunteers, their country in the military service (past or present) or their world for the greater good, such as current or former residents who are making a difference. To nominate someone, contact Assistant Metro Editor Sara Scott at 768-4983 or at sscott@citpat.com.

sion, said he appreciates Lewis' years of service.

"(Alice) is very committed to serving the people in the city of Jackson," Marsh said.

"She is very smart and intuitive. She is passionate about making a difference."

Lewis also has helped organize the Martin Luther

or have lived on the south side of town to get together. More than 2,000 people attended the reunion last year, and Lewis obtained the sponsors for the event.

Lewis also volunteers with the Community Action Agency and is active at Second Baptist Church.



City Clerk

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

November 7, 2008

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk *Angela*
RE: Consideration of a Resolution for Charitable Gaming License

Attached is a resolution submitted by Jackson Nonprofit Support Center, located at 536 N. Jackson Street. They desire to apply for a charitable gaming license through the Charitable Gaming Division of the State of Michigan. In order to do so, the State requires the local body of government to adopt a resolution, recognizing the Jackson Nonprofit Support Center as a non-profit organization operating in the community.

Please place the resolution on the City Council's November 18th agenda for consideration.

Thank you.

Attachments



RECEIVED

CITY of JACKSON

NOV 07 2008

CLERK'S OFFICE

Jackson Nonprofit Support Center • 536 N. Jackson Street • Jackson, MI • 49201

517-796-4750 • Fax 517-796-5981

Jackson Nonprofit Support Center
536 N. Jackson Street
Jackson, MI 49201

November 4, 2008

Lynn Fessel
City Clerk
City of Jackson
161 W. Michigan
Jackson, MI 49201

To Whom It May Concern:

Jackson Nonprofit Support Center would like to hold a Texas Hold'em tournament in 2009. My understanding of the process is to first request approval from the City of Jackson for Jackson Nonprofit Support Center to be recognized as a nonprofit organization operating in the community for the purpose of obtaining charitable gaming licenses. Please consider this letter a formal request.

If there is further information I can provide, please feel free to contact me at (517) 841-4120. Thank you for your time and attention to this matter.

Sincerely,

Bryanna Tapley
Treasurer

Enclosure

cc: Dawn Anderson-Meier

Dawn Anderson-Meier is the Executive Director of Jackson Nonprofit Support Center. Dawn has held prior positions at AWARE, Jackson Community College, and Family Service & Children's Aid – all key providers of nonprofit service in Jackson County. A Jackson resident since 1994, she also owned a counseling and consultation practice for nine years. Along with a Masters in Social Work from the University of Michigan, Dawn has twelve years of demonstrated achievement in program management and community relations. She has presented at national conferences, provided local trainings to a wide variety of audiences, and written a book on relationship dynamics.

Pegg Clevenger, Volunteer Center Director

The Jackson Nonprofit Support Center 2008 Board of Trustees

Officers:

- Chair** Lesia Pikaart, Michigan Prisoner ReEntry Initiative
- Vice Chair** Suzy Turpel, Allegiance Health
- Treasurer** Bryanna Tapley, CP Federal Credit Union
- Tim Bair, Voice Data Network Services, LLC
- Mindy Bradish, Greater Jackson Chamber of Commerce
- Maribeth Caldwell, Lifeways
- Nancy Cerqueira, Allegiance Health
- Shari Smith-Walters, CP Federal Credit Union
- Marce Wandell, Jackson County Department on Aging

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **JAN 15 2004**

JACKSON NONPROFIT SUPPORT CENTER
1100 CLINTON RD STE 215
JACKSON, MI 49202-0000

Employer Identification Number:
38-3444092

DLN:
17053340748043

Contact Person:
L. WAYNE BOTHE ID# 31462

Contact Telephone Number:
(877) 829-5500

Public Charity Status:
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated January 1999, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity during an advance ruling period.

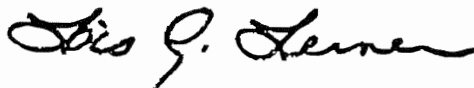
Based on our records and on the information you submitted, we are pleased to confirm that you are exempt under section 501(c)(3) of the Code, and you are classified as a public charity under the Code section listed in the heading of this letter.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:00 a.m. - 6:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements



BYLAWS

Article I

The purpose for which the corporation is formed and the powers which it may exercise are set forth in its Articles of Incorporation.

The mission of the corporation is to develop excellence in nonprofit management, service delivery and volunteerism in Jackson County.

Article II

Board of Trustees

Section 1: Governance Responsibilities

The Board of Trustees shall be responsible for the development and maintenance of governing policies for all aspects of organizational operations. In addition, it shall be responsible for executive evaluation, financial stewardship, fund development, strategic direction, self-governance and service evaluation.

Section 2: Number of Trustees

The number of Trustees which shall constitute the whole board shall not be less than six (6) and no more than seventeen (17) and fixed by resolution of the Board of Trustees.

Section 3: Term of Office

The Trustees serve three-year terms on a staggered basis. Trustees shall be eligible to serve two (2) consecutive three (3) year terms.

Section 4: Member-Elected Trustees

At least two (2) and no more than three (3) Trustees positions shall be elected by the membership.

Section 5: Vacancies

Vacancies may be filled by a majority of the Trustees, after the vacancy has occurred, and the Trustee so chosen, active board service begins immediately.

Section 6: Resignation

A Trustee may resign by written notice to the corporation.

Section 7: Removal

A Trustee will be removed if unexcused absences occur from four (4) consecutive meetings. This action can be reversed by a two thirds (2/3) vote of the Board present voting. A Trustee may also be removed by a majority vote of the other existing Board of Trustees.

Section 8: Compensation

Board Trustees shall receive no compensation for their services as such.

Article III

Meetings of the Board of Trustees

Section 1: Times and Places of Meetings

Meetings of the Board of Trustees will be held at the corporation's principal executive office or such other place and at such time as the Board determines. Meetings shall be held a minimum of six (6) times annually and a maximum of twelve (12) times annually.

Section 2: Annual Meeting

An annual meeting of the Board of Trustees for election of Trustees shall be held annually in December.

Section 3: Special Meeting

The Board President or a quorum of Trustees may call a special meeting of Trustees at any time.

Section 4: Notice of Meeting

Written notice of the time, place and purposes of a meeting of Trustees must be given either personally or by mail to each Trustee not less than seven (7) nor more than sixty (60) days before the date of the meeting.

Section 5: Quorum

A quorum of any meeting of the Board of trustees shall consist of a simple majority of the Board of Trustees. When a quorum is present, action by a majority of those present shall be action by the Board of Trustees.

Section 6: Voting Rights

Each Trustee present in person at a Board meeting is entitled to one vote. The Executive Director shall also be accorded the right to one vote.

Section 7: Vote Required

Action taken by the Board of Trustees shall be authorized by a majority of votes cast.

Article IV

Duties of Officers

Section 1: Chairperson of the Board

The Chairperson of the Board presided when present at all meetings of the Trustees. The Chairperson shall have such other duties and powers as the Board specifies. The Chairperson shall appoint all standing and special committees and task groups with the approval of the Executive Committee and shall be ex-officio member of all committees except the Board Development Committee. The Chairperson will conduct the annual evaluation of the Executive Director.

Section 2: Vice-Chairperson of the Board

The Vice-Chairperson shall preside when present at all meetings of the Board of Trustees in the Chairperson's absence. The Vice-Chairperson will perform such other duties as assigned by the Chairperson. The Vice-Chairperson shall serve as a member of at least one standing committee.

Section 3: Secretary

The Secretary shall approve the minutes of all Board and Committee meetings with assistance from the Center staff and shall perform other such duties as the Board prescribes.

Section 4: Treasurer

The Treasurer shall oversee the corporate funds and securities. S/he shall review and approve the financial accounts and hold the same open for examination by the Board of Trustees.

Section 5: Officer and Leadership Succession Plan

Title: Vice Chair

Prerequisites:

- Must be in his/her second year term as a JNSC board member.
- Experience chairing at least one JNSC committee, task force or work group.
- Commitment to serve in JNSC board leadership role as follows:
 - 1-2 year(s) as Vice Chair
 - 1-2 year(s) as Board Chair
 - 1-2 year(s) as Immediate Past Board Chair

Terms of Service: 1-2 year(s)

Title: Board Chair

Prerequisites: Serve 1-2 year(s) as Vice Chair

Terms of Service: 1-2 year(s)

Title: Immediate Past Board Chair

Prerequisites: Serve as Board Chair

Terms of Service: 1-2 year(s)

Leadership Succession Plan

The Leadership Succession Plan is as follows:

- 1-2 year(s) term as Vice Chair
- 1-2 year(s) term as Board Chair
- 1-2 year(s) term as Immediate Past Chair

Article V

Committees

Section 1: Executive Committee

The Executive Committee shall consist of the Board Chair, Vice Chair, Secretary and Treasurer. The Executive Director shall serve as a nonvoting Trustee.

Authority and Purpose

The Chair of the Board of Trustees shall serve as Chair of the Executive Committee. The Executive Committee shall report to the Board. It shall appoint Trustees to all standing committees and receive progress reports from all standing committees. The Executive Committee shall possess and may exercise all of the powers of the Board of Trustees in the management of the Corporation when a Board of Trustees meeting cannot be arranged. It shall monitor implementation and progress of the corporation's strategic plan and oversee its operations.

Terms of Service and Frequency of Meeting:

A minimum term of service is one (1) year. The committee shall meet as needed.

Section 2: Finance Committee

Members shall be appointed by the Executive Committee and shall consist of the Treasurer, the Executive Director and two or more board Trustees. The Treasurer shall serve as Chair. Non-board trustees may also be invited to serve on this committee.

Authority and Purpose

The Finance Committee shall report to the Board. It is responsible for planning and maintaining the sound financial management of the Corporation. It shall review financial records and make recommendations as needed with regard to the Center's financial position and plans. It shall compare fiscal performance to budget and goals, and forecast issues and concerns. It shall develop and implement a fund raising plan. It shall recommend annual staff salary compensation and shall report and make recommendations to the Board of Trustees. It shall also advise and make recommendations to the Board regarding the condition of and improvements necessary to the physical assets of the Center.

Term of Service and Meeting Frequency

A minimum term of one (1) year shall be required. The committee shall meet as needed to address the financial need of the Center.

Section 3: Membership, Programs and Services Committee

Members shall be appointed by the Executive Committee and shall consist of existing Trustees (at least one of which is member-elected), the Executive Director and/or staff designee. The Chair of this Committee shall be appointed by the Executive Committee. Non-board trustees may be invited to serve on this committee.

Authority and Process

The Committee shall report to the Board. It shall review and oversee ongoing evaluation of all programs of the Corporation to ensure quality services. It shall make recommendations to the Board regarding programming, and assist the staff in obtaining resources to maintain and expand programming. It shall also create and recommend to the Board strategies for recruitment and retention of members for the Center to review annually. The Committee shall also make recommendations about member benefits and quality of service to the Board. The Committee shall review the responsibilities of the members annually.

Term of Service and Meeting Frequency

A minimum term of one (1) year shall be required. The committee shall meet as needed to address the financial need of the Center.

Section 4: Board Development Committee

Members shall be appointed by the Executive Committee and shall consist of Board of Trustees and Executive Director. The Chair of this Committee shall be appointed by the Executive Committee.

Authority and Process

The Committee shall report to the Board. It shall create and recommend to the Board a desirable and appropriate board profile to be reviews annually; identify how current board members each fit the overall profile; nominate individuals for appointment to the Board; nominate Board officers; orient new board members, and review the service of each Board Member annually.

Term of Service and Meeting Frequency

A minimum term of one (1) year shall be required. The committee shall meet as needed to address the financial need of the Center.

Section 5: Ad Hoc Committees

At its discretion, the Board of Trustees or Board Chair shall appoint temporary committees to address special need of the corporation, as they arise. The composition of the committees and length of terms shall also be at the discretion of the appointing body.

Article VI

Amendments

The Board of Trustees may amend or repeal these Bylaws by vote of two-thirds of the Trustees then serving with 30 days notice of all changes prior to voting.

Article VII

Fiscal Year

The fiscal year shall be January 1 to December 31.

Article VIII

General Provisions

Section 1: Checks

All corporation checks or demands for money and notes shall be signed by such persons as the Board designates.

Section 2: Liability Insurance

Commercial general liability insurance shall be maintained with limits to be determined by the Board of Directors.

Article IX

Dedication of Assets

Section 1: Dissolution and Liquidation

If the corporation's purposes fail or if the corporation ceases to be approved as a tax-exempt organization under the federal Internal Revenue Code, and such defect is not cured by appropriate amendment, or in the event of voluntary dissolution, then all of the corporations' assets and accumulated income shall be distributed equally among the Trustees or to other such organization as the Trustees designate as best accomplishing the purposes for which this organization was formed. An organization receiving such distribution must be qualified as tax-exempt under Section 501(c)(3) of the Internal Revenue Code of the corresponding provisions of any subsequent federal tax laws. The corporation shall be dissolved after all its property has been distributed.

Article X

Indemnification

The corporation shall indemnify any Trustee or officer of the corporation who was or is a party or is threatened to be made a party to any threatened, pending, or completion action suit, or proceeding by reason of the fact that he or she is or was a Trustee or officer, or is or was serving at the request of the corporation in another capacity, to the fullest extent

permitted by the Michigan Nonprofit Corporation Act. The corporation may further indemnify Trustees and officer, and may indemnify persons who are not Trustees or officers, to the extent authorized by resolution of the Board of Trustees. A change in the Michigan Nonprofit Corporation Act, the Articles of Incorporation, or these bylaws that reduces the scope of indemnification shall not apply to any action or omission that occurs before the change.

Except as otherwise provided by law, a volunteer trustee or officer of the Corporation is not personally liable to the Corporation for monetary damages for a breach of the trustee's or officers fiduciary duty.

The corporation assumes all liability to any person other than the Corporation for all acts or omission of a volunteer trustee incurred in the good faith performance of his or her duties as a trustee.

The Corporation assumes the liability for all acts or omissions of a volunteer trustee or volunteer officer, provided that:

- A) The volunteer was acting or reasonably believed he or she was acting within the scope of his or her authority.
- B) The volunteer was acting in good faith;
- C) The volunteer's conduct did not amount to gross negligence or willful or wanton misconduct;
- D) The volunteer's conduct was not an intentional tort, and
- E) The volunteer's conduct was not a tort arising out of the ownership maintenance or use of a motor vehicle as described in Section 209 (e)(v) of the Act.

Any repeal or modification of this Article shall not adversely affect any right or protection of any volunteer trustee or officer of the Corporation existing at the time of, or with respect to, any acts of omissions occurring such repeal or modification.



Charitable Gaming Division
 Box 30023, Lansing, MI 48909
 OVERNIGHT DELIVERY:
 101 E. Hillsdale, Lansing MI 48933
 (517) 335-5780
 www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL 432.103(9))

At a _____ meeting of the _____
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on _____
DATE

at _____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from _____ of _____,
NAME OF ORGANIZATION CITY

county of _____, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for _____
APPROVAL/DISAPPROVAL

APPROVAL	DISAPPROVAL
Yeas: _____	Yeas: _____
Nays: _____	Nays: _____
Absent: _____	Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and adopted by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on _____
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.
 PENALTY: Possible denial of application.



City Clerk

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

November 7, 2008

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk *Angela*
RE: Consideration of a Resolution for Charitable Gaming License

Attached is a resolution submitted by Jackson School of the Arts, located at 634 N. Mechanic Street. They desire to apply for a charitable gaming license through the Charitable Gaming Division of the State of Michigan. In order to do so, the State requires the local body of government to adopt a resolution, recognizing Jackson School of the Arts as a non-profit organization operating in the community.

Please place the resolution on the City Council's November 18th agenda for consideration.

Thank you.

Attachments



501(9)3 ✓

RECEIVED
CITY of JACKSON
NOV 03 2008
CLERK'S OFFICE

November 3, 2008

- Art Bamm
- Becky Belter
- Mindy Bradish
- Craig Combs
- Romelle Frey
- Quentin Guinn
- Sydney Hawkins
- Shirley Kaemming
- Janet Paul
- Brian Wheeler
- Leslie Montgomery

Dear Jackson City Council,

The Jackson School of the Arts is attempting to obtain a license to hold a raffle. The State requires that we submit a "local governing body resolution for charitable gaming licenses" stating that you (the City) recognize the Jackson School of the Arts as a nonprofit organization operating in the community for the purpose of obtaining charitable gaming licenses.

Our intention is sell raffle tickets for a Wii Game System. Tickets will be sold for \$5 for 1 and 5 for \$20. The drawing will be held December. 15, 2008.

All money raised will be used to subsidize the cost for low income children to participate in our after school arts programs and classes.

Would you please pass this resolution so that we can complete our application for the State?

Sincerely,

Kim Hastings
Executive Director

634 N. Mechanic St.
 PO Box 1261
 Jackson, MI 49204
 517.784.2389
 jacksonarts.org

*Our mission is
to provide high quality
arts education programs
for Jackson County youth.*



INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI OH 45201

DEPA

Date: APR 25 2005

Employer Identification Number:
38-3581314

DLN:

17053085885025

Contact Person:

DAN W BERRY

ID# 33122

Contact Telephone Number:

(977) 929-5500

Public Charity Status:

170(b)(1)(A)(vi)

JACKSON SCHOOL OF THE ARTS
ASSOCIATION
PO BOX 1261
JACKSON, MI 49204-1261

Dear Applicant:

Our letter dated SEPTEMBER 2001, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

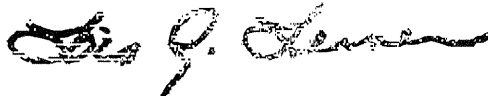
Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:30 a.m. - 5:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)



Charitable Gaming Division
 Box 30023, Lansing, MI 48909
 OVERNIGHT DELIVERY:
 101 E. Hillsdale, Lansing MI 48933
 (517) 335-5780
 www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
 (Required by MCL 432.103(9))

At a _____ meeting of the _____
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on _____
DATE

at _____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from Jackson School of the Arts of Jackson,
NAME OF ORGANIZATION CITY

county of Jackson, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for Approval.
APPROVAL/DISAPPROVAL

APPROVAL	DISAPPROVAL
Yeas: _____	Yeas: _____
Nays: _____	Nays: _____
Absent: _____	Absent: _____

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

adopted by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on _____
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.
 PENALTY: Possible denial of application.
 BSL-CG-1153(R10/06)



Police Department

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

October 22, 2008

MEMO TO: William Ross
City Manager

FROM: Matthew R. Heins
Chief of Police

SUBJECT: 2008/2009 JNET Grant

The Office of Drug Control Policy has awarded the Jackson Police Department a grant to partially fund two JNET officer positions. The JNET Conspiracy Continuation Project's top priority is to reduce and prevent drug use, trafficking, and crime.

This grant requires a local match of \$24,428, which will come from the Drug Law Enforcement Fund (DLEF). The DLEF is totally funded with drug forfeiture monies. The Police Department is now requesting the City Council adopt the attached resolution amending the 2008/2009 budget.

Please place this as an agenda item for the November 18, 2008 City Council meeting. I or a representative will be present to answer any questions.

MRH/AP/ap/c:JNETResolution

RESOLUTION

WHEREAS, the City wishes to amend the 2008/2009 JNET Conspiracy Continuation Project grant with the Office of Criminal Justice;

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

NOW, THEREFORE, BE IT RESOLVED, in order to meet the above requirement, the 2007/2008 JNET Conspiracy Continuation Project grant and the 2008/2009 Drug Law Enforcement budget be amended as follows:

		<u>Increase</u>
REVENUES:		
270-333-209-501.000	Federal Grant	24,428
270-333-209-699.265	Cont. Drug Law Enforcement	<u>24,428</u>
		<u>48,856</u>
EXPENDITURES:		
270-333-209-706	Salaries	45,814
270-333-209-715	FICA	682
270-333-209-724	Unemployment	342
270-333-209-724.001	Workers' Compensation	705
270-333-209-725	Other Fringe Benefits	97
270-333-209-919.001	Physical Agility	<u>1,216</u>
		<u>48,856</u>

Drug Law Enforcement Fund

		<u>Increase</u>
EXPENDITURES:		
265-333-999-270		<u>24,428</u>

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

I, Lynn Fessel, Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a Resolution by the Jackson City Council on November 18, 2008.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of the City of Jackson, on this 19th day of November 2008.

City Clerk



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

Financial Services
(517) 788-4058

Rehabilitation Services & Information
(517) 788-4070

DATE: November 18, 2008

TO: William R. Ross, City Manager

FROM: Carol Konieczki, Community Development Director

SUBJECT: **Consideration of an Ordinance Adopting a 4% Payment in Lieu of Taxes (PILOT) for Blair Park 2005 Limited Dividend Housing Association LLC at 606 Blair Park Drive by request of American Community Developers, Inc.**

Last year, Blair Park 2005 Limited Dividend Housing Association LLC ("Blair Park 2005") appeared before City Council on December 1, 2007, requesting a 4% PILOT for 34 years under the Tax Exemption Ordinance Section 24-31 through 24-41 of the Municipal Code of Ordinances. Council granted a one (1) year PILOT to expire on December 30, 2008, and further acted to refer the Tax Exemption Ordinance to the City Affairs Committee for policies, procedures and recommendations. On June 24, 2008, Council adopted Ordinance No. 2008.9, repealing Sections 24-32 through 24-40 of Chapter 24, of the City Code, to eliminate the process of approving tax exemption status through the resolution process. On September 9, 2008, City Council adopted a PILOT policy, which Blair Park 2005 now has to make application under, requiring each PILOT application to be adopted as an individual ordinance.

Blair Park 2005 was formed by American Community Developers, Inc. ("ACD") to acquire, rehabilitate and operate Blair Park Townhomes. The property was acquired in January 2006. Rehabilitation commenced immediately. Sixty-Nine building/electrical/plumbing or mechanical permits valued at \$11,204 were pulled for the entire rehabilitation project. The last permit was finalized on August 11, 2008. The Building Inspection Department has indicated the work done was of good quality and the contractors (many of whom were local) were professional and timely in calling for the required inspections. The \$1,777,051 spent on hard costs of the rehab included installing air conditioning for the first time, replacing furnaces, roofs, windows, siding, kitchen cabinets, bath cabinets, appliances and flooring. New green space was also included for play areas for children and the parking lot was improved. Photos are included in the attached letter of request to highlight the changes to the exterior of the property.

In addition, the Jackson Police Department has provided statistics for the number of calls for service. There is a 17% reduction from the previous year in the number of calls for service filed per month based on current year to date statistics.

<i>Year</i>	<i>No. of Calls</i>	<i>Avg Per Month</i>
2002	308	25
2003	238	20
2004	239	20
2005	316	26
2006	342	28
2007	344	28
2008	256 (YTD)	23



To finance Blair Park Townhomes, ACD has closed on a HUD-insured Mortgage and obtained Federal Low Income Housing Tax Credits from MSHDA. This project is a reinvestment of \$1.7 million into an older, deteriorating housing community that was sorely in need of revitalization. The previous owner of the property had obtained a PILOT related to its ownership, and was no longer valid, due to the ownership change. The new ordinance allows for a 4% PILOT for a term of up to thirty (30) years from the issuance of the Certificate of Occupancy. A table comparing the projected PILOT payment amount to the existing 2007 real property taxes is attached.

A pre-submittal conference was held on November 3, 2008 with the applicant, City Manager, Community Development Director, City Assessor, City Attorney, and Finance Department Deputy Director in attendance. The meeting is required under the new policy and serves to acquaint all parties with the scope of the project and any related issues as well as serves to familiarize the applicant with the PILOT process and policies. Staff acknowledged the applicant had purchased the property and made application while the prior ordinance had been in effect and would likely have qualified under the provisions of the previous ordinance. However, Blair Park 2005 had the unfortunate experience of falling between the prior ordinance and the revised ordinance, and was granted just a one year PILOT.

The new PILOT policy provides, "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 the 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." Furthermore, the policy requires staff to review the application and forward to City Council with a recommendation for their consideration.

ACD is requesting the City grant the project a 4% PILOT for the remaining term of the HUD-insured Mortgage (maturity date of August 1, 2041), which will allow a payment in lieu of taxes based on a calculation of 4% of net shelter rents for a duration of thirty-four (34) years. The attached Ordinance is proposed for approval at the request of the developers.

It is the recommendation of City staff that Blair Park 2005 be given favorable consideration in the adoption of the PILOT ordinance since it is consistent with the overall goals and objectives of providing high quality, decent, affordable housing to meet the needs of an economically diverse population.

Requested action by ACD is to adopt the attached Ordinance establishing a 4% Payment in Lieu of Taxes (PILOT) as Tax-Exempt Entities under the City of Jackson's Tax Exemption Ordinance, Chapter 24 for Blair Park 2005 Limited Dividend Housing Association LLC for a duration of thirty-four (34) years. ACD representatives will attend the meeting to respond to questions regarding this request. Please place this item on the November 18, 2008 agenda for consideration.

CLK

cc: Philip Hones, Director of Finance
Jan Markowski, City Assessor
Julius Giglio, City Attorney
Susan Murphy, Deputy City Attorney
Jeffrey Supowit, American Community Developers



ORDINANCE NO. 2008-____

An Ordinance adding Article III of Chapter 24 of the Code of Ordinances, City of Jackson Michigan to provide that Blair Park 2005 Limited Dividend Housing Association LLC, be granted Tax Exempt status subject to a Payment In Lieu of Taxes.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. That Article III of Chapter 24 of the Code of the City of Jackson be, and the same hereby is, added as follows:

ARTICLE III. BLAIR PARK TAX EXEMPTION ORDINANCE

Section 24-50. Title.

This article is the "City of Jackson Blair Park Tax Exemption Ordinance".

Section 24-51. Preamble.

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 are rehabilitated and financed in reliance on such tax exemption.

Payment in Lieu of Tax Policy("PILOT") enacted by the City of Jackson provides that the City's action on each application is within its discretion. The Blair Park ownership

entity requested a 4% PILOT from the City during the term of the City's then existing Ordinance 2003.19 adopted November 25, 2003, which provided for a 4% PILOT upon passage of a project specific resolution by the City Council. The City Council enacted a resolution which by its terms expired in 2008, to provide time to the City Council to review and revise its PILOT policy. Having now adopted a new PILOT policy which by its terms provides a PILOT prospectively to projects which have not yet commenced construction or rehabilitation, the City Council recognizes, based on the facts of this particular situation, that as a matter of fairness this project should essentially be handled in a manner which will provide equivalent treatment to that which would have been made available under Ordinance 2003.19. Accordingly, using the discretion provided under the City's new PILOT policy, the following provisions apply to Blair Park.

Section 24-52. Definitions.

All terms are defined as set forth in the State Housing Development Authority Act of 1966, being Public Act 346 of 1966, of the State of Michigan, as amended, except as follows:

Act means the State Housing Development Authority Act, being Public Act 346 of 1966 of the State of Michigan, as amended.

Annual shelter rent means the total collections during an agreed annual period from or on behalf of all occupants of a housing development representing rent or occupancy charges, exclusive of charges for gas, electricity, heat, or other utilities furnished to the occupants.

Authority means the Michigan State Housing Development Authority.

Class means low or moderate income persons.

Housing development means a development which contains a significant element of housing for persons of low income and such elements of other housing, commercial, recreational, industrial, communal, and educational facilities as the Authority determines improves the quality of the development as it relates to housing for persons of low income.

Persons of low income means persons and families having an income of 80% or less of medium income, as established by the U.S. Department of Housing and Urban Development.

Sponsor means a person(s) or entity(ies), which have applied to the authority for an allocation under the low-income housing tax credit program (LIHTC) to finance a housing development.

Utilities means fuel, water, sanitary sewer services and/or electrical service, which are paid by the housing development.

Section 24-53. Class of housing developments.

It is determined that the class of housing developments to which the tax exemption and service charge in lieu of such taxes applies are multiple dwellings for persons of low income, which are financed or assisted by the authority or which are federal aided, as defined in the Act.

Section 24-54. Establishment of annual service charge.

Housing developments for persons of low income and the properties on which they are constructed are exempt from all property taxes from and after the later of acquisition of the project or enactment of this Ordinance. The City of Jackson, acknowledging that the sponsor and the Authority, in the case of a sponsor receiving a mortgage loan from the Authority, or the U.S. Department of Housing and Urban Development (“HUD”) in the case of a federally insured mortgage, have established the economic feasibility of the housing development in reliance upon the enactment and continuing effect of this article and the qualification of the housing development for exemption from all property taxes and a payment in lieu of taxes as established in this article, and in consideration of the sponsor's offer, subject to receipt of an allocation under the LIHTC program, to rehabilitate, own and operate the housing development, agrees to accept payment of an annual service charge for public services in lieu of all property taxes. The annual service charge is equal to four (4) percent of the difference between the annual shelter rents actually collected and utilities.

Section 24-55. Limitation on the payment of annual service charge.

Notwithstanding section 24-54 above the service charge to be paid each year in lieu of taxes for the part of the housing development which is tax exempt and which is occupied by other than residential low income persons or families is equal to the full amount of the taxes which would be paid on that portion of the housing development if the housing development were not tax exempt.

Section 24-56. Contractual effect of article.

This Ordinance granting tax exempt status, as provided in this article, must be adopted for each housing development qualified under the terms and provisions of this article. Notwithstanding the provisions of Section 15(a)(5) of the Act to the contrary, a contract between the City of Jackson and the sponsor with the Authority and HUD as third party beneficiaries under the contract, to provide tax exemption and accept payments in lieu of taxes, as previously described, is effectuated by enactment of this Ordinance.

Section 24-57. Payment of service charge.

The annual service charge in lieu of taxes as determined under the article is payable in the same manner as general property taxes are payable to the City of Jackson except that the annual payment must be paid on or before May 1st of each year.

Section 24-58. Duration.

The tax exempt status of the housing development approved under this Ordinance remains in effect until the end of calendar year 2041, which is the year in which the HUD insured mortgage loan is scheduled to be paid off in full.

Section 24-59. Severability.

The various sections and provisions of this article are severable, and should any section or provision of this article be declared by any court of competent jurisdiction to be unconstitutional or invalid the same will not affect the validity of the article as a whole or any section or provision of this article other than the section or provision so declared to be unconstitutional or invalid.

Section 2. This Ordinance takes effect 30 days after its adoption.

606 Blair Park Townhomes

	2008 Millage Rate	Distribution Percentage	PILOT Payment Dollar Amount*	2007 Real Property Taxes
County:				
Operations	5.1187	\$ 8.74	\$ 2,722.87	\$ 10,408.88
Medical Care	0.1398	\$ 0.24	\$ 74.37	\$ 284.28
Jail	0.4851	\$ 0.83	\$ 258.05	\$ 986.45
Senior Services	0.2473	\$ 0.42	\$ 131.55	\$ 502.88
Library	1.2593	\$ 2.15	\$ 669.88	\$ 1,747.39
ISD	8.1100	\$ 13.85	\$ 4,314.08	\$ 16,463.82
JCC	1.1446	\$ 1.96	\$ 608.86	\$ 2,327.54
State of Michigan/ JPS	24.2000	\$ 41.34	\$ 12,873.07	\$ 49,210.70
Jackson Public Debt	2.2500	\$ 3.84	\$ 1,196.88	\$ 4,575.38
Jackson Transit	1.0000	\$ 1.71	\$ 531.95	\$ 1,951.55
City of Jackson	14.5889	\$ 24.92	\$ 7,760.50	\$ 29,869.88
DDA	0	\$ -	\$ -	\$ -
Totals:	58.5437	\$ 100.00	\$ 31,142.04	\$ 118,328.75

Property was under a pilot for 2008 so that there were no ad valorem taxes

Shelter Rents Estimate	\$778,551	4% of Rents*	\$31,142.04	
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*Shelter Rents based on net rents of \$810,144, subtracted by utilities of \$31593.

In 2008 property was in a pilot.





Blair Park
TOWNHOMES





THE
AUSTIN BLAIR
SCHOOL

American Community Developers, Inc.

20250 Harper
Detroit, MI 48225

(313) 881-8150
Fax (313) 884-0722

November 5, 2008

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

Re: Blair Park Townhomes
PILOT Application

Dear City Council Members:

This following application is made by American Community Developers, Inc. ("ACD") on behalf of Blair Park 2005 Limited Dividend Housing Association L.L.C. (the "Applicant"). The Applicant purchased the property while the prior Tax Exemption Ordinance 24-31 through 24-41 of 2003 was in full force and effect. That Ordinance provided for a 4% PILOT for projects such as this one through the adoption of a resolution. Because the Applicant did not have a resolution in place on the assessment date in 2006, the Applicant paid ad valorem taxes in 2007. The Applicant had numerous meetings and correspondence with City officials in 2007 requesting such a resolution. In late 2007, the matter was presented to City Council. However, City Council decided it wanted to adopt a new policy governing future PILOT Ordinances in the City. Not wanting to hurt this project, the City adopted a Resolution providing PILOT through December 30, 2008 until a new Policy could be considered. The new Policy was adopted in September, 2008.

Because the new Policy assumes prospective application there are parts of the Policy that cannot reasonably be applied retrospectively. Accordingly, Applicant requests the waiver of Items 2 and 3 of the General Policies and Procedures. Further, the Applicant requests that the term of the PILOT be the same as the maturity date of the Permanent Loan since the Project revenue will not support ad valorem taxes.

Specific items requested in the Policy are addressed as follows:

NOV 10 2008

1. Blair Park Townhomes are owned by Blair Park 2005 Limited Dividend Housing Association L.L.C., 20250 Harper Avenue, Detroit, MI 48225 (the "Applicant"). The Managing Member of the Applicant is American Community Developers, Inc., of the same address ("ACD"). Gerald A. Krueger and Jeffrey A. Supowit are, respectively, the President and Vice-President of ACD and have been primarily responsible for development activity for Blair Park.
2. ACD has been involved in the preservation of affordable housing communities since the inception of the Low Income Housing Tax Credit ("LIHTC") program. ACD and its affiliates are the owners of 57 apartment communities in nine states, including 33 in Michigan. All but two of these communities have contracts with HUD for Project-Based Section 8 rental assistance.

The Applicant is a limited dividend limited liability company. Structured under the MSHDA Act, a limited dividend entity restricts the amount of funds from property operations that can be distributed to the owners.

3. Blair Park Townhomes is an existing apartment complex originally constructed in 1982. The property has 100 two and three bedroom units occupied by low and moderate income families. All units receive Project Based Section 8 rental assistance from HUD. The Applicant acquired the property in 2006 for the purpose of rehabilitating it with an award of 9% LIHTC and continuing to operate it as an affordable housing community. As a condition of obtaining the LIHTC, the Applicant entered into a restrictive covenant requiring that the property continue to be used only as a low and moderate income rental property for 30 years.

The property consists of 94,855 square feet of which 93,650 square feet are in residential units. The land consists of 12.19 acres. There are 80 two-bedroom units and 20 three-bedroom units.

4. Blair Park is fully occupied at this time. All tenants initially sign one year leases that fully comply with HUD requirements. Marketing efforts are governed by an Affirmative Fair Housing Marketing Plan on file with MSHDA.

5. Blair Park is located at 606 Blair Park Drive. The Parcel Identification Number is 8-191400000. No changes will be made in the tax parcel. Title is in the name of the Applicant.

Permanent Financing exists with a HUD-Insured Mortgage in the original principal amount of \$3,500,000. The loan was funded on July 12, 2006 and has a 35 year amortization and term, maturing August 1, 2041.

There are no pending appeals or assessments.

6. Development Proforma

Sources

First Mortgage	\$3,500,000
Limited Partner Capital Contribution	\$2,862,000
Interim Operations	<u>\$325,294</u>
Total	\$6,348,520

Uses

Acquisition	\$3,378,377
New Construction	\$1,777,051
Soft Costs	\$540,127
Financing Costs	\$92,427
Reserves	\$349,423
Net Proceeds	\$545,556
Syndication Costs	<u>\$4,330</u>
Total	\$6,348,520

All of the above have been certified to MSHDA and accepted by MSHDA in placing the property in service as of July 31, 2007.

7. Not applicable as the project is complete.
8. Not applicable as the project is complete.

9. The project is complete. The 2007 Audited Financial Statement for the Project is attached.
10. Not applicable as the project is complete. An affiliate of the Applicant was the General Contractor. The Applicant does not believe that any sub-contractors on the project had any relationship with the City of Jackson or any of its Personnel or Council Members.
11. There are no civil or criminal proceedings involving the property or any member of the ownership entity or its affiliates.
12. "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 the 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."

The Application Fee of \$520 is enclosed.

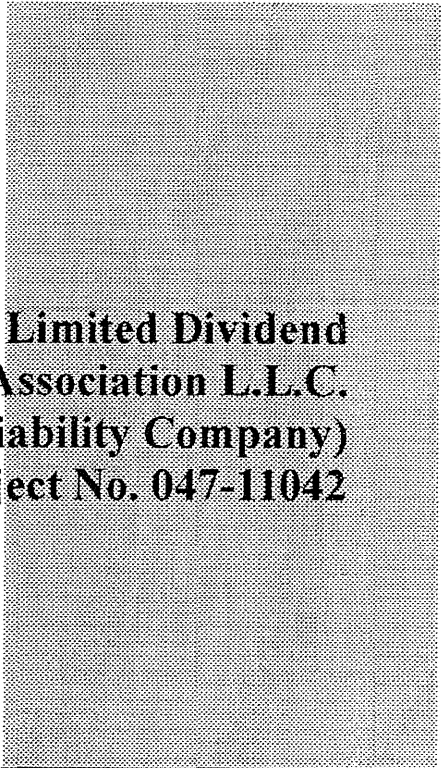
If you have any questions, please do not hesitate to contact me.

Sincerely,



Jeffrey A. Supowit
Vice President

cc: File-20 PILOT
Gerald Krueger



**Blair Park 2005 Limited Dividend
Housing Association L.L.C.
(a Michigan Limited Liability Company)
HUD Project No. 047-11042**

**Financial Statements and Supporting Data
Required by the United States Department
of Housing and Urban Development
Year Ended December 31, 2007**

**Blair Park 2005 Limited Dividend Housing Association L.L.C.
(a Michigan Limited Liability Company)
HUD Project No. 047-11042**

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BDO Seidman, LLP
Accountants and Consultants

755 West Big Beaver, Suite 1900
Troy, Michigan 48084-4906
Telephone: (248) 362-2100
Fax: (248) 362-4459

Independent Auditors' Report

To the Members of
Blair Park 2005 Limited Dividend Housing Association L.L.C.

We have audited the accompanying balance sheet of Blair Park 2005 Limited Dividend Housing Association L.L.C. (a Michigan Limited Liability Company), HUD Project No. 047-11042 as of December 31, 2007 and the related statements of profit and loss, changes in partners' equity, and cash flows for the year then ended. These financial statements are the responsibility of the Company's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Blair Park 2005 Limited Dividend Housing Association L.L.C. (a Michigan Limited Liability Company), HUD Project No. 047-11042 as of December 31, 2007, and the results of its operations and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, we have also issued reports dated February 25, 2008, on our consideration of Blair Park 2005 Limited Dividend Housing Association L.L.C.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The accompanying supplemental information (shown on pages 15-17 and pages 24-36) is presented for purposes of additional analysis and is not a required part of the basic financial statements of Blair Park 2005 Limited Dividend Housing Association L.L.C. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

February 25, 2008

December 31,

2007

Assets

Current Assets

1120 Cash - operations	\$	2,812
1125 Cash - entity		1,397
1130 Tenant/member accounts receivable		2,231
1135 Accounts receivable - HUD		4,751
1170 Short term investments - operations		25,751
1200 Miscellaneous prepaid assets		8,197

Total Current Assets 45,139

Deposits

1191 Tenant security deposits held in trust (Note 3)		19,278
1310 Escrows (Note 1)		26,627
1320 Replacement reserve (Note 4)		97,400

Total Deposits 143,305

Fixed Assets (Note 1)

1410 Land/Land improvements		180,000
1420 Building		5,770,356
1450 Furniture for project/tenant use		91,513

Total Fixed Assets 6,041,869

1495 Less accumulated depreciation		(298,687)
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Net Fixed Assets 5,743,182

1520 Intangible assets, net of accumulated amortization of \$9,710		133,431
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Total Assets \$ 6,065,057

Blair Park 2005 Limited Dividend Housing Association L.L.C.
(a Michigan Limited Liability Company)
HUD Project No. 047-11042

Balance Sheet

December 31, 2007

Liabilities and Members' Equity

Current Liabilities

2110	Accounts payable - operations	\$ 10,119
2111	Accounts payable - entity	3,547
2123	Accrued management fees	1,982
2131	Accrued interest payable - first mortgage	16,652
2134	Accrued interest - other loans	392
2150	Accrued property taxes	38,063
2170	Mortgage payable - first mortgage (Note 1)	34,386
2191	Tenant deposits held in trust (Note 3)	15,292
2210	Prepaid revenues	1,210

Total Current Liabilities 121,643

Long-Term Liabilities

2320	Mortgage payable - first mortgage (Note 1)	3,422,744
2323	Notes payable (Note 2)	33,000

Total Liabilities 3,577,387

3130 **Members' Equity** 2,487,670

Total Liabilities and Members' Equity \$ 6,065,057

See accompanying summary of accounting policies and notes to financial statements.

Blair Park 2005 Limited Dividend Housing Association L.L.C.
(a Michigan Limited Liability Company)
HUD Project No. 047-11042

Statement of Profit and Loss

For Month/Period Beginning:		Ending:			
January 1, 2007		December 31, 2007			
Part 1	Description of Account	Acct. No.	Amount		
Rent Revenue 5100	Rent Revenue - Gross Potential	5120	\$ 118,920		
	Tenant Assistance Payments	5121	\$ 710,340		
	Rent Revenue - Stores and Commercial	5140	\$ -		
	Garage and Parking Spaces	5170	\$ -		
	Flexible Subsidy Revenue	5180	\$ -		
	Miscellaneous Rent Revenue	5190	\$ -		
	Excess Rent	5191	\$ -		
	Rent Revenue/Insurance	5192	\$ -		
	Special Claims Revenue	5193	\$ 16,721		
	Retained Excess Income	5194	\$ -		
	Lease Revenue (Nursing Homes)	5195	\$ -		
	Total Rent Revenue	5100T		\$	845,981
Vacancies 5200	Apartments	5220	\$ (19,116)		
	Stores and Commercial	5240	\$ (-)		
	Rental Concessions	5250	\$ (-)		
	Garage and Parking Spaces	5270	\$ (-)		
	Miscellaneous	5290	\$ (-)		
		Total Vacancies	5200T		\$ (
	Net Rental Revenue (Rent Revenue Less Vacancies)	5152N		\$	826,865
	Nursing Homes/Assisted Living/Board and Care/Other Elderly Care/Coop/and Other Revenues	5300		\$	-
Financial Revenue 5400	Financial Revenue-Project Operations	5410	\$ 382		
	Revenue from Investments-Residual Receipts	5430	\$ -		
	Revenue from Investments-Replacement Reserve	5440	\$ 733		
	Revenue from Investments-Miscellaneous	5490	\$ -		
		Total Financial Revenue	5400T		
Other Revenue 5900	Laundry and Vending Revenue	5910	\$ 1,771		
	Tenant Charges	5920	\$ 16,456		
	Interest Reduction Payments Revenue	5945	\$ -		
	Miscellaneous Revenue (Eviction Charges)	5990	\$ 4,981		
		Total Other Revenue	5900T		\$
	Total Revenue	5000T		\$	851,188
Administrative Expenses 6200/6300	Conventions and Meetings	6203	\$ -		
	Management Consultants	6204	\$ -		
	Advertising and Marketing	6210	\$ 1,375		
	Other Renting Expenses	6250	\$ 2,034		
	Office Salaries	6310	\$ 36,957		
	Office Expenses	6311	\$ 13,507		
	Office or Model Apartment Rent	6312	\$ -		
	Management Fee	6320	\$ 44,446		
	Manager or Superintendent Salaries	6330	\$ -		
	Administrative Rent Free Unit	6331	\$ -		
	Legal Expense - Project	6340	\$ 11,331		
	Audit Expense	6350	\$ 8,100		
	Bookkeeping Fees/Accounting Services	6351	\$ 6,600		
	Bad Debts	6370	\$ 13,698		
	Miscellaneous Administrative Expenses	6390	\$ -		
	Total Administrative Expenses	6263T		\$	138,048

See accompanying summary of accounting policies and notes to financial statements.

Blair Park 2005 Limited Dividend Housing Association L.L.C.
(a Michigan Limited Liability Company)
HUD Project No. 047-11042

Statement of Profit and Loss

Utilities Expense 6400	Fuel Oil/Coal		6420	\$ -	
	Electricity		6450	\$ 4,743	
	Water		6451	\$ 17,001	
	Gas		6452	\$ 2,056	
	Sewer		6453	\$ 7,793	
	Total Utilities Expense		6400T		
Operating and Maintenance Expenses 6500	Payroll		6510	\$ 45,859	
	Supplies		6515	\$ 71,136	
	Contracts		6520	\$ 59,597	
	Operating and Maintenance Rent Free Unit		6521	\$ -	
	Garbage and Trash Removal		6525	\$ 19,200	
	Security Payroll/Contract		6530	\$ -	
	Security Rent Free Unit		6531	\$ -	
	Heating/Cooling Repairs and Maintenance		6546	\$ 273	
	Snow Removal		6548	\$ 3,918	
	Vehicle Maintenance and Equipment Operation and Repairs		6570	\$ 671	
	Miscellaneous Operating and Maintenance Expenses		6590	\$ -	
	Total Operating and Maintenance Expenses		6500T		
Taxes and Insurance 6700	Real Estate Taxes		6710	\$ 90,973	
	Payroll Taxes (Project's share)		6711	\$ 7,712	
	Property and Liability Insurance (Hazard)		6720	\$ 15,828	
	Fidelity Bond Insurance		6721	\$ 698	
	Workmen's Compensation		6722	\$ 2,118	
	Health Insurance and Other Employee Benefits		6723	\$ 8,231	
	Miscellaneous Taxes, Licenses, Permits and Insurance		6790	\$ -	
Total Taxes and Insurance		6700T			\$ 125,560
Financial Expenses 6800	Interest on Mortgage Payable		6820	\$ 167,151	
	Interest on Other Mortgages		6825	\$ -	
	Interest on Notes Payable (Short-Term)		6840	\$ -	
	Mortgage Insurance Premium/Service Charge		6850	\$ 15,525	
	Interest on capital recovery payment		6845	\$ -	
	Miscellaneous Financial Expenses		6890	\$ -	
Total Financial Expenses		6800T			\$ 182,676
Nursing Homes/Assisted Living/Board and Care/Other Elderly Care Expenses			6900		\$ -
	Total Cost of Operations before Depreciation		6000T		\$ 678,531
	Profit (Loss) before Depreciation		5060T		\$ 172,657
	Depreciation Expenses		6600		\$ (184,368)
	Amortization Expense		6610		\$ (6,820)
Operating Profit or (Loss)		5060N			\$ (18,531)
Corporate or Mortgagor Entity Expenses 7100	Entity Revenue		7105	\$ 13,963	
	Officer Salaries		7110	\$ -	
	Incentive performance fee		7115	\$ -	
	Legal Expenses (Entity)		7120	\$ (802)	
	Federal, State, and Other Income Taxes		7130	\$ -	
	Interest on Notes Payable		7141	\$ (392)	
	Interest on Mortgage Payable		7142	\$ -	
	Other Expense		7190	\$ (83,637)	
	Net Entity Expenses		7100T		
Profit or Loss (Net Income or Loss)		3250			\$ (89,399)

See accompanying summary of accounting policies and notes to financial statements.

Blair Park 2005 Limited Dividend Housing Association L.L.C.
(a Michigan Limited Liability Company)
HUD Project No. 047-11042

Statement of Changes in Members' Equity

<i>Year Ended December 31,</i>	2007
Balance, January 1, 2007	\$ 1,146,569
Contributions	1,431,000
Syndication costs	(500)
Net loss	(89,399)
Balance, December 31, 2007	\$ 2,487,670

See accompanying summary of accounting policies and notes to financial statements.

Blair Park 2005 Limited Dividend Housing Association L.L.C.
(a Michigan Limited Liability Company)
HUD Project No. 047-11042

Statement of Cash Flows

<i>Year Ended December 31,</i>	2007
Cash Flows From Operating Activities	
Rental	\$ 818,391
Interest receipts	1,115
Entity receipts	13,963
Other receipts	23,208
	<hr/> 856,677
Administrative	(55,530)
Management fees	(43,279)
Utilities	(31,593)
Salaries and wages	(82,816)
Operating and maintenance	(154,795)
Real estate taxes	(87,810)
Payroll taxes	(7,712)
Property insurance	(16,394)
Miscellaneous taxes and insurance	(11,047)
Mortgage insurance	(15,525)
Interest on mortgage note	(167,307)
Tenant security deposit	(2,187)
Entity expenses	(84,089)
Net Cash Provided By Operating Activities	<hr/> 96,593
Cash Flows From Investing Activities	
Decrease in other reserves	118,514
Decrease in escrows	27,924
Additions to fixed assets	(68,443)
Rehabilitation cost paid	(1,666,968)
Increase in intangibles	(31,000)
Net increase in the reserve for replacement	(35,733)
Net Cash Used In Investing Activities	<hr/> (1,655,706)
Cash Flows From Financing Activities	
Principal mortgage payments	(32,460)
Proceeds on notes payable	33,000
Syndication costs paid	(500)
Contributions from members	1,431,000
Net Cash Provided By Financing Activities	<hr/> 1,431,040
Net Decrease In Cash	(128,073)
Cash and Cash Equivalents, beginning of year	158,033
Cash and Cash Equivalents, end of year	<hr/> \$ 29,960

See accompanying summary of accounting policies and notes to financial statements.

Blair Park 2005 Limited Dividend Housing Association L.L.C.
(a Michigan Limited Liability Company)
HUD Project No. 047-11042

Statement of Cash Flows

<i>Year Ended December 31,</i>	2007
Reconciliation Of Net Loss To Net Cash Provided By Operating Activities	
Net loss	\$ (89,399)
Adjustments to reconcile net loss to net cash provided by (used in) operating activities	
Depreciation and amortization	191,188
Increase in accounts receivable	(2,713)
Increase in miscellaneous prepaid expenses	(566)
Increase in tenant security deposits held in trust	(1,186)
Increase in trade accounts payable	1,465
Increase in accrued expenses	4,566
Decrease in tenant security deposits	(1,001)
Decrease in prepaid revenues	(5,761)
Net Cash Provided By Operating Activities	\$ 96,593

See accompanying summary of accounting policies and notes to financial statements.

**Blair Park 2005 Limited Dividend Housing Association L.L.C.
(a Michigan Limited Liability Company)
HUD Project No. 047-11042**

Summary of Accounting Policies

Organization	<p>The Company was formed as a L.L.C. under the laws of the State of Michigan on June 15, 2005 for the purpose of acquiring, rehabilitating and operating a low-income residential housing project. The property was acquired on January 18, 2006. Such projects are regulated by the U.S. Department of Housing and Urban Development (HUD) as to rent charges and operating methods. The Project consists of 15 buildings and a total of 100 units located in Jackson, Michigan. It is currently operating under the name of Blair Park Apartments.</p> <p>Cash distributions are limited by agreements between the Company and HUD to the extent of surplus cash as defined by HUD.</p>
Fixed Assets and Depreciation	<p>Fixed assets are recorded at cost. Depreciation is computed over the estimated useful lives of the assets using straight-line and accelerated methods.</p>
Intangible Assets	<p>Intangible assets consist of mortgage costs and reservation fees relating to the Low-Income Housing Tax Credits. These costs are amortized over the mortgage obligation period and the tax credit period, respectively.</p>
Member Allocation	<p>Income or loss of the Company is allocated .01% to the managing member, .01% to the special member, 4.99% to the Class B member and 94.99% to the investor member. Distributable net cash flow, as defined by the operating agreement, is 89.00% to the Class B members, .99% to the managing member, .01% to the special member, and 10% to the investor member.</p> <p>No income tax provision has been included in the financial statements since income or loss of the Company is required to be reported by the members on their respective income tax returns.</p>
Use of Estimates	<p>The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.</p>

**Blair Park 2005 Limited Dividend Housing Association L.L.C.
(a Michigan Limited Liability Company)
HUD Project No. 047-11042**

Summary of Accounting Policies

Cash Equivalents

For purposes of the statement of cash flows, the Company considers all highly liquid investments purchased with a maturity of three months or less to be cash equivalents. These investments are classified as a current asset under the category short-term investments on the balance sheet.

**Blair Park 2005 Limited Dividend Housing Association L.L.C.
(a Michigan Limited Liability Company)
HUD Project No. 047-11042**

Notes to Financial Statements

1. Mortgage Payable

The mortgage note was issued by St. James Capital, L.L.C. on July 12, 2006 and is insured by HUD under Section 223(f). Monthly installments of principal and interest of approximately \$19,442 are to be made through August 2041. The note bears interest at 5.78% per annum. The outstanding balance on the mortgage totaled \$3,457,130 at December 31, 2007.

Maturities on the mortgage payable for the next five years are as follows: 2008 - \$34,386; 2009 - \$36,427; 2010 - \$38,590; 2011 - \$40,880; and 2012 - \$43,307.

The liability of the Company under the mortgage notes is limited to the underlying value of the real estate collateral plus other amounts deposited with the lenders.

Under agreements with the mortgage lenders, the Company is required to make monthly escrow deposits for taxes and replacement of project assets, and is subject to restrictions as to operating policies, rental charges, operating expenditures and distributions to members. The taxes and insurance escrow accounts totaled \$26,628 at December 31, 2007.

2. Related Party Transactions

Developer Fees

In conjunction with the rehabilitation of the project, the Partnership incurred developer fee totaling \$752,341 which was paid in 2007. The developer is owned by the same owner of the general partner.

Notes Payable

During 2007, the managing member of the property loaned \$33,000 to the Company. Interest accrues monthly at the bank's prime rate which was 7.25% at December 31, 2007. Principal and interest will be repaid from surplus cash.

**Blair Park 2005 Limited Dividend Housing Association L.L.C.
(a Michigan Limited Liability Company)
HUD Project No. 047-11042**

Notes to Financial Statements

**3. Tenant Security
Deposits**

HUD regulations require that any funds collected as security deposits shall be kept separate and apart from all other Company funds in a trust account. At December 31, 2007, the Company had funded the following:

Required Funding at December 31, 2007	\$ 15,292
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Funded at December 31, 2007	
Deposits held in trust	\$ 19,278

**4. Reserve for
Replacement**

The reserve for replacement is controlled by the mortgagee for the benefit of the project. Disbursements may be made for capital expenditures, such as the replacement of assets, upon written approval by HUD. As required by the regulatory agreement, the reserve for replacement must be funded monthly. At December 31, 2007, this account was funded as required.

5. Management Fees

The property is managed pursuant to a management agreement. Management fees are payable at 5.37% of rental and other income collected or at \$36 per unit per month (PUPM). Management fees charged to operations in 2007 totaled \$44,446. During 2007, the property paid the property manager \$6,600 for bookkeeping and accounting fees.

**6. Housing Assistance
Payment Contract
Agreements**

The Federal Housing Administration (FHA) has contracted with the Company under Section 8 of the United States Housing Act of 1937 to make housing assistance payments to the Company on behalf of qualified tenants under one contract. The current contract expires on October 27, 2012.

**Blair Park 2005 Limited Dividend
Housing Association L.L.C.
(a Michigan Limited Liability Company)
HUD Project No. 047-11042**

**Supporting Data Required by
the United States Department of
Housing and Urban Development
Year Ended December 31, 2007**

Blair Park 2005 Limited Dividend Housing Association L.L.C.
(a Michigan Limited Liability Company)
HUD Project No. 047-11042

Supporting Data Required by HUD
Year Ended December 31, 2007

A. Reserve Funds Reserve for Replacement

In accordance with the provisions of the Regulatory Agreement, restricted cash is held by St James Capital, LLC to be used for replacement of property with the approval of HUD as follows:

Balance, beginning of year	\$ 61,667
Deposits (12 x \$2,917)	35,000
Interest	733
<hr/>	
Balance, end of year	\$ 97,400

B. Changes in Fixed Assets

	<i>Land/ Land Improvements</i>	<i>Building</i>	<i>Furniture for Project/Tenant Use</i>	<i>Miscellaneous Fixes Assets</i>	<i>Totals</i>
Balance, January 1, 2007	\$ 180,000	\$ 3,197,398	\$ 34,351	\$ 894,709	\$ 4,306,458
Additions	-	2,572,958	57,162	-	2,630,120
Transfer	-	-	-	(894,709)	(894,709)
<hr/>					
Balance, December 31, 2007	\$ 180,000	\$ 5,770,356	\$ 91,513	\$ -	\$ 6,041,869
<hr/>					
Accumulated Depreciation					
Balance, January 1, 2007	\$ -	\$ 107,449	\$ 6,870	\$ -	\$ 114,319
Additions	-	161,943	22,425	-	184,368
<hr/>					
Balance, December 31, 2007	\$ -	\$ 269,392	\$ 29,295	\$ -	\$ 298,687
<hr/>					
Net Book Value, December 31, 2007	\$ 180,000	\$ 5,500,964	\$ 62,218	\$ -	\$ 5,743,182

C. Supplemental Item Not Applicable to This Project Residual Receipts

Computation of Surplus Cash,
Distributions and Residual
Receipts

Project Name: Blair Park 2005 Limited Dividend Housing Association L.L.C.	Fiscal Period Ended: 12/31/07	Project Number: 047-11042
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Part A - Compute Surplus Cash

Cash

1. Cash	\$ 47,841	
2. Tenant subsidy vouchers due for period covered by financial statement	\$ 4,751	
3. Other (describe) Reserve for Replacement Receivable	\$ -	
(a) Total Cash (Add Lines 1, 2 and 3)		\$ 52,592

Current Obligations

4. Accrued mortgage interest payable	\$ 16,652	
5. Delinquent mortgage principal payments	\$ -	
6. Delinquent deposits to reserve for replacements	\$ -	
7. Accounts payable (due within 30 days)	\$ 10,119	
8. Loans and notes payable (due within 30 days)	\$ -	
9. Deficient Tax Insurance or MIP Escrow Deposits	\$ -	
10. Accrued expenses (not escrowed)	\$ 1,982	
11. Prepaid Rents	\$ 1,210	
12. Tenant security deposits liability	\$ 15,292	
13. Other (Describe)	\$ -	
(b) Less Total Current Obligations (Add Lines 4 through 13)		\$ 45,255
(c) Surplus Cash (Deficiency) (Line (a) minus Line (b))		\$ 7,337

Part B - Compute Distributions to Owners and Required Deposit to Residual Receipts

1. Surplus Cash	\$ 7,337
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Limited Dividend Projects

2a. Annual Distribution Earned During Fiscal Period Covered by the Statement	\$ -	
2b. Distribution Accrued and Unpaid as of the End of the Prior Fiscal Period	\$ -	
2c. Distributions Paid During Fiscal Period Covered by Statement	\$ -	
3. Amount to be Carried on Balance Sheet as Distribution Earned but Unpaid (Line 2a plus 2b minus 2c)	\$ -	
4. Amount Available for Distribution During Next Fiscal Period		\$ 7,337
5. Deposit Due Residual Receipts (Must be deposited with Mortgagee within 60 days after Fiscal Period ends)		\$ -

**Computation of Surplus Cash,
Distributions and Residual
Receipts**

Project Name: Blair Park 2005 Limited Dividend Housing Association L.L.C.	Fiscal Period Ended: 06/30/07	Project Number: 047-11042
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Part A - Compute Surplus Cash

Cash

1. Cash	\$ 99,814	
2. Tenant subsidy vouchers due for period covered by financial statement	\$ 4,455	
3. Other (describe) Reserve for Replacement Receivable	\$ -	
(a) Total Cash (Add Lines 1, 2 and 3)		\$ 104,269

Current Obligations

4. Accrued mortgage interest payable	\$ 16,731	
5. Delinquent mortgage principal payments	\$ -	
6. Delinquent deposits to reserve for replacements	\$ -	
7. Accounts payable (due within 30 days)	\$ 10,080	
8. Loans and notes payable (due within 30 days)	\$ -	
9. Deficient Tax Insurance or MIP Escrow Deposits	\$ -	
10. Accrued Management Fee	\$ -	
11. Prepaid Rents	\$ 1,139	
12. Tenant security deposits liability	\$ 15,424	
13. Other (Describe)	\$ -	
(b) Less Total Current Obligations (Add Lines 4 through 13)		\$ 43,374
(c) Surplus Cash (Deficiency) (Line (a) minus Line (b))		\$ 60,895

**Part B - Compute Distributions to Owners and Required Deposit to
Residual Receipts**

1. Surplus Cash	\$ 60,895
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Limited Dividend Projects

2a. Annual Distribution Earned During Fiscal Period Covered by the Statement	\$ -	
2b. Distribution Accrued and Unpaid as of the End of the Prior Fiscal Period	\$ -	
2c. Distributions Paid During Fiscal Period Covered by Statement	\$ -	
3. Amount to be Carried on Balance Sheet as Distribution Earned but Unpaid (Line 2a plus 2b minus 2c)	\$ -	
4. Amount Available for Distribution During Next Fiscal Period		\$ 60,895
5. Deposit Due Residual Receipts (Must be deposited with Mortgagee within 60 days after Fiscal Period ends)		\$ -

**Blair Park 2005 Limited Dividend Housing Association L.L.C.
(a Michigan Limited Liability Company)
HUD Project No. 047-11042**

**Independent Auditors' Report on Internal Control (Combined Report Applicable to
Internal Control Over Financial Reporting Based on an Audit of Financial Statements
and Internal Control Over Compliance for HUD-Assisted Programs)**

To the Members of
Blair Park 2005 Limited Dividend Housing Association L.L.C.

We have audited the financial statements of Blair Park 2005 Limited Dividend Housing Association L.L.C. (a Michigan Limited Liability Company) HUD Project No. 047-11042 as of and for the year ended December 31, 2007, and have issued our report thereon dated February 25, 2008. We have also audited the Company's compliance with requirements applicable to major HUD-assisted programs and have issued our report thereon dated February 25, 2008.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and the Consolidated Audit Guide for Audits of HUD Programs (the "Guide"), issued by the U.S. Department of Housing and Urban Development, Office of the Inspector General. Those standards and the Guide require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement and about whether the Company complied with laws and regulations, noncompliance with which would be material to a major HUD-assisted program.

The management of the Company is responsible for establishing and maintaining effective internal control. In planning and performing our audit of the financial statements, we considered the Company's internal control over financial reporting and its internal control over compliance with requirements that would have a direct and material effect on a major HUD-assisted program in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and on compliance and not to provide an opinion on the internal control over financial reporting and the internal control over compliance.

Our consideration of the internal control would not necessarily disclose all matters in internal control that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud that would be material in relation to the financial statements or that noncompliance with applicable requirements of laws and regulations that would be material in relation to a major HUD-assisted program may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving internal control and its operation that we consider to be material weaknesses as defined above.

**Blair Park 2005 Limited Dividend Housing Association L.L.C.
(a Michigan Limited Liability Company)
HUD Project No. 047-11042**

**Independent Auditors' Report on Internal Control (Combined Report Applicable to
Internal Control Over Financial Reporting Based on an Audit of Financial Statements
and Internal Control Over Compliance for HUD-Assisted Programs)**

This report is intended solely for the information of the members, management, and the Department of Housing and Urban Development and is not intended to be and should not be used by anyone other than these specified parties.

R.D. Seabman, LLP

Certified Public Accountants

Troy, Michigan
February 25, 2008

**Blair Park 2005 Limited Dividend Housing Association L.L.C.
(a Michigan Limited Liability Company)
HUD Project No. 047-11042**

**Independent Auditors' Report on Compliance with Specific
Requirements Applicable to Major HUD Programs**

To the Members of
Blair Park 2005 Limited Dividend Housing Association L.L.C.

We have audited the compliance of Blair Park 2005 Limited Dividend Housing Association L.L.C. (a Michigan Limited Liability Company), with the specific program requirements governing federal financial reports; mortgage status; replacement reserve; distributions to owners; tenant application, eligibility, and recertification; management functions; unauthorized change of ownership/acquisition of liabilities; unauthorized loans of project funds; unauthorized transfer of beneficial interest; and electronic submission verification that are applicable to each of its major HUD-assisted programs for the year ended December 31, 2007. Compliance with those requirements is the responsibility of the Company's management. Our responsibility is to express an opinion on the Company's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and the Consolidated Audit Guide for Audits of HUD Programs (the "Guide"), issued by the U.S. Department of Housing and Urban Development, Office of Inspector General. Those standards and the Guide require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the requirements referred to above that could have a direct and material effect on a major HUD-assisted program occurred. An audit includes examining, on a test basis, evidence about the Company's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the Company's compliance with those requirements.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

In our opinion, the Company complied, in all material respects, with the requirements referred to above that are applicable to each of its major HUD-assisted programs for the year ended December 31, 2007.

This report is intended solely for the information of the members, management and the Department of Housing and Urban Development and is not intended to be and should not be used by anyone other than these specified parties.



Certified Public Accountants

Troy, Michigan
February 25, 2008

**Blair Park 2005 Limited Dividend Housing Association L.L.C.
(a Michigan Limited Liability Company)
HUD Project No. 047-11042**

**Independent Auditors' Report on Compliance with Specific
Requirements Applicable to Fair Housing and Non-Discrimination**

To the Members of
Blair Park 2005 Limited Dividend Housing Association L.L.C.

We have applied procedures to test the Company's compliance with the Fair Housing and Non-Discrimination requirements applicable to its HUD-assisted programs for the year ended December 31, 2007.

Our procedures were limited to the applicable compliance requirement described by the Consolidated Audit Guide for Audits of HUD Programs (the "Guide") issued by the U.S. Department of Housing and Urban Development, Office of Inspector General. Our procedures were substantially less in scope than an audit, the objective of which is the expression of an opinion on the Company's compliance with the Fair Housing and Non-Discrimination requirements. Accordingly, we do not express such an opinion.

The results of our test disclosed no instances of noncompliance that are required to be reported herein under the Guide.

This report is intended solely for the information and use of the members, management and the Department of Housing and Urban Development and is not intended to be and should not be used by anyone other than these specified parties.



Certified Public Accountants

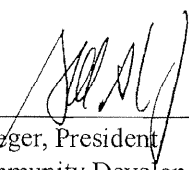
Troy, Michigan
February 25, 2008

**Blair Park 2005 Limited Dividend Housing Association L.L.C.
(a Michigan Limited Liability Company)
HUD Project No. 047-11042**

Certification of Members

We hereby certify that we have examined the accompanying financial statements and supplemental data of Blair Park 2005 Limited Dividend Housing Association L.L.C. (a Michigan Limited Liability Company), HUD Project No. 047-11042 and, to the best of our knowledge and belief, the same is complete and accurate.

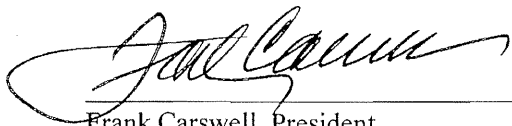
Managing Member:



Gerald A. Krueger, President
American Community Developers, Inc.

E.I.N. 34-2055628

We hereby certify that we have examined the accompanying financial statements and supplemental data of Blair Park 2005 Limited Dividend Housing Association L.L.C. (a Michigan Limited Liability Company), HUD Project No. 047-11042 and, to the best of our knowledge and belief, the same is complete and accurate.

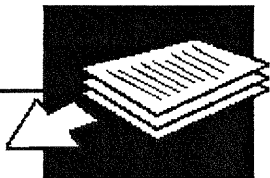


Frank Carswell, President
Independent Management Services, Management
Agent for Blair Park 2005 Limited Dividend Housing Association L.L.C.

2-29-08

Date

E.I.N. 34-2055628

<p>Annual Financial Statement Electronic Submission U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)</p>	
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Owner: Blair Park 2005 Ltd. Dividend Housing Assoc L.L.C.

TIN: 342055628

Reporting From: 01/01/2007

Reporting To: 12/31/2007

FHA/Contract Number(s): 04711042

Submission Type: AUD-2000.04

		Assets		
Account	Description		Value	
1120	Cash - Operations		\$ 2,812	
1125	Cash - Entity		\$ 1,397	
1130	Tenant/Member Accounts Receivable (Coops)		\$ 2,231	
1130N	Net Tenant Accounts Receivable		\$ 2,231	
1135	Accounts Receivable - HUD		\$ 4,751	
1170	Short Term Investments - Operations		\$ 25,751	
1200	Prepaid Expenses		\$ 8,197	
1100T	Total Current Assets		\$ 45,139	
1191	Tenant/Patient Deposits Held in Trust		\$ 19,278	
1310	Escrow Deposits		\$ 26,627	
1320	Replacement Reserve		\$ 97,400	
1300T	Total Deposits		\$ 124,027	
1410	Land		\$ 180,000	
1420	Buildings		\$ 5,770,356	
1450	Furniture for Project/Tenant Use		\$ 91,513	
1490	Miscellaneous Fixed Assets		\$ 0	
1400T	Total Fixed Assets		\$ 6,041,869	
1495	Accumulated Depreciation		\$ 298,687	
1400N	Net Fixed Assets		\$ 5,743,182	
1520	Deferred Financing Costs		\$ 133,431	
1500T	Total Other Assets		\$ 133,431	
1000T	Total Assets		\$ 6,065,057	

		Liabilities		
Account	Description		Value	
2110	Accounts Payable - Operations		\$ 10,119	
2111	Accounts Payable - Construction/ Development		\$ 3,547	
2123	Accrued Management Fee Payable		\$ 1,982	
2131	Accrued Interest Payable -			

2134	First Mortgage (or Bonds)	\$ 16,652
	Accrued Interest Payable -	\$ 392
	Other Loans and Notes	
2150	Accrued Property Taxes	\$ 38,063
2170	Mortgage (or Bonds) Payable -	
	First Mortgage (Bonds) (Short	\$ 34,386
	Term)	
2210	Prepaid Revenue	\$ 1,210
2122T	Total Current Liabilities	\$ 106,351
2191	Tenant/Patient Deposits Held	\$ 15,292
	In Trust (Contra)	
2320	Mortgage (or Bonds) Payable -	\$ 3,422,744
	First Mortgage (or Bonds)	
2323	Other Loans and Notes	\$ 33,000
	Payable - Surplus Cash	
2300T	Total Long Term Liabilities	\$ 3,455,744
2000T	Total Liabilities	\$ 3,577,387
Equity Data - Entities other than Corporations		
Account	Description	Value
3130	Total Equity	\$ 2,487,670
2033T	Total Liabilities and Equity	\$ 6,065,057
Rent Revenue		
Account	Description	Value
5120	Rent Revenue - Gross	\$ 118,920
	Potential	
5121	Tenant Assistance Payments	\$ 710,340
5193	Special Claims Revenue	\$ 16,721
5100T	Total Rent Revenue	\$ 845,981
Vacancies		
Account	Description	Value
5220	Apartments	\$ 19,116
5200T	Total Vacancies	\$ 19,116
5152N	Net Rental Revenue (Rent	\$ 826,865
	Revenue Less Vacancies)	
Financial Revenue		
Account	Description	Value
5410	Financial Revenue - Project	\$ 382
	Operations	
5440	Revenue from Investments -	\$ 733
	Replacement Reserve	
5400T	Total Financial Revenue	\$ 1,115
Other Revenue		
Account	Description	Value
5910	Laundry and Vending Revenue	\$ 1,771
5920	Tenant Charges	\$ 16,456
5990	Miscellaneous Revenue	\$ 4,981
Details - Miscellaneous Revenue		
	5990-010 - Description	Miscellaneous Revenue
	5990-020 - Amount	\$ 4,981
5900T	Total Other Revenue	\$ 23,208
5000T	Total Revenue	\$ 851,188

Administrative Expenses		
Account	Description	Value
6210	Advertising and Marketing	\$ 1,375
6250	Other Renting Expenses	\$ 2,034
6310	Office Salaries	\$ 36,957
6311	Office Expenses	\$ 13,507
6320	Management Fee	\$ 44,446
6340	Legal Expense - Project	\$ 11,331
6350	Audit Expense	\$ 8,100
6351	Bookkeeping Fees/Accounting Services	\$ 6,600
6370	Bad Debts	\$ 13,698
6263T	Total Administrative Expenses	\$ 138,048
Utilities Expenses		
Account	Description	Value
6450	Electricity	\$ 4,743
6451	Water	\$ 17,001
6452	Gas	\$ 2,056
6453	Sewer	\$ 7,793
6400T	Total Utilities Expense	\$ 31,593
Operating & Maintenance Expenses		
Account	Description	Value
6510	Payroll	\$ 45,859
6515	Supplies	\$ 71,136
6520	Contracts	\$ 59,597
6525	Garbage and Trash Removal	\$ 19,200
6546	Heating/Cooling Repairs and Maintenance	\$ 273
6548	Snow Removal	\$ 3,918
6570	Vehicle and Maintenance Equipment Operation and Repairs	\$ 671
6500T	Total Operating and Maintenance Expenses	\$ 200,654
Taxes & Insurance		
Account	Description	Value
6710	Real Estate Taxes	\$ 90,973
6711	Payroll Taxes (Project's Share)	\$ 7,712
6720	Property & Liability Insurance (Hazard)	\$ 15,828
6721	Fidelity Bond Insurance	\$ 698
6722	Workmen's Compensation	\$ 2,118
6723	Health Insurance and Other Employee Benefits	\$ 8,231
6700T	Total Taxes and Insurance	\$ 125,560
Financial Expenses		
Account	Description	Value
6820	Interest on First Mortgage (or Bonds) Payable	\$ 167,151
6850	Mortgage Insurance Premium/	\$ 15,525

6800T	Service Charge		
	Total Financial Expenses		\$ 182,676
Operating Results			

Account	Description	Value
6000T	Total Cost of Operations before Depreciation	\$ 678,531
5060T	Profit (Loss) before Depreciation	\$ 172,657
6600	Depreciation Expenses	\$ 184,368
6610	Amortization Expense	\$ 6,820
5060N	Operating Profit or (Loss)	\$- 18,531

Corporate or Mortgagor Revenue/Expenses			
Account	Description	Value	
7105	Entity Revenue	\$ 13,963	
7120	Legal Expenses	\$ 802	
7141	Interest on Notes Payable	\$ 392	
7190	Other Expenses	\$ 83,637	

Details - Other Expenses

7190-010 - Description	Bank Fees
7190-020 - Amount	\$ 589
7190-010 - Description	Postage
7190-020 - Amount	\$ 43
7190-010 - Description	L/C Fees
7190-020 - Amount	\$ 1,030
7190-010 - Description	Termite Inspection
7190-020 - Amount	\$ 1,425
7190-010 - Description	Moisture Control Plan
7190-020 - Amount	\$ 550
7190-010 - Description	Lease-Up Fee
7190-020 - Amount	\$ 80,000

7100T	Net Entity Expenses	\$ 70,868
Profit or Loss		

Account	Description	Value
3250	Profit or Loss (Net Income or Loss)	\$- 89,399

Part II

Account	Description	Value
S1000-010	Total first mortgage (or bond) principal payments required during the audit period (usually 12 months). This applies to all direct loans, HUD-held and HUD-insured first mortgages.	\$ 32,460
S1000-020	The total of all monthly reserve for replacement deposits (usually 12 months) required during the audit period even if deposits have been temporarily waived or suspended.	\$ 35,000

Equity Data - Entities other than Corporations

Account	Description	Value
S1100-010	Beginning of Year Balance	\$ 1,146,569
3250	Net Income or Loss	\$- 89,399
S1200-430	Contributions	\$ 1,431,000
S1100-020	Other Changes in Equity	\$- 500
Details - Other Changes in Equity		
S1100-030 - Description	Syndication Costs	
S1100-040 - Amount	\$- 500	
3130	End of Year - 3130	\$ 2,487,670

Cash Flow from Operating Activities

Account	Description	Value
S1200-010	Rental Receipts	\$ 818,391
S1200-020	Interest Receipts	\$ 1,115
S1200-030	Other Operating Receipts	\$ 23,208
S1200-035	Entity/Construction Receipts	\$ 13,963
Details - Entity/Construction Receipts		
S1200-036 - Description	Dividends	
S1200-037 - Amount	\$ 11,531	
S1200-036 - Description	Repair Escrow Interest	
S1200-037 - Amount	\$ 2,432	
S1200-040	Total Receipts	\$ 856,677
S1200-050	Administrative	\$- 55,530
S1200-070	Management Fee	\$- 43,279
S1200-090	Utilities	\$- 31,593
S1200-100	Salaries and Wages	\$- 82,816
S1200-110	Operating and Maintenance	\$- 154,795
S1200-120	Real Estate Taxes	\$- 87,810
S1200-140	Property Insurance	\$- 16,394
S1200-150	Miscellaneous Taxes and Insurance	\$- 18,759
S1200-160	Tenant Security Deposits	\$- 2,187
S1200-180	Interest on First Mortgage	\$- 167,307
S1200-210	Mortgage Insurance Premium (MIP)	\$- 15,525
S1200-225	Entity/Construction Disbursements	\$- 84,089
Details - Entity/Construction Disbursements		
S1200-226 - Description	Legal Entity Expense	
S1200-227 - Amount	\$- 452	
S1200-226 - Description	Bank Fees	
S1200-227 - Amount	\$- 589	
S1200-226 - Description	Postage	
S1200-227 - Amount	\$- 43	
S1200-226 - Description	L/C Fees	
S1200-227 - Amount	\$- 1,030	
S1200-226 - Description	Termite Inspection	
S1200-227 - Amount	\$- 1,425	
S1200-226 - Description	Moisture Control Plan	
S1200-227 - Amount	\$- 550	
S1200-226 - Description	Lease-Up Fee	
S1200-227 - Amount	\$- 80,000	

S1200-230	Total Disbursements	\$- 760,084
S1200-240	Net Cash provided by (used in) Operating Activities	\$ 96,593

Cash Flow from Investing Activities

Account	Description	Value
S1200-245	Net Deposits to the Mortgage Escrow account	\$ 27,924
S1200-250	Net Deposits to the Reserve for Replacement account	\$- 35,733
S1200-255	Net Deposits to Other Reserves	\$ 118,514
S1200-330	Net Purchase of Fixed Assets	\$- 99,443
S1200-345	Entity/Construction Investing Activities	\$- 1,666,968

Details - Entity/Construction Investing Activities

S1200-346 - Description	Rehabilitation Costs Paid	
S1200-347 - Amount	\$- 1,666,968	
S1200-350	Net Cash used in Investing Activities	\$- 1,655,706

Cash Flow from Financing Activities

Account	Description	Value
S1200-360	Principal Payments - First Mortgage (or Bonds)	\$- 32,460
S1200-365	Proceeds from Mortgages, Loans, or Notes Payable	\$ 33,000
S1200-430	Contributions	\$ 1,431,000
S1200-450	Other Financing Activities	\$- 500

Details - Other Financing Activities

S1200-451 - Description - Other Financing Activities	Syndication Costs Paid	
S1200-452 - Amount - Other Financing Activities	\$- 500	
S1200-460	Net Cash used in Financing Activities	\$ 1,431,040
S1200-470	Net increase (decrease) in Cash and Cash Equivalents	\$- 128,073

Cash and Cash Equivalents

Account	Description	Value
S1200-480	Beginning of Period Cash	\$ 158,033
S1200T	End of Period Cash	\$ 29,960

**Reconciliation of Net Profit (Loss) to Net Cash Provided by (Used in) Operating
Activities**

Account	Description	Value
3250	Profit or Loss (Net Income or Loss)	\$- 89,399

**Adjustments to Reconcile Net Profit (Loss) to Net Cash Provided by (Used in) Operating
Activities**

Account	Description	Value
6600	Depreciation Expenses	\$ 184,368
6610	Amortization Expense	\$ 6,820
S1200-490	Decrease (increase) in	

	Tenant/Member Accounts Receivable	\$- 2,713
S1200-520	Decrease (increase) in Prepaid Expenses	\$- 566
S1200-530	Decrease (increase) in Cash Restricted for Tenant Security Deposits	\$- 1,186
S1200-540	Increase (decrease) in Accounts Payable	\$ 1,465
S1200-560	Increase (decrease) in Accrued Liabilities	\$ 1,167
S1200-570	Increase (decrease) in Accrued Interest Payable	\$ 3,399
S1200-580	Increase (decrease) in Tenant Security Deposits held in trust	\$- 1,001
S1200-590	Increase (decrease) in Prepaid Revenue	\$- 5,761
	Net Cash provided by (used in) Operating Activities	
Account	Description	Value
S1200-610	Net Cash provided by (used in) Operating Activities	\$ 96,593

Account	Description	Notes	Value
S3100-010	Organization and Presentation Note	The Company was formed as a L.L.C. under the laws of the State of Michigan on June 15, 2005 for the purpose of acquiring, rehabilitating and operating a low-income residential housing project. The property was acquired on January 18, 2006. Such projects are regulated by the U.S. Department of Housing and Urban Development (HUD) as to rent charges and operating methods. The Project consists of 15 buildings and a total of 100 units located in Jackson, Michigan. It is currently operating under the name of Blair Park Apartments. Cash distributions are limited by agreements between the Company and HUD to the extent of surplus cash as defined by HUD.	
S3100-040	Summary of Significant Accounting Policies Note	Fixed Assets and Depreciation - Fixed assets are recorded at cost. Depreciation is computed over the estimated useful lives of the assets using straight-line and accelerated methods. Intangible Assets - Intangible assets consist of mortgage costs and reservation fees relating to the Low-Income Housing Tax Credits. These costs are amortized over the mortgage obligation period and the tax credit period, respectively. Member Allocation - Income or loss of the Company is allocated .01% to the managing member, .01% to the special member, 4.99% to the Class B member and 94.99% to the investor member. Distributable net cash flow, as defined	

by the operating agreement, is 89.00% to the Class B members, .99% to the managing member, .01% to the special member, and 10% to the investor member. No income tax provision has been included in the financial statements since income or loss of the Company is required to be reported by the members on their respective income tax returns. Use of Estimates - The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates. Cash Equivalents - For purposes of the statement of cash flows, the Company considers all highly liquid investments purchased with a maturity of three months or less to be cash equivalents. These investments are classified as a current asset under the category short-term investments on the balance sheet.

S3100-050 Mortgages (or Bond) Payable Note

Mortgage Payable - The mortgage note was issued by St. James Capital, L.L.C. on July 12, 2006 and is insured by HUD under Section 223 (f). Monthly installments of principal and interest of approximately \$19,442 are to be made through August 2041. The note bears interest at 5.78% per annum. The outstanding balance on the mortgage totaled \$3,457,130 at December 31, 2007. Maturities on the mortgage payable for the next five years are as follows: 2008 - \$34,386; 2009 - \$36,427; 2010 - \$38,590; 2011 - \$40,880; and 2012 - \$43,307. The liability of the Company under the mortgage notes is limited to the underlying value of the real estate collateral plus other amounts deposited with the lenders. Under agreements with the mortgage lenders, the Company is required to make monthly escrow deposits for taxes and replacement of project assets, and is subject to restrictions as to operating policies, rental charges, operating expenditures and distributions to members. The taxes and insurance escrow accounts totaled \$26,628 at December 31, 2007.

Details - Mortgages Payable

S3100-060 - Principal Payments in the next 12 months - Year 1	\$ 34,386
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	S3100-070 - Principal Payments in the next 12 months - Year 2	\$ 36,427
	S3100-080 - Principal Payments in the next 12 months - Year 3	\$ 38,590
	S3100-090 - Principal Payments in the next 12 months - Year 4	\$ 40,880
	S3100-100 - Principal Payments in the next 12 months - Year 5	\$ 43,307
	S3100-110 - Principal Payments remaining after Year 5	\$ 3,263,540
S3100-130	Notes/Loans Payable Note	Notes Payable During 2007, the managing member of the property loaned \$33,000 to the Company. Interest accrues monthly at the banks prime rate which was 7.25% at December 31, 2007. Principal and interest will be repaid from surplus cash.
	Details - Notes/Loans Payable	
	S3100-140 - Creditor	American Community Developers, Inc.
	S3100-150 - Purpose	Advance for Partnership Expenses
S3100-160	Date Incurred	10/30/2007
	S3100-170 - Terms	Interest accrues monthly at the bank's prime rate which was 7.25% at December 31, 2007. The principal and interest will be repaid from surplus cash.
	S3100-180 - Amount Due	\$ 33,000
	S3100-185 - Does the Note/Loan Payable place a lien on project assets?	N
S3100-190	Total of Notes/Loans Payable	\$ 33,000
S3100-200	Related Party Transactions Note	Developer Fees In conjunction with the rehabilitation of the project, the Partnership incurred developer fee totaling \$752,341 which was paid in 2007. The developer is owned by the same owner of the general partner.
	Details - Related Party Transactions	
	S3100-210 - Company Name	American Community Developers, Inc.
	S3100-220 - Amount Received	\$ 752,341
S3100-230	Management Fee Note	The property is managed pursuant to a management agreement. Management fees are payable at 5.37% of rental and other income collected or at \$36 per unit per month (PUPM). Management fees charged to operations in 2007 totaled \$44,446. During 2007, the property paid the property manager \$6,600 for bookkeeping and accounting fees.
S3100-240	Additional Note	Tenant Security Deposits HUD regulations

require that any funds collected as security deposits shall be kept separate and apart from all other Company funds in a trust account. At December 31, 2007, the Company had funded the following: Required Funding at December 31, 2007 \$ 15,292 Funded at December 31, 2007 Deposits held in trust \$19,278

S3100-240 Additional Note Reserve for Replacement The reserve for replacement is controlled by the mortgagee for the benefit of the project. Disbursements may be made for capital expenditures, such as the replacement of assets, upon written approval by HUD. As required by the regulatory agreement, the reserve for replacement must be funded monthly. At December 31, 2007, this account was funded as required.

S3100-240 Additional Note Housing Assistance Payment Contract Agreements The Federal Housing Administration (FHA) has contracted with the Company under Section 8 of the United States Housing Act of 1937 to make housing assistance payments to the Company on behalf of qualified tenants under one contract. The current contract expires on October 27, 2012.

Report on the Financial Statement

Account	Description	Value	
S2100-020	Opinion		UNQUALIFIED
S2100-050	Going Concern Issue		N

Report on Supplemental Data

Account	Description	Value	
S2100-100	Opinion		UNQUALIFIED

Report on Internal Controls

Account	Description	Value	
S2200-020	Significant Deficiencies Indicator		N
S2200-030	Material Weaknesses Indicator		N

Report on Compliance - Major Programs

Account	Description	Value	
S2300-020	Opinion		UNQUALIFIED
S2300-030	Material Non-Compliance Indicator		N

Report on Compliance - Non-Major Programs

Account	Description	Value	
S2400-020	Material Non-Compliance Indicator		N

Report on Compliance - Affirmative Fair Housing

Account	Description	Value	
S2500-020	Material Non-Compliance Indicator		N

Schedule of Findings and Questioned Costs

Account	Description	Value
S2700-110	Contact Person First Name	Fred
S2700-120	Contact Person Middle Initial	D
S2700-130	Contact Person Last Name	Rozelle

Schedule of Reserve for Replacement

Account	Description	Value
1320P	Balance at Beginning of Year	\$ 61,667
1320DT	Total Monthly Deposits	\$ 35,000
1320INT	Interest on Replacement Reserve Accounts	\$ 733
1320	Balance at End of Year, Confirmed by Mortgagee	\$ 97,400
1320R	Deposits Suspended or Waived Indicator	N

Computation of Surplus Cash, Distributions, and Residual Receipts (Annual)

Account	Description	Value
S1300-010	Cash	\$ 47,841
1135	Accounts Receivable - HUD	\$ 4,751
S1300-040	Total Cash	\$ 52,592
S1300-050	Accrued Mortgage (or Bond) Interest Payable	\$ 16,652
S1300-075	Accounts Payable - 30 days	\$ 10,119
S1300-100	Accrued Expenses [not escrowed]	\$ 1,982
2210	Prepaid Revenue	\$ 1,210
2191	Tenant/Patient Deposits Held In Trust (Contra)	\$ 15,292
S1300-140	Total Current Obligations	\$ 45,255
S1300-150	Surplus Cash (Deficiency)	\$ 7,337
S1300-200	Amount Available for distribution during next fiscal period	\$ 7,337
S1300-210	Deposit Due Residual Receipts	\$ 0

Computation of Surplus Cash, Distributions, and Residual Receipts (Mid-year)

Account	Description	Value
S1400-010	Semi-Annual Period Ended	06/30/2007
S1400-020	Cash	\$ 99,814
S1400-030	Tenant Subsidy due for semi-annual period	\$ 4,455
S1400-050	Total Cash	\$ 104,269
S1400-060	Accrued Mortgage Interest Payable	\$ 16,731
S1400-090	Accounts Payable [due within 30 days]	\$ 10,080
S1400-130	Prepaid Revenue	\$ 1,139
S1400-140	Tenant Security Deposits Liability	\$ 15,424
S1400-180	Total Current Obligations	\$ 43,374
S1400-190	Surplus Cash (Deficiency)	\$ 60,895

S1400-240	Amount Available for Distribution during next fiscal period	\$ 60,895
S1400-250	Deposit Due Residual Receipts	\$ 0

Schedule of Changes in Fixed Asset Accounts

Account	Description	Value
1410P	Beginning Balance for 1410	\$ 180,000
1410	Land	\$ 180,000
1420P	Beginning Balance for 1420	\$ 3,197,398
1420AT	Additions for 1420	\$ 2,572,958
	Details - Additions for 1420	
	1420A-010 - Item Purchased Building Improvements	
	1420A-030 - Total Amount	\$ 2,572,958
1420	Buildings	\$ 5,770,356
1450P	Beginning Balance for 1450	\$ 34,351
1450AT	Additions for 1450	\$ 57,162
	Details - Additions for 1450	
	1450A-010 - Item Purchased Carpeting	
	1450A-030 - Total Amount	\$ 17,316
	1450A-010 - Item Purchased Appliances	
	1450A-030 - Total Amount	\$ 39,846
1450	Furniture for Project/Tenant Use	\$ 91,513
1490P	Beginning Balance for 1490	\$ 894,709
1490DT	Deductions for 1490	\$ 894,709
	Details - Deductions for 1490	
	1490D-010 - Description Building Reclassification	
	1490D-030 - Total Deduction	\$ 894,709
1490	Miscellaneous Fixed Assets	\$ 0
1400PT	Total Beginning Balance for Fixed Assets	\$ 4,306,458
1400AT	Total Asset Additions	\$ 2,630,120
1400DT	Total Asset Deductions	\$ 894,709
1400T	Total Fixed Assets	\$ 6,041,869
1495P	Beginning Balance for 1495	\$ 114,319
6600	Total Provisions	\$ 184,368
1495	Ending Balance for Accumulated Depreciation	\$ 298,687
1400N	Total Net Book Value	\$ 5,743,182

Mortgagor's Certification

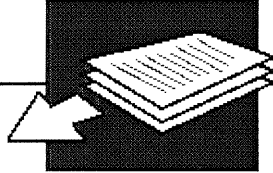
Account	Description	Value
S2900-020	Name of Signatory #1	I/we hereby certify that I/we have examined the accompanying financial statements and supplemental data and, to the best of my/our knowledge and belief, the same is complete and accurate Gerald A. Krueger
S2900-025	Title of Certifying Official #1	President of the General Partner
S2900-030	Name of Signatory #2	N/A - Company is an LLC

Mortgagors Certification

Account	Description	Value
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S2900-035	Title of Certifying Official #2	N/A - Company is an LLC
Mortgagor's Certification		
Account	Description	Value
S2900-040	Auditee Telephone Number	313-881-8150
S2900-050	Date of Certification	02/25/2008
Managing Agent's Certification		
Account	Description	Value
S3000-020	Name of Managing Agent	Independent Management Services
S3000-030	Name of Signatory	I/we hereby certify that I/we have examined the accompanying financial statements and supplemental data and, to the best of my/our knowledge and belief, the same is complete and accurate Frank Carswell
S3000-040	Managing Agent TIN	38-2888423
S3000-050	Name of Property Manager	Charlene Parrish
Auditor's Transmittal Letter		
Account	Description	Value
S3200-005	Audit Firm ID (UII)	55840
S3200-010	Audit Firm	BDO Seidman LLP-Troy
S3200-020	Lead Auditor First Name	Fred
S3200-030	Lead Auditor Middle Name	D
S3200-040	Lead Auditor Last Name	Rozelle
S3200-050	Auditor Street Address Line 1	755 W Big Beaver Rd
S3200-060	Auditor Street Address Line 2	Suite 1900
S3200-070	Auditor City	Troy
S3200-080	Auditor State	MI
S3200-090	Auditor Zip Code	48084
S3200-110	Telephone Number	248-362-2100
S3200-120	Audit Firm TIN	135381590
S3200-130	Date of Independent Auditor's Report	02/25/2008

- end of statement -

<p>Annual Financial Statement Electronic Submission U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)</p>	
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Project Name	FHA/Contract Number	Date From	Date To
Blair Park Apartments	04711042	01/01/2007	12/31/2007

Submission Warning
Auditor Procedures

Independent Accountant's Report on Applying Agreed-Upn Procedure

We have performed the procedure described in the second paragraph of this report, which was agreed to by Blair Park 2005 Ltd. Dividend Housing Assoc L.L.C. and the U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC), solely to assist them in determining whether the electronic submission of certain information agrees with the related hard copy documents within the audit reporting package. Blair Park 2005 Ltd. Dividend Housing Assoc L.L.C. is responsible for the accuracy and completeness of the electronic submission. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in the *Government Auditing Standards* issued by the Comptroller General of the United States. The sufficiency of the procedure is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedure described below either for the purpose for which this report has been requested or for any other purpose.

We compared the electronic submission of the items listed in the "UFRS Rule Information" column with the corresponding printed documents listed in the "Hard Copy Documents" column. The results of the performance of our agreed-upon procedure indicate agreement or non-agreement of the electronically submitted information and hard copy documents as shown in the chart below.

We were engaged to perform an audit in accordance with the HUD Consolidated Audit Guide by BDO Seidman, LLP as of and for the year ended 12/31/2007, and have issued our reports thereon dated 02/25/2008. The information in the "Hard Copy Documents" column was included within the scope or was a by-product of that audit. Further, our opinion on the fair presentation of the supplemental information dated 02/25/2008, was expressed in relation to the basic financial statements of BDO Seidman, LLP taken as a whole.

A copy of the reporting package, required by the HUD Consolidated Audit Guide, which includes the auditor's reports, is available in its entirety from Blair Park 2005 Ltd. Dividend Housing Assoc L.L.C.. We have not performed any additional auditing procedures since the date of the aforementioned audit reports. Further, we take no responsibility for the security of the information transmitted electronically to the U.S. Department of Housing and Urban Development, REAC.

This report is intended solely for the information and use of Blair Park 2005 Ltd. Dividend Housing Assoc L.L.C. and the U.S. Department of Housing and Urban Development, REAC, and is not intended to be and should not be used by anyone other than these specified parties.

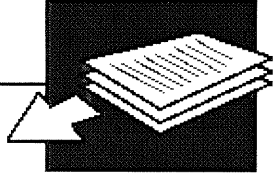
PROCEDURE	UFRS RULE INFORMATION	HARD COPY DOCUMENTS	AGREES DOES NOT AGREE
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1	Balance Sheet, Revenue and Expense and Cash Flow data (account numbers 1120 to 7100T and the S1200 series)	Financial Data Templates (i.e Supplemental Schedules)	<input checked="" type="radio"/>	<input type="radio"/>
2	Surplus Cash (S1300 series accounts) Note: Cooperatives are exempt from submitting surplus cash accounts.	Financial Data Templates (i.e. Computation of Surplus Cash, Distributions and Residual Receipts - (Annual))	<input checked="" type="radio"/>	<input type="radio"/>
3	Footnotes(S3100 series of accounts)	Footnotes to Audited Basic Financial Statements	<input checked="" type="radio"/>	<input type="radio"/>
4	Type of opinion on the Financial Statement and Compliance (account number S2100-020, S2300-020)	Auditor's Reports on the Financial Statements and Compliance	<input checked="" type="radio"/>	<input type="radio"/>
5	Type of opinion on Financial Data Templates (i.e. Supplemental Data) (account S2100-100)	Auditor's Supplemental Report on Financial Data Templates	<input checked="" type="radio"/>	<input type="radio"/>
6	Audit findings narrative (S2700 series of accounts)	Schedule of Findings and Questioned Costs	<input checked="" type="radio"/>	<input type="radio"/>
Firm Name Employer		BDO Seidman LLP-Troy		
Employer Identification Number		135381590		
Date		02/29/2008		
Attesting Practitioner's First Name		Fred		
Attesting Practitioner's Middle Name		D		
Attesting Practitioner's Last Name		Rozelle		
Attesting Practitioner's Title				
Attesting Practitioner's Telephone		248-362-2100		
Attesting Practitioner's Fax				
Attesting Practitioner's E-mail				
<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Back To FASSUB Main Menu </div>				

FASSUB Main Menu

<REAC Financial Assessment for FHA/MF Housing>

Comments or Questions <REAC Technical Assistance Center>

<p>Annual Financial Statement Electronic Submission U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)</p>	
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Your AUD-2000.04 Statement Data for

Project Name	FHA/Contract Number	Date From	Date To
Blair Park Apartments	04711042	01/01/2007	12/31/2007

has been Accepted on Feb 29, 2008 10:32 AM!

[FASSUB Main Menu](#)

[<REAC Financial Assessment for FH/AMF Housing>](#)

[Comments or Questions <REAC Technical Assistance Center>](#)



Water Department

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

October 17, 2008

To: William R. Ross, City Manager

From: Glenn M. Chinavare, Director of Public Services

RE: Request to Purchase Goods and Services – 2009 International Truck

On October 14, 2008, the Purchasing Department received three bids for the purchase and installation of a utility body, air compressor and lighting package to be mounted on a recently purchased 2009 International Truck cab and chassis. This vehicle will replace a 1998 Chevy Step Van identified as truck #127. The purchase and installation of these accessories will complete the assembly of this replacement water services utility vehicle, and place it into useable service. The following bids were received:

Fitzgibbons Fleet Fabricators	\$24,525.00
NBC Truck Equipment Company	\$25,137.00
Automotive Service Company	\$26,087.40

The funds for the purchase of these services are available in the fiscal year 2008/2009 Water Budget. In conjunction with the Purchasing Agent, I hereby recommend award of this services contract to Fitzgibbons Fleet Fabricators of Jackson, Michigan for the low bid price of \$24,525.00. Request this item be placed on the next City Council agenda for approval.

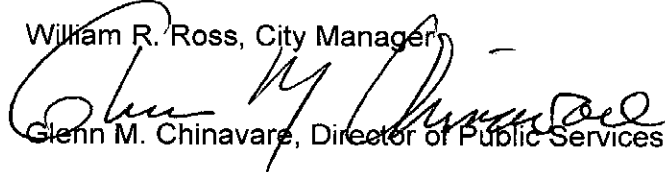
Cc: Margaret Cunningham, Purchasing Agent
Lucinda Schultz, Accounting Manager



Department of Public Services
Division of Public Works

521 Water Street - Jackson, MI 49203
Telephone: (517) 788-4170 — Facsimile: (517) 788-4639

November 10, 2008

To: William R. Ross, City Manager
From:  Glenn M. Chinavare, Director of Public Services
RE: BID AWARD – 5-YARD CAB & CHASSIS TRUCK

The Public Works Division requests approval to purchase a 2009 International cab and chassis truck. The Purchasing Agent received two (2) bids on October 8, 2008 at the Purchasing Department. This would be the second truck under this contract as the bid price is effective for 60 days. The following bids were received:

Tri-County International Trucks	\$ 64,539.96
Motor City Trucks	\$ 65,695.00

This truck will replace #456, which is a 1993 Ford that has expired its useful life. The cab and chassis to be purchased under this contract will be configured for use with a 5-yard dump box, front plow, and an underbody plow.

Funds for this vehicle purchase are available in the Fiscal Year 2008/2009 Motor Pool and Garage Fund. In conjunction with the Purchasing Agent, request City Council approval to purchase the 2009 International cab & chassis truck from Tri-County International Trucks, of Jackson, Michigan for the low bid price of \$ 64,539.96.

cc: Margaret Cunningham, Purchasing Agent
Lucinda Schultz, Accounting Manager



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

TO: William R. Ross, City Manager
DATE: November 12, 2008
FROM: Carol L. Konieczki, Community Development Director
SUBJECT: Award of Bid for Rehab Project at 1705 First St.

Rehab Specialist Cliff Winslow requested bids through the Purchasing Department for an owner-occupied Community Development rehab project at 1705 First St. The Bid Review Committee comprised of the Rehab Coordinator (Diffenderfer), Rehab Specialist (Winslow), and Purchasing Agent (Cunningham) has analyzed the bids submitted and arrived at a recommendation on bid award.

Five contractors attended the mandatory pre-bid walk through and submitted completed bids, the results of which are attached for your review. At this time, in concurrence with the Review Committee, we are requesting authorization to present to City Council the following recommendation of bid award:

Project	Awardable Contractor	Amount
1705 First St	At-A-Moments-Notice	\$33,655.00

The homeowner has been pre-qualified to receive funding through a CDBG or HOME rehab loan (\$20,000.00) for code work and (\$11,100.00) for lead work. The balance of funding (\$2,555.00) will be provided by the homeowner pending approval of a MSHDA P.I.P. loan prior to contract award. The contractor awarded this project is required to obtain a current installation floater on its general liability policy.

Requested action is for City Council to approve the owner-occupied rehab bid award as outlined above. Please place this item on the November 18, 2008 agenda for consideration.

CLK:mlk

cc: Margaret Cunningham, Purchasing Agent
Dennis M. Diffenderfer, Rehab Coordinator
Kim VanEvery, Loan Assistant



Bid Tabulation
for
Housing Rehabilitation
at
1705 First Street

					At-A-Moments-Notice 6937 Draper Road Jackson, MI 49201	Harrison Builders LLC 916 Homewild Jackson, MI 49201	Concept Construction 1619 Cascade Court Jackson MI 49203	Bar Home Improvements 7515 Napoleon Rd. Jackson, MI 49201	Corner Stone Construction 2560 S Hillsdale Hillsdale MI 49242
Item #	Description	Location	Code	Rehab Inspector Estimate	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
1	Vinyl Siding	All	C	4,500.00	3,500.00	5,000.00	3,700.00	4,880.00	4,000.00
2	Lead		L	1,300.00	1,500.00	2,000.00	2,000.00	1,000.00	2,000.00
3	Lead Encapsulant	Exterior	L	1,200.00	300.00	200.00	485.00	750.00	1,200.00
4	Soffit System	All	C	800.00	400.00	1,000.00	880.00	900.00	800.00
5	Lead		L	400.00	800.00	400.00	400.00	200.00	400.00
6	Trim Trees	Home & Foundation	C	200.00	100.00	50.00	350.00	200.00	100.00
7	Service Walls	W	C	400.00	500.00	240.00	330.00	400.00	700.00
8	New Steps	W	C	450.00	500.00	600.00	610.00	1,200.00	300.00
9	Combination Door	W	C	200.00	230.00	150.00	185.00	275.00	200.00
10	Lead		L	50.00	50.00	20.00	100.00	90.00	200.00
11	Combination Windows (12)	W/Porch	C	1,500.00	750.00	1,000.00	1,700.00	1,440.00	1,200.00
12	Lead		L	500.00	750.00	600.00	500.00	325.00	2,400.00
13	Gutterwork	NE/S	C	300.00	700.00	400.00	245.00	290.00	350.00
14	Cellar Windows (4)	N/S	L	400.00	600.00	1,200.00	540.00	820.00	400.00
15	Lead		L	200.00	400.00	400.00	400.00	300.00	800.00
16	Tuckpoint	Chimney	C	75.00	100.00	150.00	345.00	275.00	100.00
17	Pre-Hung Steel Door (3)	E/S/W	C	1,200.00	600.00	1,200.00	1,080.00	1,485.00	600.00
18	Lead		L	300.00	750.00	300.00	300.00	270.00	600.00
19	Combination Door	S	C	200.00	225.00	180.00	210.00	200.00	150.00
20	Strip & Reroof	Kitchen & Storage Room	C	2,000.00	2,500.00	2,400.00	1,590.00	2,550.00	1,800.00
21	Close Door	N	C	75.00	100.00	40.00	410.00	200.00	300.00
22	Lead		L	75.00	300.00	40.00	100.00	100.00	400.00
23	Encapsulate	Interior	L	1,000.00	750.00	400.00	1,385.00	4,560.00	800.00
24	Vinyl Windows (5)	Living Room	C	1,500.00	500.00	1,500.00	1,125.00	1,375.00	1,000.00
25	Lead		L	1,000.00	1,000.00	250.00	250.00	375.00	1,500.00
26	Drywall Ceiling	Living Room	L	200.00	100.00	720.00	535.00	576.00	300.00
27	Lead	Living Room	L	50.00	300.00	300.00	110.00	100.00	600.00
28	Pre Hung Doors (8)		C	1,600.00	800.00	700.00	1,440.00	800.00	800.00
29	Lead		L	400.00	800.00	800.00	360.00	720.00	1,600.00
30	Vinyl Windows (2)	NW Bedroom	C	600.00	400.00	600.00	450.00	550.00	400.00

Bids are broken down to utilize/identify funding sources

L = Lead based paint hazard elimination work

C = Code requirement repair

Prepared by Purchasing

Bid Tabulation
for
Housing Rehabilitation
at
1705 First Street

					At-A-Moments-Notice 6937 Draper Road Jackson, MI 49201	Harrison Builders LLC 916 Homewild Jackson, MI 49201	Concept Construction 1619 Cascade Court Jackson MI 49203	Bar Home Improvements 7515 Napoleon Rd. Jackson, MI 49201	Corner Stone Construction 2560 S Hillsdale Hillsdale MI 49242
Item #	Description	Location	Code	Rehab Inspector Estimate	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
31	Lead		L	400.00	200.00	100.00	100.00	150.00	600.00
32	Patch Plaster	NW Bedroom	C	75.00	150.00	50.00	110.00	75.00	50.00
33	Vinyl Window	Bath	C	300.00	100.00	300.00	225.00	275.00	200.00
34	Lead		L	150.00	200.00	50.00	50.00	75.00	300.00
35	Underlayment	Bath	C	250.00	75.00	100.00	45.00	130.00	200.00
36	Sheetgoods	Bath	C	300.00	200.00	250.00	175.00	290.00	400.00
37	Wall Enclosure	Bath	C	125.00	200.00	200.00	285.00	400.00	800.00
38	Paint	Bath	C	125.00	175.00	350.00	485.00	441.00	400.00
39	Vinyl Windows	NE Bedroom	C	300.00	200.00	300.00	450.00	550.00	400.00
40	Lead		L	150.00	400.00	50.00	100.00	150.00	600.00
41	Hand Rail	Attic	C	100.00	75.00	80.00	85.00	75.00	100.00
42	Vinyl Windows (6)	Kitchen	C	1,800.00	900.00	300.00	1,350.00	1,650.00	1,200.00
43	Lead		L	600.00	900.00	50.00	300.00	450.00	1,800.00
44	Underlayment	Kitchen	C	250.00	225.00	200.00	90.00	390.00	400.00
45	Sheetgoods	Kitchen	C	350.00	450.00	600.00	728.00	880.00	800.00
46	Close Windows (2)	Storage Room	L	200.00	100.00	50.00	150.00	400.00	100.00
47	Lead		L	100.00	200.00	50.00	45.00	100.00	150.00
48	Vinyl Window (1)	Storage Room	C	300.00	200.00	300.00	225.00	275.00	200.00
49	Lead		L	150.00	100.00	50.00	50.00	75.00	300.00
50	Repair Floor	Basement	C	100.00	200.00	150.00	625.00	150.00	50.00
51	Lead Clearance		L	450.00	600.00	700.00	650.00	600.00	600.00
52	Plumbing		C	800.00	4,000.00	4,080.00	3,980.00	4,378.00	4,500.00
53	Electrical		C	1,500.00	3,500.00	4,053.00	3,953.00	4,348.00	4,500.00
	Total			31,550.00	33,655.00	35,253.00	36,371.00	43,513.00	44,650.00
			C	22,275.00	22,555.00	26,523.00	27,461.00	31,327.00	27,000.00
			L	9,275.00	11,100.00	8,730.00	8,910.00	12,186.00	17,650.00



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

TO: William R. Ross, City Manager
DATE: November 12, 2008
FROM: Carol L. Konieczki, Community Development Director
SUBJECT: Award of Bid for Rehab Project at 1012 Third St.

Rehab Specialist Cliff Winslow requested bids through the Purchasing Department for an owner-occupied Community Development rehab project at 1012 Third St. The Bid Review Committee comprised of the Rehab Coordinator (Diffenderfer), Rehab Specialist (Winslow), and Purchasing Agent (Cunningham) has analyzed the bids submitted and arrived at a recommendation on bid award.

Four contractors attended the mandatory pre-bid walk through and submitted completed bids, the results of which are attached for your review. At this time, in concurrence with the Review Committee, we are requesting authorization to present to City Council the following recommendation of bid award:

Project	Awardable Contractor	Amount
1012 Third St.	Harrison Builders LLC	\$31,495.00

The homeowner has been pre-qualified to receive funding through a CDBG or HOME rehab loan (\$11,795.00) for code work and (\$19,700.00) for lead work. The owner elected not to include the General Improvement Items in the final contract. The contractor awarded this project is required to obtain a current installation floater on its general liability policy.

Requested action is for City Council to approve the owner-occupied rehab bid award as outlined above. Please place this item on the November 18, 2008 agenda for consideration.

CLK:mlk

cc: Margaret Cunningham, Purchasing Agent
Dennis M. Diffenderfer, Rehab Coordinator
Kim VanEvery, Loan Assistant



Bid Tabulation
for
Housing Rehabilitation
at
1012 Third

Item #	Description	Location	Code	Rehab Inspector Estimate	Harrison Builders LLC	At-A-Moments-Notice	Concept Construction	Bar Home
					916 Homewild Jackson, MI 49201	6937 Draper Road Jackson, MI 49201	1619 Cascade Court Jackson MI 49203	Improvements 7515 Napoleon Rd. Jackson, MI 49201
					Unit Price	Unit Price	Unit Price	Unit Price
1	Strip & Reroof	All	C	4,500.00	6,400.00	6,000.00	5,390.00	7,700.00
2	Gutterwork	Garage	GI	600.00	440.00	500.00	385.00	210.00
3	Exterior Painting	House & Garage	C	3,000.00	1,500.00	1,500.00	3,445.00	6,776.00
4	Lead		L	3,000.00	3,000.00	1,000.00	845.00	750.00
5	Strip & Reroof	Garage	C	1,400.00	1,800.00	1,500.00	1,625.00	2,000.00
6	(2) Garage Doors	Garage	C	1,400.00	100.00	2,500.00	1,950.00	5,000.00
7	Lead		L	200.00	1,500.00	300.00	400.00	200.00
8	Trim Tree	W	C	400.00	100.00	300.00	245.00	200.00
9	Remove Tree	W	GI	1,400.00	750.00	2,200.00	440.00	650.00
10	Lead Work - Rototill	All	L	500.00	200.00	350.00	1,650.00	500.00
11	Door work - Disable Skeleton Locks		C	150.00	80.00	200.00	625.00	300.00
12	Lead Work - Threshold and Stop	Foyer	L	150.00	50.00	150.00	85.00	150.00
13	Vinyl Windows (4)	Living Room	L	1,200.00	700.00	800.00	800.00	1,180.00
14	Lead	Living Room	L	400.00	500.00	500.00	340.00	100.00
15	Vinyl Windows (4)	Dining Room	L	1,200.00	700.00	800.00	800.00	1,180.00
16	Lead	Dining Room	L	400.00	500.00	500.00	340.00	100.00
17	Paint Interior	Enclosed Porch	L	275.00	100.00	150.00	380.00	250.00
18	Lead		L	125.00	150.00	150.00	75.00	100.00
19	Vinyl Windows (8)	Enclosed Porch	L	2,400.00	1,400.00	900.00	1,600.00	2,360.00
20	Lead		L	800.00	1,000.00	1,600.00	680.00	200.00
21	Underlayment	Enclosed Porch	L	200.00	50.00	200.00	85.00	260.00
22	Lead	Enclosed Porch	L	50.00	50.00	50.00	55.00	75.00
23	Sheetgoods	Enclosed Porch	L	200.00	50.00	300.00	392.00	660.00
24	Lead	Enclosed Porch	L	50.00	150.00	100.00	0.00	25.00
25	Vinyl Windows (2)	Kitchen	L	600.00	350.00	450.00	400.00	590.00
26	Lead	Kitchen	L	200.00	250.00	200.00	170.00	50.00
27	Lead Work Paint Cabinets	Kitchen	L	150.00	100.00	325.00	195.00	300.00
28	Vinyl Windows (2)	Pantry	L	600.00	350.00	500.00	400.00	590.00
29	Lead		L	200.00	250.00	150.00	170.00	50.00
30	Paint Interior	Pantry	L	200.00	50.00	125.00	300.00	228.00
31	Lead	Pantry	L	100.00	100.00	125.00	185.00	50.00
32	Vinyl Windows (1) Downstairs	Bath	L	300.00	175.00	250.00	200.00	295.00
33	Lead		L	100.00	125.00	75.00	85.00	25.00
34	Leadwork on Door downstairs	Bath	L	150.00	100.00	100.00	85.00	100.00
35	Vinyl Windows (2)	Playroom	L	600.00	350.00	500.00	400.00	590.00
36	Lead Work		L	200.00	250.00	100.00	170.00	50.00
37	Vinyl Windows (2) Tempered Glass	Upstairs Stairway	L	600.00	350.00	500.00	540.00	690.00
38	Lead		L	200.00	250.00	125.00	170.00	50.00

Bids are broken down to utilize/identify funding sources
L = Lead based paint hazard elimination work
GI = General Improvement

C = Code requirement repair

Prepared by Purchasing

Bid Tabulation
for
Housing Rehabilitation
at
1012 Third

					Harrison Builders LLC 916 Homewild Jackson, MI 49201	At-A-Moments-Notice 6937 Draper Road Jackson, MI 49201	Concept Construction 1619 Cascade Court Jackson MI 49203	Bar Home Improvements 7515 Napoleon Rd. Jackson, MI 49201
Item #	Description	Location	Code	Rehab Inspector Estimate	Unit Price	Unit Price	Unit Price	Unit Price
39	Lead Work Paint Closet Upstairs	Stairway	L	150.00	100.00	200.00	75.00	300.00
40	Vinyl Windows (1) Upstairs	Bath	L	300.00	175.00	225.00	200.00	295.00
41	Lead		L	100.00	125.00	75.00	85.00	25.00
42	Steel Door Upstairs	Bath	L	300.00	100.00	350.00	385.00	670.00
43	Lead		L	100.00	400.00	200.00	100.00	75.00
44	Lead Work - Door and Medicine Cabinet Upstairs	Bath	L	150.00	200.00	200.00	195.00	250.00
45	Vinyl Windows (4) Upstairs	SE Bedroom	L	1,200.00	700.00	900.00	800.00	1,180.00
46	Lead		L	400.00	500.00	375.00	340.00	100.00
47	Lead Work Paint Sills, Stops and Jams	SE Bedroom	L	100.00	100.00	275.00	315.00	300.00
48	Vinyl Windows (4)	NE Bedroom	L	1,200.00	700.00	700.00	800.00	1,180.00
49	Lead		L	400.00	500.00	250.00	340.00	100.00
50	Patch Plaster	NE Bedroom	C	50.00	50.00	250.00	165.00	75.00
51	Lead Work - Doors, Baseboard	NW Bedroom	L	100.00	100.00	200.00	185.00	250.00
52	Vinyl Windows (2)	NW Bedroom	L	600.00	350.00	450.00	400.00	590.00
53	Lead		L	200.00	250.00	200.00	170.00	50.00
54	Lead Work - Doors, Jams, Steps	NW Bedroom	L	150.00	100.00	200.00	135.00	150.00
55	Vinyl Windows (4)	Attic	L	1,200.00	700.00	400.00	800.00	1,180.00
56	Lead		L	400.00	500.00	900.00	340.00	100.00
57	Lead Work - Doors, Stairs, Comp	Attic	L	250.00	100.00	250.00	345.00	400.00
58	Lead Work - Stairway, Door, Jams	Basement	L	250.00	100.00	200.00	525.00	400.00
59	Smoke Detectors Upstairs	Hall & Basement	C	40.00	40.00	50.00	70.00	40.00
60	Lead Clearance Test	All	L	600.00	750.00	600.00	600.00	650.00
61	Plumbing		C	1,200.00	900.00	800.00	800.00	800.00
62	Electrical		C	300.00	825.00	700.00	1,071.00	735.00
	Total			37,940.00	32,685.00	35,025.00	35,343.00	44,479.00
			C	12,440.00	11,795.00	13,800.00	15,386.00	23,626.00
			L	23,500.00	19,700.00	18,525.00	19,132.00	19,993.00
			GI	2,000.00	1,190.00	2,700.00	825.00	860.00

Bids are broken down to utilize/identify funding sources
L = Lead based paint hazard elimination work
GI = General Improvement

C = Code requirement repair

Prepared by Purchasing



Department of Community Development

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Administrative Services
(517) 788-4060

Building Inspection
(517) 788-4012

Rehabilitation Services & Information
(517) 788-4070

TO: William R. Ross, City Manager
DATE: November 12, 2008
FROM: Carol L. Konieczki, Community Development Director
SUBJECT: Award of Bid for Rehab Project at 210 N. Gorham

Rehab Specialist Cliff Winslow requested bids through the Purchasing Department for an owner-occupied Community Development rehab project at 210 N. Gorham. The Bid Review Committee comprised of the Rehab Coordinator (Diffenderfer), Rehab Specialist (Winslow), and Purchasing Agent (Cunningham) has analyzed the bids submitted and arrived at a recommendation on bid award.

Six contractors attended the mandatory pre-bid walk through and five submitted completed bids, the results of which are attached for your review. At this time, in concurrence with the Review Committee, we are requesting authorization to present to City Council the following recommendation of bid award:

Project	Awardable Contractor	Amount
210 N. Gorham	At-A-Moments-Notice	\$21,265.00

The homeowner has been pre-qualified to receive funding through a CDBG or HOME rehab loan (\$8,125.00) for code work and (\$14,800.00) for lead work. The contractor awarded this project is required to obtain a current installation floater on its general liability policy.

Requested action is for City Council to approve the owner-occupied rehab bid award as outlined above. Please place this item on the November 18, 2008 agenda for consideration.

CLK:mlk

cc: Margaret Cunningham, Purchasing Agent
Dennis M. Diffenderfer, Rehab Coordinator
Kim VanEvery, Loan Assistant



Bid Tabulation
for
Housing Rehabilitation
at
210 N. Gorham

					At-A-Moments-Notice 6937 Draper Road Jackson, MI 49201	Concept Construction 1619 Cascade Court Jackson MI 49203	Harrison Builders LLC 916 Homewild Jackson, MI 49201	Bar Home Improvements 7515 Napoleon Rd. Jackson, MI 49201	Corner Stone Construction 2560 S Hillsdale Hillsdale MI 49242
Item #	Description	Location	Code	Rehab Inspector Estimate	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
1	Asbestos Abatement	House - All	L	1,500.00	3,300.00	3,150.00	3,380.00	3,600.00	3,500.00
2	Insulation	House - All	C	1,000.00	300.00	1,975.00	3,500.00	3,875.00	4,000.00
3	Vinyl Siding	House - All	L	5,000.00	3,500.00	5,100.00	4,000.00	6,050.00	3,000.00
4	Lead		L		1,500.00	2,130.00	2,000.00	1,000.00	6,000.00
5	Soffit System	House - All	L	1,000.00	800.00	1,070.00	1,500.00	1,575.00	1,200.00
6	Lead		L		400.00	640.00	600.00	250.00	1,200.00
7	Gutterwork	House	C	500.00	700.00	240.00	350.00	380.00	400.00
8	Cellar Windows		C	600.00	600.00	840.00	900.00	615.00	300.00
9	Combination Windows		L	1,600.00	800.00	950.00	600.00	1,000.00	800.00
10	Lead		L		800.00	410.00	600.00	600.00	1,600.00
11	Combination Door	N	C	200.00	200.00	185.00	180.00	200.00	200.00
12	Lead - Garage Window Casing	S	L		50.00	95.00	50.00	55.00	800.00
13	Vinyl Siding	Garage	Gl	1,200.00	1,000.00	1,332.00	1,500.00	1,500.00	900.00
14	Lead		L		500.00	556.00	600.00	300.00	1,800.00
15	Vinyl Windows	E. Bedroom	L	400.00	200.00	225.00	300.00	275.00	200.00
16	Lead		L		100.00	50.00	50.00	75.00	300.00
17	Patch Plaster	E. Bedroom	C	50.00	100.00	45.00	100.00	75.00	50.00
18	Patch Plaster	Living Room	C	50.00	100.00	110.00	100.00	250.00	50.00
19	Vinyl Windows (1)	Bath	L	400.00	200.00	225.00	300.00	275.00	200.00
20	Lead		L		100.00	50.00	50.00	75.00	300.00
21	Bath Lockset	Bath	C	85.00	50.00	45.00	35.00	30.00	50.00
22	Ceiling Repair	Bath	C	25.00	100.00	95.00	100.00	75.00	100.00
23	Vinyl Windows (1)	Kitchen	L	400.00	200.00	225.00	300.00	275.00	200.00
24	Lead		L		100.00	50.00	50.00	75.00	300.00
25	Bath Lockset	Kitchen	C	85.00	50.00	45.00	35.00	30.00	50.00
26	Passage Lockset Upstairs	Stairway	C	85.00	50.00	45.00	35.00	30.00	50.00
27	Vinyl Windows (1) Upstairs	Stairway	C	400.00	200.00	225.00	300.00	275.00	200.00
28	Lead		L		100.00	50.00	50.00	75.00	300.00
29	Insulation	Upstairs Bath	C	100.00	150.00	110.00	50.00	144.00	300.00
30	Bath Lockset	Bath	C	85.00	50.00	45.00	35.00	30.00	50.00
31	Vinyl Window	S. Bedroom Closet	C	400.00	200.00	255.00	300.00	350.00	200.00
32	Lead		L		100.00	50.00	50.00	75.00	300.00
33	Lead Work	Interior	L		500.00	285.00	350.00	650.00	1,500.00

Bids are broken down to utilize/identify funding sources

L = Lead based paint hazard elimination work

C = Code requirement repair

Prepared by Purchasing

Bid Tabulation
for
Housing Rehabilitation
at
210 N. Gorham

					At-A-Moments-Notice 6937 Draper Road Jackson, MI 49201	Concept Construction 1619 Cascade Court Jackson MI 49203	Harrison Builders LLC 916 Homewild Jackson, MI 49201	Bar Home Improvements 7515 Napoleon Rd. Jackson, MI 49201	Corner Stone Construction 2560 S Hillsdale Hillsdale MI 49242
Item #	Description	Location	Code	Rehab Inspector Estimate	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
34	Drywall Ceiling	E. Bedroom	L	300.00	150.00	220.00	360.00	288.00	150.00
35	Lead		L		200.00	50.00	300.00	100.00	450.00
36	Vinyl Windows (2)	E. Bedroom	C	800.00	400.00	450.00	600.00	550.00	400.00
37	Lead		L		200.00	100.00	100.00	150.00	600.00
38	Lead Work	Basement	L		100.00	70.00	20.00	160.00	200.00
39	Drywall Wall & Ceiling	Basement	L	400.00	300.00	260.00	1,000.00	375.00	450.00
40	Handrail	Basement	C	100.00	75.00	110.00	80.00	100.00	100.00
41	Revert Dryer	Basement	C	50.00	200.00	75.00	50.00	245.00	100.00
42	Clearance Test		L	500.00	600.00	660.00	700.00	660.00	800.00
43	Plumbing		C	350.00	1,100.00	1,015.00	1,115.00	1,110.00	1,200.00
44	Electrical		C	3,600.00	3,500.00	3,886.00	3,986.00	4,274.00	4,500.00
	Total			21,265.00	23,925.00	27,799.00	30,661.00	32,151.00	39,350.00
			C	8,565.00	8,125.00	9,796.00	11,851.00	12,638.00	12,300.00
			L	11,500.00	14,800.00	16,671.00	17,310.00	18,013.00	26,150.00
			GI	1,200.00	1,000.00	1,332.00	1,500.00	1,500.00	900.00



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

Financial Services
(517) 788-4058

Rehabilitation Services & Information
(517) 788-4070

DATE: November 18, 2008
TO: William R. Ross, City Manager
FROM: Carol Konieczki, Community Development Director
RE: Amendment to the Local Development Financing Authority (LDFA) Bylaws

City Council acted to adopt the bylaws for the LDFA as recommended. However at the October 8, 2008 JDFA meeting, action was taken to again recommend amending the bylaws to include language for amending the bylaws. Please find the attached proposed amendment, Article XVII, to JBRA for recommendation to the City Council for adoption.

The amended language has been drafted and reviewed by Julius Giglio, City Attorney prior to review and consideration by the JBRA board.

Requested City Council action is to receive and approve the amendment to the bylaws as submitted by the LDFA board.

Please place this item on the November 18, 2008 agenda for City Council consideration.

cc: Julius Giglio



ARTICLE XVII

Amendments

Bylaw Adoption: These Bylaws shall become effective upon approval. Until such approval, these Bylaws shall be the acting Bylaws for the Authority.

Bylaw Amendment: These bylaws may be amended at any regular or special meeting of the Authority at which two-thirds of the entire membership of the Authority, in office, are present and voting therefor, provided written notice is given to each board member of the time, place, and object of the meeting. Further, provided, that any amendment shall require the approval of the Jackson City Council.

I HEREBY CERTIFY that the original Bylaws were adopted on the 27th day of February, 2002 and amended _____ day of _____, 2008.

Philip J. Hones Secretary/Treasurer



Department of Community Development

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Facsimile (517) 768-5832

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(517) 788-4060

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(517) 788-4012

Financial Services
(517) 788-4058

Rehabilitation Services & Information
(517) 788-4070

DATE: November 18, 2008
TO: William R. Ross, City Manager
FROM: Carol Konieczki, Community Development Director
RE: Amendment to the Jackson Brownfield Redevelopment Financing Authority
(JBRA) Bylaws

City Council acted to adopt the bylaws for the JBRA as recommended on September 23, 2008. However at the November 12, 2008 JBRA meeting, action was taken to again recommend amending the bylaws to include language for amending the bylaws. Please find the attached proposed amendment, Article XVII, to JBRA for recommendation to the City Council for adoption.

The amended language has been drafted and reviewed by Julius Giglio, City Attorney prior to review and consideration by the JBRA board.

Requested City Council action is to receive and approve the amendment to the bylaws as submitted by the JBRA board.

Please place this item on the November 18, 2008 agenda for City Council consideration.

cc: Julius Giglio



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I HEREBY CERTIFY that the original Bylaws were adopted on the 27th day of February, 2002 and amended _____ day of _____, 2008.

Philip J. Hones Secretary/Treasurer



TO: Honorable Mayor and City Councilmembers
FROM: William R. Ross, City Manager
DATE: November 13, 2008
RE: Phase 2 Intermodal Facility Study

I attended a meeting on November 10th at the Michigan Department of Transportation (MDOT) at the Jackson Transportation Center to discuss both the needed work to provide the immediate preservation of the Jackson Train Station and Baggage Facility and to outline the possibility of moving forward with an intermodal transportation facility, which would include the Jackson Train Station. I have attached to this memo a copy of those individuals who were in attendance at this meeting.

First, the \$300,000 grant that was received about two years ago is finally being implemented. There were issues getting the funding packaged together, and in the midst of implementing the grant the Governor put a freeze on all grant funding which delayed the project. MDOT has now worked with Amtrak, which owns the building and is the actual recipient of the grant, to bring a historic architect on board to put together a program to implement the grant. The firm of Gunn-Levine has been hired to perform this work. This is the same firm that did the architectural work on the Armory Arts Project. The work will commence with replacement of the roof on the baggage station and other steps within the \$300,000 budget to preserve the facility.

The discussion then turned to the long-range plans for the conversion of the station to an intermodal facility including Amtrak, the Jackson Transportation Authority, Greyhound, the Michigan Flyer Service to the airport, and the local taxi service. There are a number of issues related to ownership and management of the facility, which still needs to be resolved. However, it was consensus of the group that the facility would be an excellent site for an intermodal transportation facility. The economic benefits of developing an intermodal facility will be huge. One of the newest economic development tools that have developed with the higher cost of energy is the redevelopment of property around transportation hubs. Jackson is in a perfect position to utilize the railroad station in this manner. There is also a longer term possibility that commuter rail service could be extended from Jackson going east to Ann Arbor, Dearborn, and into Detroit. This service is several years off; however, it will tie in well with the intermodal nature of the station.

Mayor & City Councilmembers
Page 2
November 13, 2008

Several years ago the City applied for and received a two phase grant to study the feasibility of an intermodal facility, and develop an implementation plan. The feasibility study was Phase 1 and was completed approximately two years ago. The cost of this study was approximately \$50,000, which was paid from grant funds and City funds. The second phase of the study was put on hold pending a complete review of the initial phase. The funding for the second phase is no longer available, so at this at this juncture there is not a funding commitment for the second phase. Ms. Therese Cody of the Rail Operating Program from MDOT suggested that the City apply for funding for the second phase of the study. She suggested applying for at least \$50,000. There is a local match required. However, a soft match of staff time and facilities, etc., is allowed so there would be minimal cash outlay. The second phase of the study would involve outlining steps and process to convert the existing station to an intermodal facility, including a structured program over several years, probably at least five, to perform the actual work. This study is necessary in order to have a program in place to be able to work with a congressional delegation to obtain funding assistance for this conversion. This is very similar to the process that was used by the Kalamazoo community in converting the railroad facility into an intermodal facility. The representatives of both Senator Levin and Congressman-elect Schauer were present and indicated that this type of structured program is exactly what the Senator and the Congressman-elect need to work with the appropriate committees in Congress to obtain funding to assist in the conversion.

I am, therefore, asking permission from the City Council to forward a letter to the appropriate agency within the Michigan Department of Transportation requesting \$50,000 to complete the study on the reuse of the train station. The funding would come from intercity terminal funds that MDOT has available. I have received and included with this packet a letter of support from the Jackson Transportation Authority for this grant request.

I will place this matter on the agenda of November 18th for your action at that time.

WRR:skh

Attachment

cc: Carol Konieczki
Jon Dowling
Cameron McCollum
Dee Parker
Steve Duke
Renell Weathers
Jim Turner

**Jackson Amtrak Depot
Meeting
November 10, 2008**

Name	Organization	Phone Number	Email Address
Dee Parker	MDOT	517-780-7540	parkerde@michigan.gov
STEVE DUKE	RZPC	517-768-6702	sduke@co.jackson.mi.us
ED RUTKOWSKI	JACKSON	517 206-3982	ERUTKOWSKI@CITYOFJACKSON.ORG
JOHN GUIDINGER	MARP	517-449-9041	JHGUIDINGER@CAI-ENGR.COM
Rob Pearson	MDOT BPT	517-335-2572	PearsonR1@michigan.gov
THERESE CODY	MDOT	517-373-8749	CodyT@michigan.gov
Jim Turner	SEN. LEVIN	517-377-1508	Jim_Turner@LEVIN.SENATE.GOV
Cameron McCollum	STA	517-787-8363	Cameron.mccollum@jacksontraint.com
Renell Weathers	Sen Schauer	517/812-9166	rweathers@senate.michigan.gov
TOM GRACE	JCEG	517 789 7898	THOMASGRACE@AOL.COM
MARTY GRIFFIN	64th District	517-373-1795	martingriffin@house.mi.gov martingriffin@sbcglobal.net
Jon Dowling	CITY OF JACKSON	517-788-4160	Jdowling@cityofjackson.org
William P. Ross	City of Jackson	517-788-4035	PROSS@Cityofjackson.org
SCOTT FLEMING	EG	517-740-5815	SFleming@enterprise-group.org
LISA DEDDEN COOPER	Senator Schauer	517-373-1030	LDEDDEN@senate.michigan.gov

**Jackson Amtrak Depot
Meeting
November 10, 2008**

1. Introductions
2. Background
3. Current Status
4. Next Steps

8-06- \$300,000 for pleaster

Corridor Station Activity

Corridor: Detroit-Chicago

Fiscal Year: 2008

Station	Boarded 2008	Deboarded 2008	Total 2008	Total 2007	Change(%) 2007 - 2008	Total 2006	Change(%) 2006 - 2008
Albion Amtrak Intermodal Terminal	863	954	1,817	1,490	21.9%	1,463	24.2%
Ann Arbor Amtrak Station	73,443	71,582	145,025	141,269	2.7%	137,361	5.6%
Battle Creek Amtrak Intermodal Terminal	22,316	23,043	45,359	42,689	6.3%	43,280	4.8%
Birmingham Amtrak Station	9,391	9,909	19,300	19,061	1.3%	19,647	-1.8%
Chicago Amtrak Station (Illinois)	195,474	196,062	391,536	378,779	3.4%	367,354	6.6%
Dearborn Amtrak Station	38,301	35,929	74,230	70,901	4.7%	69,838	6.3%
Detroit Amtrak Station	30,072	28,701	58,773	55,649	5.6%	54,984	6.9%
Dowagiac Amtrak Intermodal Terminal	600	786	1,386	1,052	31.7%	1,064	30.3%
Greenfield Village	12	85	97	0	0.0%	82	18.3%
Hammond/Whiting Amtrak Station (Indiana)	2,863	3,426	6,289	6,457	-2.6%	6,356	-1.1%
Jackson Amtrak Station	13,705	13,576	27,281	26,692	2.2%	26,375	3.4%
Kalamazoo Amtrak Intermodal Terminal	44,794	45,650	90,444	81,091	11.5%	74,173	21.9%
Michigan City Amtrak Station (Indiana)	836	1,340	2,176	1,941	12.1%	2,100	3.6%
New Buffalo Amtrak Station	1	0	1	2	-50.0%	0	0.0%
Niles Amtrak Intermodal Terminal	5,855	7,717	13,572	12,906	5.2%	12,665	7.2%
Pontiac Amtrak Intermodal Terminal	8,237	7,983	16,220	16,189	0.2%	17,036	-4.8%
Royal Oak Amtrak Station	14,924	14,944	29,868	25,122	18.9%	25,100	19.0%
Unknown Origin & Destination (Amtrak)	10,706	10,706	21,412	16,924	26.5%	18,180	17.8%
Total	472,393	472,393	944,786	898,214	5.2%	877,058	7.7%

Due to an October 1, 2003 change in data management procedures, information in this document may not match previously generated MDOT reports. In addition, data in this report may differ from similar Amtrak reports due to differences in the way MDOT and Amtrak treat data not specifically attributed to individual stations. Numeric rounding may result in differences in MDOT/Amtrak revenue values.

As of 11/10/08

**THE CITY OF
JACKSON TRANSPORTATION AUTHORITY**



STREET 2350 EAST HIGH

JACKSON, MICHIGAN 49203-3490
(517) 787-8363 FAX (517) 787-

6833

November 11th, 2008

Therese G. Cody
Rail Operating Programs Manager
Van Wagoner Building
425 W. Ottawa Street
P.O. Box 30050
Lansing, MI. 48909

Dear Ms. Cody,

As the General Manager of The Jackson Transportation Authority (JTA), I participated in the **Jackson Amtrak Depot Intermodal Feasibility Study** completed in 2006. As the local transit representative, our commitment to this project stems from the recognition of how successful public transportation systems develop and expand. Truly successful systems create seamless connectivity between all transportation modes, expanding consumer options and creating economic opportunity. To that end, we believe that moving forward with plans to redevelop the Jackson Train Station into a viable Multi-Modal facility will benefit the Jackson community as a whole.

The City of Jackson has a rich history of both rail and bus transportation systems dating back to the early 1900's. A significant part of that history is represented by the Jackson Train Station. Preservation/revitalization of this historic landmark has the potential of a significant impact upon the area surrounding the station. While the first step of this project (feasibility study) has been completed, we must now find a way to move forward.

As one of the community partners excited by the vision the study provided, I join many others in the desire to see that vision realized. I sincerely hope that additional funding can be provided to address some of the immediate and critical needs of the station. Addressing these needs now will allow local partners committed to this project the time to fund the renovation of this historic structure.

Sincerely,

Cameron McCollum
General Manager
Jackson Transportation Authority



TO: Honorable Mayor and City Councilmembers

FROM: William R. Ross, City Manager

DATE: November 13, 2008

RE: Funding Commitment for The Enterprise Group - Economic Development Activities

The Enterprise Group is currently in the midst of a capital campaign to raise funds to continue and expand economic development activities in the Jackson community. The new leadership at the Enterprise Group has created an aggressive and positive atmosphere for economic development within both the City of Jackson and the surrounding community. The City has participated at a minimal level in recent years. Economic development activities require financial resources to support the staff and to allow for outreach to both current employers and new or expanding employers. An investment by the City in the continuing effort to expand economic activities in the Jackson community is vital to the long-term success of building and expanding our economic base.

I am, therefore, proposing to the City Council that the City commit \$100,000 per year to the Enterprise Group to be utilized for economic development activities within the City of Jackson and the surrounding communities. The proposal would be structured as follows:

1. A payment of \$50,000 would be made immediately in order to provide the immediate cash the Enterprise Group needs to continue and expand development activities.
2. An additional payment of \$50,000 would be made at such time the Enterprise Group has met the goal of its capital campaign and can certify to the City Council that said goal has been met.
3. The Enterprise Group will amend its by-laws to provide for an additional member of the Board of Directors who will be either the Mayor or a City Councilmember designated by the Mayor. This would be an additional member on the Board. The City Manager already serves on the Enterprise Group Board.
4. The Council would commit \$100,000 per fiscal year in future fiscal years based upon the actions of future Councils and budgetary considerations during each of future fiscal years, recognizing that this Council cannot bind future Councils to said appropriation. Future amounts would also be based upon a report from the Enterprise Group to the Council on economic development activities and an analysis by the

Council of the successful use of the resources provided by the City to the Enterprise Group.

It is my belief that we are at critical time in the development of the Jackson community, and that resources need to be committed to move the economic development process forward, and bring new jobs and economic activity to our community.

This matter will be placed on the agenda of your meeting of November 18, 2008, for your consideration and discussion at that time. I recommend approval of the proposal as presented.

WRR:skh

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



MEMORANDUM

DATE: November 12, 2008

TO: William R. Ross
City Manager

FROM: Matthew R. Heins
Chief of Police

SUBJECT: Disposal of Surplus Property (K9 Bella)

CC: Deputy Chief John Holda
Officer Bill Mills

Regarding the disposal of surplus City property, purchasing rules specify the following:

Whenever any City property is no longer required for corporate or public purposes, the same may be offered for sale. Personal property not exceeding \$100 in value may be sold for cash by the Purchasing Agent after receiving quotations or competitive bids therefore, for the best price obtainable. Property value in excess of \$100 may be sold after advertising and receiving competitive bids, which may include trade in for new equipment. Alternatively, at the discretion of the Purchasing Agent, property may be disposed of through direct sale to governmental, educational, or nonprofit entities, or may be sold at public auction.

For good reason, the rules do not allow turning surplus property over to City employees. However, I believe there is good reason for an exception and ask, with your consent, that the following request be forwarded to the Mayor and Council for a waiver of the above purchasing rule.

Jackson Police Canine Bella was recently diagnosed with an incurable deterioration of the spine, meaning that she will not be able to work as a police dog. Bella has been living with Officer Mills since we purchased her in January of 2007. While Bella is owned by the City of Jackson, she is certainly a member of Mills' family. As Bella will have to be retired before she actually begins working, she will have no monetary value to the City of Jackson.

Selling Bella at auction or receiving bids for her sale to another family would deprive Bill Mills of an opportunity to maintain that family relationship with Bella and to ensure quality care for her until the end. Thus, at the next opportunity, I ask that the Mayor and Council consider this request and waive purchasing rules so that Officer Mills may receive Bella as his personal property immediately.



Community Development

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

November 14, 2008

TO: William R. Ross, City Manager

FROM: **Carol L. Konieczki, Community Development Director**

RE: Request for waiver of Community Development Block Grant (CDBG) rehabilitation loan requirement for 940 Chittock

The homeowner of 940 Chittock, Ms. Crystal Salyer, has contacted Community Development Staff to perform a complete rehabilitation of her home. As part of the rehabilitation, the non-functioning furnace will be replaced as well as the leaking roof. The Ms. Salyer has four young children ages 7 months old to 9 years old living in the home. Due to the urgent nature to replace the furnace and roof, Staff would like to complete these repairs as soon as possible and complete the full rehabilitation project in early-2009.

One of the requirements to receive a CDBG rehabilitation loan is that all property taxes due must be current. Ms. Salyer currently has an overdue balance for summer 2008 taxes in the amount of \$1,116.05 and plans to pay the balance due in January 2009. She has requested a waiver of this requirement (attached) to complete the urgent repairs immediately and will pay the overdue taxes when she receives her income tax refund, prior to completing the full rehabilitation project.

Staff's recommendation and requested action of City Council is to approve Ms. Salyer's request to waive the requirement that her property taxes to be current in order to immediately complete the necessary, urgent repairs to her home. Please place this item on the November 18, 2008 City Council Agenda for consideration.

Cc: Heather Soat, Financial Analyst
Kim VanEvery, Rehabilitation Loan Specialist

CLK:hls

Attachments

RECEIVED

NOV 13 2008

Hello, my name is Crystal Salys,
I reside at 940 Chitlock, here, in
the City of Jackson.

I am writing to request a waiver
on my property taxes, until the end
of January 09, when I will receive
my income tax refund and pay the
property taxes in full.

I have kept the same job, taking
care of my disabled mother through
the State of Michigan for the past
9 years. I have 4 young
children - ages 7 months, 20 months,
6 years, and a 9 year old, whom
has asthma and is sensitive to
the cold.

My situation is an emergency, and
in order for my children and I
to remain in our home, I have
a few major ~~that~~ repairs that
need to be made immediately.

Our furnace is broken, it has been
red tagged by consumers and is
not fixable, so I need a new one.

And obviously, no furnace means
no heat, and with winter is

upon us, temperatures are beginning to drop, and this house is getting cold.

I also have a leak around my chimney, that has leaked down into the 2nd and 1st floors, causing us not to be able to use my bedroom or bathroom closets. And when it rains steadily, water pours from my living room ceiling. I'm sure snow and ice will only make it worse.

I hope that knowing these facts, you would grant me this waiver, so, in working with Community Development, I can get the help I need to get these repairs made soon.

Thank You,
Cynthia D. Salyer



Department of Community Development

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

Administrative Services
(517) 788-4060

Building Inspection
(517) 788-4012

Rehabilitation Services & Information
(517) 788-4070

TO: Carol Konieczki, Community Development Director
DATE: November 14, 2008
FROM: Kim VanEvery, Financial Assistant
SUBJECT: 940 Chittock

I have been working with the owner, Crystal Salyer, of 940 Chittock to help her with her application for rehabilitation. She did manage to find a company that would insure her (problem insuring because of roof). I had originally got the file as a full rehab. Because of our backlog of cases I was working on the case even though her taxes were not yet paid. She was planning on paying them in January with her income tax refund. She was far enough down the line that it wouldn't even have been inspected by then. When we started doing "emergency" work on cases it came out that her furnace is completely out and there are four young children in the house.

She is not asking that the Council have the Treasurer waive the taxes completely. She is willing to pay them and any fines that accrue. She wants the Council to waive our requirement for taxes being up to date, with the stipulation that she will be paying them with her income tax return. That way we could at least get the furnace put in for her and complete the rest of the work need later.

Heather and I have discussed this and were wondering if it would be possible to put this on the Council meeting next week as an emergency (mainly because of the little children). Would it be possible to meet with you and discuss this issue? I have attached her letter requesting this.

/kve

cc: Heather Soat, Financial Analyst

attachment





Department of Community Development

161 W. Michigan Avenue • Jackson, MI 49201-1303•

Facsimile (517) 768-5832

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Informational Memo

To: William R. Ross, City Manager
DATE: November 12, 2008
FROM: Carol L. Konieczki, Community Development Director
SUBJECT: Award of Bid for Emergency Hazard

Rehab Coordinator Dennis Diffenderfer requested bids from contractors for Emergency Hazard projects at five (5) addresses listed below.

Due to the emergency nature of the repairs, contracts were awarded following receipt of the bids. At this time, we are providing notice of awarding these projects to:

Project	Awardable Contractor	Amount
133 N. Forbes (roof)	At-A-Moments Notice	\$3,975.00
1812 Blakley (roof)	Bar Home Improvement	\$4,900.00
439 Adams (furnace)	Quality First	\$2,035.00
179 W. Mansion (furnace)	F.E.B. Enterprises	\$4,700.00
920 Francis (furnace)	F.E.B. Enterprises	\$3,250.00

Internal Emergency Hazard Contract Approval sheets are attached for your review.

This memo is provided for your information only. No action is required by City Council.

CLK:mlk

cc: Margaret Cunningham, Purchasing Agent
Dennis M. Diffenderfer, Rehab Coordinator
Kim VanEvery, Loan Assistant



EMERGENCY HAZARD CONTRACT APPROVAL

Owner: Monica Trudell

Property Address: 1330 Forbes

Date of financial interview: _____

Owner is under 50% of median income _____

Type of Loan: Emergency Hazard/Prevention Note (?)

Amount of Loan: _____

Date property inspected: _____

Inspected by: D. Diffendefe

Description of hazardous repair needed: _____

Bids requested: 10-16-08

Bids returned: 10-21-08

<u>At A Moments Notice</u>	<u>3975</u>
Bidder	Amount
<u>Concepts Construction</u>	<u>5475</u>
Bidder	Amount

Attach copy of contract and specs _____

Attach copy of permit (if needed) _____

Finance Date

Dominic M. Diffendefe 10-21-08
Rehab Supervisor Date

Inspector Date

Department Head Date

EMERGENCY HAZARD CONTRACT APPROVAL

Owner: EVA Bradley

Property Address: 438 Adams

Date of financial interview: _____

Owner is under 50% of median income _____

Type of Loan: Emergency Hazard

Amount of Loan: _____

Date property inspected: _____

Inspected by: D.M.D.

Description of hazardous repair needed: Emergency Furnace Replacement
will need permit issued.

Bids requested: _____

Bids returned: _____

Quality First
Bidder

2035.⁰⁰
Amount

F.E.B Contracting
Bidder

2300.⁰⁰
Amount

Attach copy of contract and specs _____

Attach copy of permit (if needed) _____

Finance Date

Dennis M. Diffendeg
Rehab Supervisor Date

D.M.D.
Inspector Date

Department Head Date

EMERGENCY HAZARD CONTRACT APPROVAL

Owner: MJM Greg Marry

Property Address: 179 W Mason

Date of financial interview: _____

Owner is under 50% of median income _____

Type of Loan: _____

Amount of Loan: _____

Date property inspected: 10-21-08

Inspected by: David Duffenduff

Description of hazardous repair needed: Asbestos Abatement & Fire fire replacement / Rehab to follow

Bids requested: 10-23-08

Bids returned: 10-27-08

FEB
Bidder

\$ 4700.00
Amount

Southern Michigan Htg.
Bidder

\$ 5325.00
Amount

Attach copy of contract and specs _____

Attach copy of permit (if needed) _____

Finance Date

David Duffenduff 10-27-08
Rehab Supervisor Date

David 10-27-08
Inspector Date

Department Head Date

EMERGENCY HAZARD CONTRACT APPROVAL

Owner: Shayla Mc Donough

Property Address: 920 Francis

Date of financial interview: _____

Owner is under 50% of median income _____

Type of Loan: _____

Amount of Loan: _____

Date property inspected: 9-25-08

Inspected by: Dennis Deffenberg

Description of hazardous repair needed: Finace

Bids requested: 10-3-08

Bids returned: 10-6-08

FEB 3250
Bidder Amount

Southern Michigan Htg. 4125
Bidder Amount

Attach copy of contract and specs _____

Attach copy of permit (if needed) _____

Finance Date

Dennis Deffenberg 10-5-08
Rehab Supervisor Date

Dave
Inspector Date

Department Head Date



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 08-18 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:

Right Direction LLC
614 N. Wisner Street
Jackson, MI 49202

The location of the property:

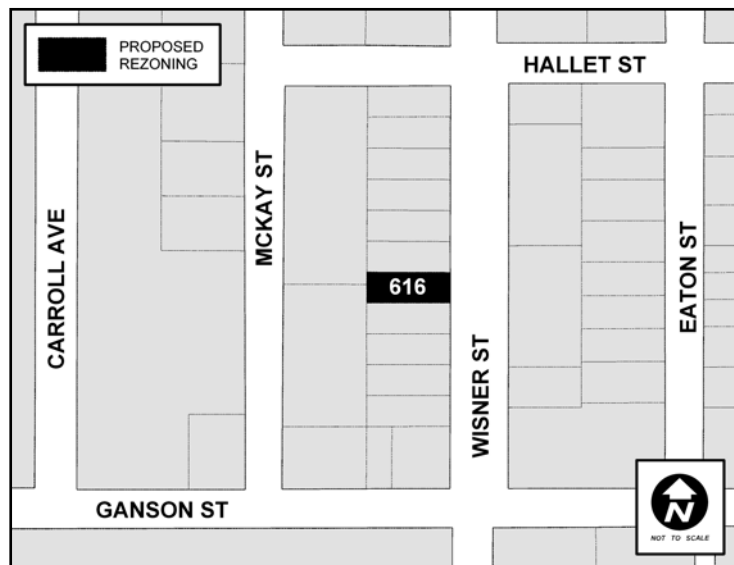
616 N. Wisner Street

The rezoning request:

Rezone from R-2 (one- and two-family residential) to C-4 (general commercial).

The proposed use:

Vehicle rental associated with The Car Company.



You are invited to attend the public hearings before the
City Planning Commission and City Council to be held on:

City Planning Commission – Wednesday, December 3, 2008 at 7:00 pm

City Council – Tuesday, December 16, 2008 at 7:00 pm

The meetings will be held in the

**City Hall Council Chambers, 2nd floor
161 W. Michigan Avenue**

***Please note that the original public hearing before City Council
scheduled for Tuesday, November 18, 2008 is cancelled.***

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



MEMORANDUM

DATE: November 10, 2008

TO: William R. Ross
City Manager

FROM: Matthew R. Heins
Chief of Police

SUBJECT: October Manager's Report

Chief Matthew Heins

- Attended:
 - Police Executive Development Series (PEDS) Training
 - Meeting with New World regarding computer system
 - Training Consortium meeting
 - Meeting with Bill Kiehl from Allegiance Health
 - NAACP Freedom Fund Banquet
 - Staff and Command presentations and graduation
 - Area Chief's meeting
 - Ribbon Cutting for Allegiance Home Medical Equipment
 - Groundbreaking for Jackson Community College
 - Grievance meeting with POLC-Non Supervisory unit and Personnel
 - Contract negotiation with POLC-Non Supervisory unit and Personnel
 - Charter Review Committee meeting
 - Meeting with K9 handler regarding canine replacement
- Hosted retiree breakfast for all Police Department retirees
- Gave presentation for Highfields
- Conducted induction for Northeast Elementary school Student Government officers

Deputy Chief John Holda

- Attended:
 - Act 345 Meeting
 - Chief's Meeting
 - 2008 Goals Review
 - Training Consortium meeting

- POLC-Non Supervisory Unit Negotiations
- POLC-Non Supervisory –Grievance Meeting
- IT/Computer Aided Dispatch Meeting w/JSO & Michelle
- MDC project moving forward. Demo MDC worked well with our system. Sample contracts forwarded to Margaret (Purchasing) from Oakland/ Monroe counties to expedite the purchasing process.
- 2 weeks vacation

Lt. Aaron Kantor

- Attended:
 - Local Planning Team meetings (2)
 - PSN meeting
 - MPRI meeting – Discussed parolee placement
 - Human Relations Commission meeting – Presentation from Dept. of Civil Rights
 - Distribution Committee meeting
 - SRT training
 - JNET Meeting to discuss street level enforcement and visibility during our busy months
- Participated in Allegiance Health mock disaster
- Conducted Communication Specialist interviews
- Other update information:
 - Met with all city businesses that the proposed pawn shop ordinance change would impact.
 - Conducted successful semi-annual test of secondary PSAP with the sheriff's department. Working on submitting a proposal to update our secondary PSAP with Homeland Security funds. Committee will review proposals 12/3/08 and will make final decision 12/17/08. Approx. cost - \$60,000
 - Working on CDBG proposal for funds for property owners victimized by graffiti. Spoke with Michelle Pultz on this. Will submit proposal for consideration.
 - Worked on a committee on redesigning our training for new sergeants
 - Working with Chad Edwards on issues with our outdoor range. A meeting has been planned with our insurance carrier about concerns on 11/13/08.

Lt. Christopher Simpson

- Attended:
 - Ordinance Review Workshop Meeting
 - Domestic Violence Meeting with human service agencies
 - Departmental Head Meeting with City Manager
 - 2008 goal review with commanders; patrol YTD
 - HSCA meeting with human service organizations
 - Meeting for K9 review and status of new dog
 - Meeting with citizen complainant with Chief Heins (Gilardi)
 -
- Discussed Citizen Complaint regarding dissatisfaction of Domestic Violence arrest
- Training with HVA in Ann Arbor (Honor Guard)

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- Special Assignment Selection for Traffic and Training office
- Completed 16 hrs of patrol.
- Visited elementary schools to talk to principals about the frequency of PACT officers seen in the school.



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

INFORMATIONAL MEMO

TO: William R. Ross, City Manager
DATE: November 12, 2008
FROM: Carol L. Konieczki, Community Development Director
SUBJECT: Award of Bid for Rehab Project at 623 Harris

Rehab Coordinator Dennis Diffenderfer requested bids through the Purchasing Department for an owner-occupied Community Development rehab project at 179 W. Mansion. The Bid Review Committee comprised of the Rehab Coordinator (Diffenderfer), and Purchasing Agent (Cunningham) has analyzed the bids submitted and arrived at a recommendation on bid award.

Six contractors attended the mandatory pre-bid walk through with five submitting completed bids, the results of which are attached for your review. In concurrence with the Review Committee, we are awarding the bid as follows:

Project	Awardable Contractor	Amount
623 Harris	Bar Home Improvement	\$12,621

The homeowner has been pre-qualified to receive full funding through a CDBG or HOME rehab loan (\$10,371 code; \$2,250 lead). The contractor awarded this project is required to obtain a current installation floater on its general liability policy.

This memo is provided for your information only since the project amount is under \$20,000 and does not require City Council action.

CLK:sc

cc: Margaret Cunningham, Purchasing Agent
Dennis M. Diffenderfer, Rehab Coordinator
Kim VanEvery, Loan Assistant
Michelle Pultz, CD Project Coordinator



Bid Tabulation
for
Housing Rehabilitation
at
623 Harris

Item #	Description	Location	Code	Rehab Inspector Estimate	Bar Home Improvements	Corner Stone Construction	Concept Construction	At-A-Moments-Notice	Harrison Builders LLC
					7515 Napoleon Rd. Jackson, MI 49201	2560 S Hillsdale Hillsdale MI 49242	1619 Cascade Court Jackson MI 49203	6937 Draper Road Jackson, MI 49201	916 Homewild Jackson, MI 49201
					Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
1	Strip & Reroof	All	C	6,000.00	6,250.00	6,200.00	6,145.00	6,000.00	8,500.00
2	Eves and Downs	All	C	1,000.00	774.00	800.00	425.00	900.00	1,040.00
3	Combination Door	E	C	250.00	215.00	325.00	245.00	250.00	180.00
4	Lead Work	W/Porch	L	300.00	250.00	400.00	185.00	350.00	200.00
5	Lead Work (rototill perimeter)	All	L	400.00	300.00	400.00	795.00	400.00	600.00
6	Lead Work Encapsulant	Interior	L	1,600.00	800.00	900.00	1,045.00	1,200.00	300.00
7	Doors (6)	Interior	C	1,200.00	900.00	1,200.00	1,110.00	1,300.00	400.00
8	Lead		L	400.00	300.00	300.00	400.00	250.00	1,000.00
9	Cellar Stairs	Basement	C	400.00	400.00	450.00	485.00	400.00	1,200.00
10	Cellar Windows (2)	N	C	400.00	410.00	600.00	485.00	525.00	700.00
11	Clearance Test	All	L	500.00	600.00	500.00	600.00	600.00	750.00
12	Plumbing		C	300.00	250.00	250.00	250.00	350.00	350.00
13	Electrical		C	850.00	1,172.00	500.00	1,065.00	1,500.00	1,350.00
	Total			13,600.00	12,621.00	12,825.00	13,235.00	14,025.00	16,570.00
			C	10,400.00	10,371.00	10,325.00	10,210.00	11,225.00	13,720.00
			L	3,200.00	2,250.00	2,500.00	3,025.00	2,800.00	2,850.00