



## **CITY COUNCIL MEETING MINUTES**

December 19, 2017

### **CALL TO ORDER:**

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

### **PLEDGE OF ALLEGIANCE AND INVOCATION:**

The Council joined in the Pledge of Allegiance. A moment of silent prayer was offered by Vice Mayor/1<sup>st</sup> Ward City Councilmember Arlene Robinson.

### **ROLL CALL:**

Present: Mayor Derek J. Dobies, Councilmembers Arlene Robinson, Freddie Dancy, Jeromy Alexander, Craig Pappin, Andrew R. Frounfelker, and Colleen Sullivan.  
Absent: none.

Also present: City Manager Patrick Burtch, Assistant City Manager/Operations Jonathan Greene, City Attorney Bethany Smith, City Clerk Andrea Muray, Director of Neighborhood and Economic Operations Jennifer Morris, Director of Police and Fire Services Elmer Hitt, Deputy Director of Fire Services David Wooden, and City Engineer Jon Dowling.

### **ADOPTION OF AGENDA:**

Mayor Dobies made a correction to Item 8F on the agenda. Motion was made by Councilmember Pappin to adopt the agenda as amended, seconded by Councilmember Robinson. Votes – Yeas: Mayor Dobies, Councilmembers Robinson, Dancy, Alexander, Pappin, Frounfelker, Sullivan (7). Nays: none. Motion passed.

### **CITIZEN COMMENTS:**

Public comment time was opened. Comments were heard and the meeting resumed.

PRESENTATIONS/PROCLAMATIONS: none.

PETITIONS & COMMUNICATION FROM CITY STAFF AND OTHER GOVERNMENTAL ENTITIES:

- A. **CDBG and HOME Financial Summaries through October 31, 2017.**  
Accept and place on file the Community Development Block Grant and HOME Financial Summaries through October 31, 2017.
- B. **2017 December Board of Review Minutes and Property File List.**  
Accept and place on file the 2017 December Board of Review Minutes and Property File List.
- C. **City Summary of Revenue and Expenditures:**  
Accept and place on file the City of Jackson's summary of revenue and expenditures for five (5) months ended, November 30, 2017.

Motion was made by Councilmember Pappin, seconded by Councilmember Robinson to accept and place on file. Votes – Yeas: Mayor Dobies, Councilmembers Robinson, Dancy, Alexander, Pappin, Frounfelker, Sullivan (7). Nays: none. Motion passed.

CONSENT CALENDAR:

- A. **Minutes of the Regular Meeting of November 28, 2017:**  
Approve the minutes of the regular City Council meeting of November 28, 2017.
- B. **Minutes of the Swearing-In Ceremony Meeting of December 5, 2017:**  
Approve the minutes of the Swearing-In Ceremony Meeting of December 5, 2017.
- C. **Annual Eve on the Ave 5k:**  
Approve a request from St. John's UCC to conduct their Annual Eve on the Ave 5k event on Sunday, December 31, 2017, from 9 p.m. to 11 p.m. in downtown Jackson.
- D. **Annual Eve on the Ave:**  
Approve a request from the City of Jackson Downtown Development Authority to conduct their 17<sup>th</sup> annual Eve on the Ave event on Sunday, December 31, 2017, from 9 p.m. to Monday, January 1, 2018, at 12:30 a.m. in downtown Jackson.

- E. 41<sup>st</sup> Annual Groundhog Gallop:**  
Approve a request from Henry Ford Allegiance Health to conduct their 40<sup>th</sup> annual Groundhog Gallop event on Saturday, February 3, 2018, at 10 a.m. to 2 p.m. at Middle School at Parkside.
- F. Confirmation, Appointment and Reappointment of Mayor and Council to Various Committees, Boards & Commissions:**  
Approve and confirm the appointment and reappointment of the Mayor and City Councilmembers to various boards, commissions and committees.
- G. Human Relations Commission Reappointments:**  
Mayor's recommendation to reappoint Alice Lewis, John Hawthorne, and Jessica Embury to the Human Relations Commission for a three year term each, beginning January 1, 2018, and ending December 31, 2020, in accordance with the Human Relations Commission recommendation.
- H. Local Development Finance Authority/Brownfield Redevelopment Authority:**  
Mayor's recommendation to appoint Daniel P. Greer to the Local Development Finance Authority/Brownfield Redevelopment Authority filling a current vacancy beginning immediately, and ending June 3, 2021.
- I. Public Arts Commission Appointment:**  
Mayor's recommendation to appoint Michelle McClellan as an ex-officio member, as a representative for the Ella Sharp Museum, to the Public Arts Commission, beginning immediately and ending May 28, 2018, as recommended by the Public Arts Commission.
- J. Zoning Board of Appeals Reappointment:**  
Mayor's recommendation to reappoint Karl Grieve to the Zoning Board of Appeals for a three year term, beginning January 1, 2018, and ending December 31, 2020.

Motion was made by Councilmember Pappin, seconded by Councilmember Sullivan to accept and place on file. Votes – Yeas: Mayor Dobies, Councilmembers Robinson, Dancy, Alexander, Pappin, Frounfelker, Sullivan (7). Nays: none. Motion passed.

**PUBLIC HEARINGS:** none.

**OTHER BUSINESS:**

- A. Amendment #3 to AECOM Water Transmission Main Analysis Project.**  
**Recommendation:** Approve Amendment #3 to the Water Transmission Main Analysis Project with AECOM to include additional water main flow modeling and analysis in the amount of \$40,000.00.

Motion was made by Councilmember Pappin, seconded by Councilmember Frounfelker to approve. Votes – Yeas: Mayor Dobies, Councilmembers Robinson, Dancy, Alexander, Pappin, Frounfelker, Sullivan (7). Nays: none. Motion passed.

**NEW BUSINESS:**

- A. 2018 Meeting Dates Resolution.**  
**Recommendation:** Resolution establishing City Council meeting dates for 2018.

Motion was made by Councilmember Frounfelker, seconded by Councilmember Dancy to approve. Votes – Yeas: Mayor Dobies, Councilmembers Robinson, Dancy, Alexander, Pappin, Frounfelker, Sullivan (7). Nays: none. Motion passed.

- B. Traffic Control Order 2262 – Yield Signs on Lewis St. at the Railroad Crossing.**  
**Recommendation:** Approve Traffic Control Order 2262 to install Yield signs on Lewis Street at the railroad crossing.

Motion was made by Councilmember Frounfelker, seconded by Councilmember Sullivan to approve. Votes – Yeas: Mayor Dobies, Councilmembers Robinson, Dancy, Alexander, Pappin, Frounfelker, Sullivan (7). Nays: none. Motion passed.

- C. Traffic Control Order 2263 – Yield Signs on E. Washington Avenue at the Railroad Crossing.**  
**Recommendation:** Approve Traffic Control Order 2263 to install Yield signs on E. Washington Avenue at the railroad crossing.

Motion was made by Councilmember Frounfelker, seconded by Councilmember Pappin to approve. Votes – Yeas: Mayor Dobies, Councilmembers Robinson, Dancy, Alexander, Pappin, Frounfelker, Sullivan (7). Nays: none. Motion passed.

**D. Traffic Control Order 2264 - Yield Signs on Losey Avenue at the Railroad Crossing.**

**Recommendation:** Approve Traffic Control Order 2264 to install Yield signs on Losey Avenue at the railroad crossing.

Motion was made by Councilmember Frounfelker, seconded by Councilmember Pappin to approve. Votes – Yeas: Mayor Dobies, Councilmembers Robinson, Dancy, Alexander, Pappin, Frounfelker, Sullivan (7). Nays: none. Motion passed.

**E. Purchase of New Ladder Truck.**

**Recommendation:** Approve the purchase of a Pierce ladder truck based on the low bid submitted by Halt Fire.

Motion was made by Councilmember Frounfelker, seconded by Councilmember Sullivan to approve. Votes – Yeas: Mayor Dobies, Councilmembers Robinson, Dancy, Alexander, Pappin, Frounfelker, Sullivan (7). Nays: none. Motion passed.

**F. Development Agreement - Jackson District Library.**

**Recommendation:** Approve execution of a Development Agreement with the Jackson District Library regarding the grant of an easement on, under and over portions of 244 W. Michigan Avenue, and 290 W. Michigan Avenue, authorize the City Manager to sign the Development Agreement, authorize the City Manager to take all necessary actions to effectuate the Development Agreement, and authorize the City Attorney to make modifications as directed by the City Manager.

Motion was made by Councilmember Pappin, seconded by Councilmember Frounfelker to approve. Votes – Yeas: Mayor Dobies, Councilmembers Robinson, Dancy, Alexander, Pappin, Frounfelker, Sullivan (7). Nays: none. Motion passed.

**G. Grant of Easement Agreement - Jackson District Library.**

**Recommendation:** Approve execution of a Grant of Easement with the Jackson District Library regarding the grant of an easement on, under and over portions of 244 W. Michigan Avenue, and 290 W. Michigan Avenue, authorize the City Manager to sign the Grant of Easement, authorize the City Manager to take all necessary actions to effectuate the Grant of Easement, and authorize the City Attorney to make modifications as directed by the City Manager.

Motion was made by Councilmember Frounfelker, seconded by Councilmember Pappin to approve. Vote – Yeas: Mayor Dobies, Councilmembers Robinson, Dancy, Alexander, Pappin, Frounfelker, Sullivan (7). Nays: none. Motion passed.

**H. Resolution - Requesting Certain Financial Reports from Jackson Housing Commission.**

**Recommendation:** Resolution requesting certain financial reports from the Jackson Housing Commission as permitted by the Housing Facilities Act of Michigan.

Motion was made by Councilmember Pappin, seconded by Councilmember Sullivan to approve. Votes - Yeas: Mayor Dobies, Councilmembers Robinson, Alexander, Pappin, Frounfelker, Sullivan (6). Nays: Councilmember Dancy (1). Motion passed.

**I. Professional Economic Development Planning Retainer Service Agreement.**

**Recommendation:** Authorize a Professional Retainer Services Agreement between the City of Jackson and Beckett & Raeder, Ann Arbor, to provide economic development services, including but not limited to, master planning sketches, miscellaneous landscape design services, and plot planning, and authorize the City Manager to sign the Agreement, approve necessary renditions, and to take all necessary actions to effectuate the Professional Economic Development Planning Retainer Service Agreement.

Motion was made by Councilmember Frounfelker, seconded by Councilmember Pappin to approve. Votes - Yeas: Mayor Dobies, Councilmembers Robinson, Dancy, Alexander, Pappin, Frounfelker, Sullivan (7). Nays: none. Motion passed.

**J. Professional Architectural Retainer Service Agreement.**

**Recommendation:** Authorize a Professional Retainer Services Agreement between the City of Jackson and Frye Associates to provide architectural services, including but not limited to, master planning sketches, authorize the City Manager to sign the Agreement, approve necessary renditions, and to take all necessary actions to effectuate the Professional Architectural Retainer Service Agreement.

Motion was made by Councilmember Frounfelker, seconded by Councilmember Pappin to approve. Votes - Yeas: Mayor Dobies, Councilmembers Robinson, Dancy, Alexander, Pappin, Frounfelker, Sullivan (7). Nays: none. Motion passed.

**CITY COUNCILMEMBERS' COMMENTS:**

Mayor Dobies, Councilmembers Robinson, Dancy, Alexander, Pappin, Frounfelker, Sullivan all offered comments.

**MANAGER'S COMMENTS:**

City Manager Patrick Burtch offered comments.

**ADJOURNMENT:**

No further business being presented, motion was made to adjourn by Councilmember Pappin, seconded by Councilmember Robinson. Mayor Dobies closed the meeting at 7:16 p.m.