



## CITY COUNCIL MEETING MINUTES

January 30, 2018

### 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. Invocation was given by Joseph Gruber, guest of 3<sup>rd</sup> Ward City Councilmember Jeromy Alexander.

### 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, City Attorney Bethany Smith, City Assessor Jason Yoakam, City Clerk Andrea Muray, Assistant City Manager/Operations Jonathan Greene, Director of Police and Fire Services Elmer Hitt, Director of Neighborhood and Economic Operations Jennifer Morris, and City Engineer Jon Dowling

### ADOPTION OF AGENDA:

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

### STREETLIGHTING PRESENTATION:

A presentation was made by City Engineer Jon Dowling in regards to the number, types, and ownership of streetlights within the City of Jackson. A map was also made available to the public depicting the location of the street lights throughout the City.

**CITIZEN COMMENTS:**

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

**PRESENTATIONS/PROCLAMATIONS:**

- A. Resolution and Presentation to Elwyn "Rab" Rider for his many years of service to the City of Jackson on the Ella W. Sharp Park Board of Trustees and Parks and Recreation Commission.**

Mayor Dobies presented Elwyn "Rab" Rider a resolution signed by all of the council members recognizing his many years of service to the community.

**PETITIONS & COMMUNICATION FROM CITY STAFF AND OTHER GOVERNMENTAL ENTITIES:**

- A. HRC Ex-Officio Appointments.**  
**Recommendation:** Accept and place on file the Human Relations Commission notification of the appointment of two ex-officio members, Cheryl Lynn Ragland, and Krissy Kerwin.
- B. CDBG and HOME Financial Summaries through December 31, 2017.**  
Accept and place on file the Community Development Block Grant (CDBG) and HOME Financial Summaries through December 31, 2017.

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

**CONSENT CALENDAR:**

- A. Minutes of the Regular Meeting of January 16, 2018:**  
Approve the minutes of the regular City Council meeting of January 16, 2018.
- B. Board of Review Appointment:**  
Mayor's recommendation to appoint Cory Latocki to the Board of Review for a three year term beginning February 1, 2018, and ending January 31, 2021.

- C. Ella Sharp Park Board or Trustees Appointment:**  
Mayor's recommendation to appoint Cheryl Ennis to the Ella W. Sharp Park Board of Trustees for a three-year term, beginning February 1, 2018, and ending January 31, 2021.
- D. Public Arts Commission Appointment:**  
Mayor's recommendation to appoint Karysa L. Trombley to serve as a Commissioner on the Public Arts Commission, filling a current vacancy beginning immediately and ending May 28, 2020.
- E. Charter Review Committee:**  
Consider residency of the Charter Review Committee members and possible removal of Michael Swope (non-resident) from the Charter Review Committee to make room for a City Resident.
- F. Charter Review Committee Appointment:**  
Consider the appointment of Laura Schlecte.
- G. Board Resignation - Andrew Dotterweich:**  
Receipt with regret the resignation of Andrew Dotterweich from the Building Code Board of Examiners and Appeals, Zoning Board of Appeals, and Region 2 Planning Commission effective February 1, 2018.
- \*H. LOCC - Appointment**  
Mayor's recommendation to appoint Stephen Rajzer to the Local Officers Compensation Commission for a seven year term beginning March 1, 2018, and ending February 28, 2025.

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

Motion was made by Councilmember Pappin, seconded by Mayor Dobies to open for discussion Item E. Motion was made by Mayor Dobies, seconded by Councilmember Sullivan to remove Michael Swope from the Charter Review Committee and request Councilmember Pappin to fill the vacancy with a city resident. Votes - Yeas: Mayor Dobies, Councilmember Sullivan (2). Nays: Councilmember Robinson, Dancy, Alexander, Pappin, and Frounfelker (5). Motion failed.

Item F was then considered. Motion was made by Councilmember Pappin, seconded by Councilmember Dancy to appoint Laura Schlecte to the Charter Review Committee. Votes - Yeas: Mayor Dobies, Councilmember Robinson, Dancy, Pappin, and Sullivan (5). Nays: Councilmember Alexander and Frounfelker (2). Motion carried.

**PUBLIC HEARINGS:**

**A. Receive Citizen Comment on Housing and Community Development Needs in the City Specific to CDBG and HOME Funding.**

Public Hearing to receive citizen comment on housing and community development needs in the City specific to Community Development Block Grant (CDBG) and HOME funding.

Council heard comments from Toby Berry, CEO of Community Action Agency along with several citizens.

**OTHER BUSINESS:**

**A. Amendment 3 to the Contract for Engineering and Design of Kibby Road - West Avenue to City Limits.**

**Recommendation:** Approve Amendment 3 to the contract for Kibby Road Design and Engineering with Mannik & Smith Group, Inc., Monroe, at a not-to-exceed cost of \$69,775.00, and authorize the City Manager and City Engineer to sign the contract documents.

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 carried.

**B. Second Extension of the 2016 Pavement Marking Contract.**

**Recommendation:** Approve the second extension of the 2016 Pavement Marking contract with RS Contracting, Casco, in the estimated amount of \$62,050.00, and authorize the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

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.

**C. Amendment 4 to the Fourth Street and Trail Design and Engineering Contract with Mannick & Smith Group, Inc.**

**Recommendation:** Approve Amendment 4 to the Fourth Street and Trail Design and Engineering contract with Mannick & Smith Group, Inc., (MSG), Monroe, at a not-to-exceed cost of \$71,716.00, and authorize the City Manager and City Engineer to sign the appropriate document.

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.

**D. Interim Balancing Change Order 10 to the Downtown Street and Parking Lot Rehabilitation Contract with Bailey Excavating, Inc.**

**Recommendation:** Approve Interim Balancing Change Order 10 to the contract with Bailey Excavating, Inc., for Downtown Street and Parking Lot Rehabilitation in the increased amount of \$81,348.41 to balance contract quantities for various items that are substantially complete to match quantities placed in the field, remove items for work that has been deferred, add new items for various extra work, and to authorize the City Manager and City Engineer to execute the appropriate document.

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

**E. Amendment to the City Investment Policy Conflicts of Interest.**

**Recommendation:** Approve the amendment to the City of Jackson Investment Policy.

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

**F. Ordinance No. 2018-01, Amendment – Environmental Commission. (Second/Final Reading)**

**Recommendation:** Final Adoption of Ordinance No. 2018-01, amending Division 10, Sections 2-366 through 2-380, Article II, Chapter 2, City Code, to establish the Jackson Environmental Commission, and set the powers and duties thereof.

Motion was made by Councilmember Sullivan to adopt, seconded for discussion by Councilmember Pappin. After some discussion Councilmember Pappin amended the motion to change to first reading of

the ordinance, seconded by Councilmember Robinson. Votes – Yeas: Mayor Dobies, Councilmembers Robinson, Alexander, Pappin, Frounfelker (5). Nays: Councilmember Dancy and Sullivan (2). Motion carried.

Vote was then taken to approve the first reading of ordinance and move onto second reading. Votes – Yeas: Mayor Dobies, Councilmembers Alexander, Pappin, Frounfelker, Sullivan (5). Nays: Councilmember Robinson and Dancy (2). Motion carried.

Motion was later made by Councilmember Frounfelker, seconded by Councilmember Pappin to allow a reconsideration of the vote. Council voted on changing the ordinance to the first reading. Votes – Yeas: Mayor Dobies, Councilmembers Robinson, Alexander, Pappin, Frounfelker, Sullivan (6). Nays: Councilmember Dancy (1). Motion carried.

Motion was then made by Councilmember Frounfelker, seconded by Councilmember Sullivan have a first reading of the ordinance and advance to second reading. Votes – Yeas: Mayor Dobies, Councilmembers Robinson, Alexander, Pappin, Frounfelker, Sullivan (6). Nays: Councilmember Dancy (1). Motion passed.

**G. Amendment 11 to the 2014 Major Street Design and Engineering Contract.**

**Recommendation:** Approve Amendment 11 to the 2014 Major Street Design and Engineering contract with Hubbell, Roth & Clark, Inc. (HRC), Bloomfield Hills, at a not-to-exceed cost of \$10,610.00, and authorization for the City Manager and City Engineer to sign the appropriate document.

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.

**H. Personnel Policy Revisions.**

**Recommendation:** Approve the Personnel Policy revisions.

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. Ordinance Amendment for the Addition of Section 2-553.1 - Depositing and Safekeeping of City Funds, Money and Securities; Conflict. (First Reading)**

**Recommendation:** Approve an ordinance amending Article VII, Chapter 2, City Code, to designate the Chief Financial Officer as the individual responsible for decisions concerning the depositing and investing of City funds in the case of a conflict of the City Treasurer under Article VIII of Chapter 2.

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.

**B. Ordinance Amendment to Section 14-7 - Lead Risk Assessment. (First Reading)**

**Recommendation:** Approve an ordinance amending Section 14-7, Article 1, Chapter 14, City Code, to require that a property owner submit a lead risk assessment before a property owner is allowed to register his or her property under this Article to protect the safety of the citizens of Jackson.

Motion was made by Councilmember Sullivan to approve the ordinance and move on to second reading, however the motion was not seconded therefore the motion failed.

**C. USAR Response Vehicle Support.**

**Recommendation:** Approve the financial contribution of \$10,726.39 for the Urban Search and Rescue (USAR) response vehicle purchased by Summit Township.

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.

**D. 2018 Contract for Engineering for Lighting Improvements on Morrell St.**

**Recommendation:** Approve the award of the 2018 Engineering for Lighting Improvements on Morrell Street contract to Hubbell, Roth & Clark Inc., Bloomfield Hills, at a not-to exceed cost of \$10,610.00, and authorize the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

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

**E. 2018 Contract for Engineering for Lighting Improvements Adrian Avenue.**

**Recommendation:** Approve the award of the 2018 Engineering for Lighting Improvements on Adrian Avenue et al Contract to Hubbell, Roth & Clark, Inc., Bloomfield Hills, at the not-to-exceed cost of \$19,040.00, and authorization for the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

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

**F. 2018 Contract for Engineering for Lighting Improvements on MLK Equality Trail.**

**Recommendation:** Approve the award of the 2018 Engineering for Lighting Improvements on Martin Luther King Equality Trail Contract to The Mannik Smith Group, Monroe, at the not-to-exceed cost of \$18,000.00, and authorize the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

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

**G. 2018 Contract for Engineering for Lighting Improvements at Exchange Park.**

**Recommendation:** Approve the award of the 2018 Engineering for Lighting Improvements at Exchange Park Contract to the lowest responsible bidder, at the not-to-exceed cost of the \$10,000.00, and authorization for the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

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



**H. 2018 Contract for Engineering for Lighting Improvements at Loomis Park.**

**Recommendation:** Approve the award of the 2018 Engineering for Lighting Improvements at Loomis Park Contract to the lowest responsible bidder, at the not-to-exceed cost of \$12,000.00, and authorization for the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

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.

**I. Authorize the City Manager to Award a CDBG Contract for the Reconstruction of a Home and Garage at 1308 E. Ganson St.**

**Recommendation:** Authorize the City Manager to award a Community Development Block Grant (CDBG) contract to the lowest responsible bidder in an amount not-to-exceed \$260,000.00 for the reconstruction of a home and garage at 1308 E. Ganson St.

Motion was made by Councilmember Sullivan to move to approve for further discussion, seconded by Councilmember Dancy. Vote - Yeas: Mayor Dobies, Councilmembers Robinson and Sullivan (3). Nays: Councilmember Dancy, Alexander, Pappin and Frounfelker (4). Motion failed.

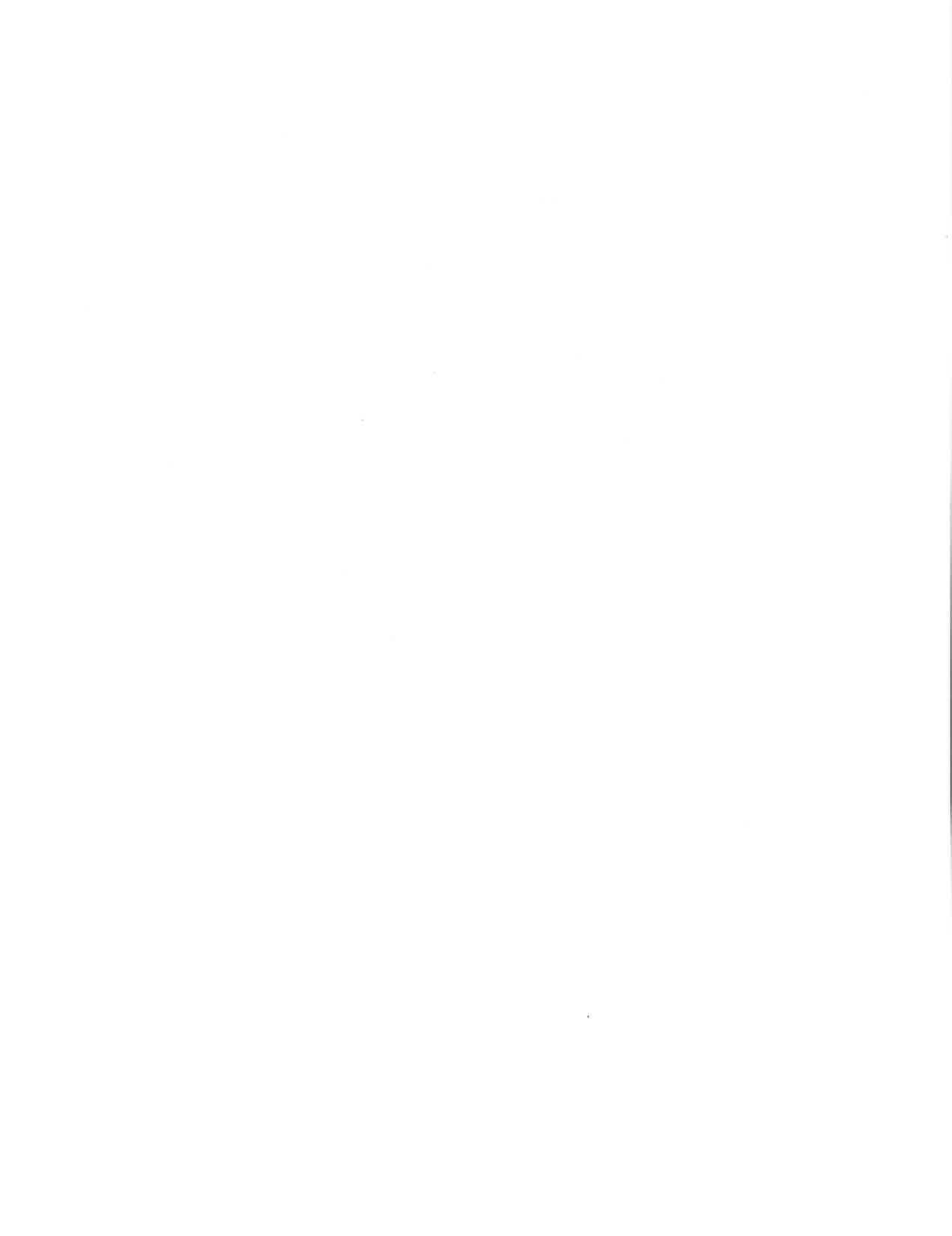
**CITY COUNCILMEMBERS' COMMENTS:**

Mayor Dobies, Councilmember Robinson, Dancy, Alexander, Frounfelker, and Sullivan all offered comments. Councilmember Pappin declined.

**MANAGER'S COMMENTS:** none.

**ADJOURNMENT:**

No further business being offered a motion to adjourn was made Councilmember Robinson, seconded by Councilmember Dancy. Mayor Dobies Adjourned the meeting at 10:25 p.m.





## SPECIAL CITY COUNCIL MEETING MINUTES

February 2, 2018

### CALL TO ORDER:

The Jackson City Council met in special session in the City Hall and was called to order at 7:02 a.m. by Mayor Derek J. Dobies.

### PLEDGE OF ALLEGIANCE:

The Council joined in the Pledge of Allegiance.

### 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, City Attorney Bethany Smith and City Clerk Andrea Muray.

### ADOPTION OF AGENDA:

Motion was made by Councilmember Pappin, seconded by Councilmember Alexander to adopt the agenda. 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.

### NEW BUSINESS:

City Manager Patrick Burtch asked to address the Council and gave an overview of each of the items being voted on. He also provided a proposed schedule of the MLK Equality Trail Lighting Project.

**A. Community Development Block Grant (CDBG) Budget Amendment**

**Recommendation:** Approve a Resolution to amend the Community Development Block Grant (CDBG) budget for fiscal years 2015-2016, 2016-2017, and 2017-2018 by reallocating unutilized excess program income and code enforcement for eligible public infrastructure improvements.

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

**B. CDBG Substantial Amendment**

**Recommendation:** Receive the draft Substantial Amendment to the 2017-2018 Action Plan for CDBG and HOME Investment Partnerships Program (HOME) fund and establish a Public Hearing on February 27, 2018.

Motion was made by Councilmember Alexander, seconded by Councilmember Frounfelker to receive the amendment and establish a public hearing. Votes – Yes: Mayor Dobies, Councilmembers Robinson, Dancy, Alexander, Pappin, Frounfelker, Sullivan (7). Nays: none. Motion passed.

**C. Amendment to the 2018 Engineering for Lighting Improvements Contract**

**Recommendation:**

- A. Approval of the amendment to the 2018 Engineering for Lighting Improvements on the Martin Luther King (MLK) Equality Trail Contract to The Mannik & Smith Group, Inc., Monroe, Michigan;
- B. Authorize the City Manager and City Engineer to execute the appropriate documents;
- C. Authorize the City Manager to award the construction contract for installation of lights on the MLK Equality Trail to the lowest responsible bidder.

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

**D. Award the Bids for Streetlights and Poles for the MLK Trail and Lighting in Partnership Park.**

**Recommendation:** Authorize the City Manager to award the bids for streetlights and poles for the MLK Equality Trail and lighting in Partnership Park to the lowest responsible bidder.

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

**ADJOURNMENT:**

No further business being offered a motion to adjourn was made Councilmember Frounfelker, seconded by Councilmember Robinson. Mayor Dobies adjourned the meeting at 7:28 a.m.

