



**SPECIAL CITY COUNCIL MEETING MINUTES
CITY TREASURER INTERVIEWS**

March 12, 2018

CALL TO ORDER:

The Jackson City Council met in special session in the City Hall and was called to order at 6:03 p.m. by Mayor Derek J. Dobies.

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 Robinson to adopt the agenda. Votes - Yeas: Mayor Dobies, Councilmembers Robinson, Dancy, Alexander, Pappin, Frounfelker, Sullivan (7). Nays: none. Motion carried.

APPROVE A REQUEST BY COUNCILMEMBER ALEXANDER TO EXCUSE HIM FROM DUTY DURING AGENDA ITEMS 5, 6, 7, 8, AND 9:

Councilmember Alexander addressed the Council asking that he be excused from the interview process entirely as his sister is one of the applicants being interviewed.

Motion was made by Councilmember Pappin, seconded by Councilmember Dancy to approve the request. Votes - Yeas: Mayor Dobies, Councilmembers Robinson, Dancy, Pappin, Frounfelker, Sullivan (6). Nays: none. Absent: Councilmember Alexander (1). Motion carried.

APPROVE A CITY COUNCIL APPOINTMENT PROCEDURE FOR THE TREASURER POSITION:

Motion was made by Councilmember Pappin, seconded by Councilmember Robinson to approve the procedure as presented. Votes – Yeas: Mayor Dobies, Councilmembers Robinson, Dancy, Pappin, Frounfelker, Sullivan (6). Nays: none. Absent: Councilmember Alexander (1). Motion carried.

INTERVIEWS:

A. Christine Alexander

The applicant did not request that her application be discussed in closed session.

B. Sharon Pedersen

The applicant did not request that her application be discussed in closed session.

C. Daniel P. Greer

The applicant did not request that his application be discussed in closed session.

D. Martin J. Griffin

The applicant did not request that his application be discussed in closed session.

CLOSED SESSION TO DISCUSS CANDIDATE APPLICATION CONTENTS:

A closed session was not held as none of the applicants made that request.

CITIZEN COMMENTS:

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

APPROVE AN APPLICANT FOR THE TREASURER POSITION:

Councilmember Sullivan moved that Martin Griffin be conditionally appointed to the vacant position of Treasurer pending a review of whether the candidate meets the requirements of the City of Jackson Code of Ordinances and Personnel Policy to complete the unexpired term of Andrew J. Wrozek Jr. which expires on November 30, 2019. Councilmember Frounfelker seconded the motion for discussion. After discussion concluded a vote was taken. Votes – Yeas: Mayor Dobies, Councilmembers Robinson, Frounfelker, and Sullivan (4). Nays: Councilmembers Dancy and Pappin (2). Absent: Councilmember Alexander (1). Motion passed.

ADJOURNMENT:

No further business being offered a motion to adjourn was made by Councilmember Pappin, seconded by Councilmember Sullivan. Mayor Dobies Adjourned the meeting at 8:16 p.m.

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CITY COUNCIL MEETING MINUTES

March 13, 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. A moment of silence was offered by 6th Ward City Councilmember Colleen Sullivan.

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, Assistant City Manager/Operations Jonathan Greene, City Clerk Andrea Muray, Director of Police and Fire Services Elmer Hitt, and City Engineer Jon Dowling,

ADOPTION OF AGENDA:

Motion was made by Councilmember Frounfelker to adopt the agenda with the addition of Item 9I Region 2 Planning Commission application. The motion was seconded by Councilmember Pappin. Votes - Yeas: Mayor Dobies, Councilmembers Robinson, Dancy, Alexander, Pappin, Frounfelker, Sullivan (7). Nays: none. Motion carried.

PUBLIC HEARINGS: none.

PRESENTATIONS/PROCLAMATIONS:

- A. Presentation by Linda Hass regarding the State of Michigan Application for a Historical Marker to honor the Underground Railroad in the City of Jackson and the placement of the marker at Mt. Evergreen Cemetery.

CITIZEN COMMENTS:

Citizen comments were heard and the meeting continued.

PETITIONS & COMMUNICATION FROM CITY STAFF AND OTHER GOVERNMENTAL ENTITIES:

CONSENT CALENDAR:

- A. Minutes of the Regular Meeting of February 27, 2018:**
Approve the minutes of the regular City Council meeting of February 27, 2018.
- B. Civil Service Commission Appointment:**
Mayor's recommendation to appoint Carrie Heider Grant to the Civil Service Commission, filling a current vacancy, beginning immediately and ending August 31, 2019.
- C. Civil Service Commission Appointment:**
Mayor's recommendation to appoint Charles Trombley to the Civil Service Commission, filling a current vacancy, beginning immediately and ending August 31, 2018.
- D. Historic District Commission Reappointment:**
Mayor's recommendation to reappoint Richard C. Mills to the Historic District Commission for a three year term beginning immediately, and ending December 31, 2020.
- E. Zoning Board of Appeals Appointment:**
Mayor's recommendation to appoint Peter A. Mulhearn to the Zoning Board of Appeals, filling a current vacancy, beginning immediately, and ending December 31, 2018.
- F. Jackson County Police Memorial:**
Approve a request from the Jackson Police Department to conduct their annual Jackson County Police Memorial on May 9, 2018, at 12 p.m. to 2 p.m. at CP Federal City Square and Horace Blackman Park.
- G. Jackson American Association of University Women Flower Sale Distribution:**
Approve a request from Jackson American Association of University Women to conduct their Flower Sale Distribution event on May 10, 2018, from 7:30 a.m. to 3:00 p.m., at the Grand River Farmers Market.

H. Jackson Downtown Development Authority Downtown Summer Planting Day:

Approve a request from the Jackson Downtown Authority to conduct their 18th annual Downtown Summer Planting Day event on May 19, 2018, from 8 a.m. to 12 p.m., in Horace Blackman Park for registration and Cortland and Blackstone for planting.

I. Region 2 Planning Commission:

Approve the Mayor's recommendation to appoint Kevin Brownlow to the Region 2 Planning Commission filling a current vacancy, beginning immediately, and ending December 31, 2018.

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

OTHER BUSINESS:

A. PILOT Ordinance No. 501 for GenCap Limited Dividend Housing Association, LLC. (Second/Final Reading)

Recommendation: Final adoption of Ordinance No. 501, granting a Payment in Lieu of Taxes Exemption (PILOT) to GenCap Limited Dividend Housing Association, LLC.

Motion was made by Councilmember Frounfelker, seconded by Councilmember Pappin for the final adoption of Ordinance No. 501. Votes - Yeas - Mayor Dobies, Councilmembers Robinson, Dancy, Alexander, Pappin, Frounfelker, Sullivan (7). Nays: none. Motion carried.

B. Second Renewal of a WWTP Biosolids Hauling Contract.

Recommendation: Approve the second renewal of a contract for biosolids hauling with BioTech Agronomics, Beulah, with a two (2) percent increase to \$0.0317 per gallon, for an estimated total cost of \$111,027.00.

Motion was made by Councilmember Pappin, seconded by Councilmember Frounfelker, to approve the second renewal of the WWTP Biosolids contract. Votes - Yeas: Mayor Dobies, Councilmembers Robinson, Dancy, Alexander, Pappin, Frounfelker, Sullivan (7). Nays: none. Motion carried.

- C. **Contract Renewal for City-Owned and H4HH Lot Mowing.**
Recommendation: Approve the renewal of a contract for City-owned and H4HH lot mowing for the 2018 season to the lowest responsible bidder, Alpha & Omega Construction.

Motion was made by Councilmember Pappin, seconded by Councilmember Frounfelker to approve the contract renewal for Alpha & Omega Construction regarding the two mowing contracts. Votes - Yeas: Mayor Dobies, Councilmembers Robinson, Dancy, Alexander, Pappin, Frounfelker, Sullivan (7). Nays: none. Motion carried.

- D. **Contract Renewal for Lawn Care and Maintenance of Parks and Cemeteries.**
Recommendation: Approve the renewal of a contract with Picture Perfect Lawn Care, LLC, for lawn care maintenance of the parks, downtown, and cemeteries properties at a cost of \$117,148.00.

Motion was made by Councilmember Pappin, seconded by Councilmember Sullivan to approve the renewal of the contract with Picture Perfect. Votes - Yeas: Mayor Dobies, Councilmembers Robinson, Dancy, Alexander, Pappin, Frounfelker, Sullivan (7). Nays: none. Motion carried.

- E. **Private Lot Mowing Contract Renewals.**
Recommendation: Approve the renewal of contracts for as-needed private lot mowing for the 2018 season to the two lowest responsible bidders: 1) ABC Lawn and Snowplowing, and 2) Alpha & Omega Construction.

Motion was made by Councilmember Pappin, seconded by Councilmember Robinson to approve the renewal of contracts as-needed with ABC Lawn and Snowplowing and Alpha & Omega Construction. Votes - Yeas: Mayor Dobies, Councilmembers Robinson, Dancy, Alexander, Pappin, Frounfelker, Sullivan (7). Nays: none. Motion carried.

NEW BUSINESS:

- A. **Historical Marker Honoring the Underground Railroad.**
Recommendation: Approve the Parks, Recreation and Cemeteries Department request for Linda Haas to move forward with a Historical Marker Application to honor the Underground Railroad in the City of Jackson and placement of the marker at Mt. Evergreen Cemetery.

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 carried.

B. Police Department Building Improvements.

Recommendation: Accept the bid from Aladdin Electric for HVAC repairs and upgrades to the Jackson Police Department, and approve the expenditures for FY 2017/18 in the amount of \$116,750.00 for the project.

Motion was made by Councilmember Pappin, seconded by Councilmember Frounfelker to accept the bid from Aladdin Electric. Votes - Yeas: Mayor Dobies, Councilmembers Robinson, Dancy, Alexander, Pappin, Frounfelker, Sullivan (7). Nays: none. Motion carried.

C. Award a 2017 MSHDA Blight Elimination Program Demolition Contract.

Recommendation: Award a demolition contract in the total amount of \$483,762.00 to demolish 25 residential structures through the 2017 Michigan State Housing Development Authority (MSHDA) Blight Elimination Program Demolition Contract to Universal Consolidated Enterprises, Inc., Rochester, Michigan.

Motion was made by Councilmember Sullivan, seconded by Councilmember Frounfelker to award a 2017 MSHDA Blight Elimination Program Demolition Contract. Votes - Yeas: Mayor Dobies, Councilmembers Pappin, Frounfelker, and Sullivan (4). Nays: Councilmembers Robinson, Dancy, and Alexander (3). Motion carried.

D. Sale of City-owned Vacant Lot Located at 1610 S. Gorham Avenue to Alro Steel Corporation.

Recommendation: Approve the Property Transfer and Development Agreement for the sale of 1610 S. Gorham Avenue to Alro Steel Corporation.

Motion was made by Councilmember Pappin, seconded by Councilmember Dancy to approve the property transfer and development agreement. Votes - Yeas: Mayor Dobies, Councilmembers Robinson, Dancy, Alexander, Pappin, Frounfelker, Sullivan (7). Nays: none. Motion carried.

E. Temporary Grant of Easement (Detroit Entrepreneur Development, LLC).

Recommendation: Approve execution of the Temporary Grant of Easement in favor of Detroit Entrepreneur Development, LLC, authorize

the City Manager to sign same, and authorize the City Attorney to make minor modifications and to take all actions necessary to finalize the Agreement.

Motion was made by Councilmember Pappin, seconded by Councilmember Frounfelker to approve execution of the temporary grant and authorize the City Manager and City Attorney to make minor modifications. Votes - Yeas: Mayor Dobies, Councilmembers Robinson, Dancy, Alexander, Pappin, Frounfelker, Sullivan (7). Nays: none. Motion carried.

- F. Cooperative Agreement with the Jackson County Health Department.**
Recommendation: Approve the Cooperative Agreement between the City of Jackson and County of Jackson allowing the Jackson County Health Department (JCHD) to act as a subrecipient of the City's Lead-Based Paint Hazard Control (LPHC) Grant Program, authorize the Mayor to sign the Cooperative Agreement, and for the City Attorney to make minor modifications if necessary.

Motion was made by Councilmember Pappin, seconded by Councilmember Frounfelker to approve the cooperative agreement between the City of Jackson and the County of Jackson Health Department. Votes - Yeas: Mayor Dobies, Councilmembers Robinson, Dancy, Alexander, Pappin, Frounfelker, Sullivan (7). Nays: none. Motion carried.

- G. MOU Transferring Jurisdiction of Washington Avenue to the City.**
Recommendation: Resolution for the Memorandum of Understanding with the Michigan Department of Transportation (MDOT) for the purpose of transferring the jurisdiction of Washington Avenue to the City, and authorize the Mayor and City Clerk to execute the resolution.

Motion was made by Councilmember Pappin, seconded by Councilmember Alexander to execute the Memo of Understanding to transfer the jurisdiction of Washington Avenue. Votes - Yeas: Mayor Dobies, Councilmembers Robinson, Dancy, Alexander, Pappin, Frounfelker, Sullivan (7). Nays: none. Motion carried.

CITY COUNCILMEMBERS' COMMENTS:

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

MANAGER'S COMMENTS:

City Manager Patrick Burtch offered comments.

ADJOURNMENT:

No further business being offered, a motion to adjourn was made by Councilmember Pappin, seconded by Councilmember Sullivan. Vote was done by voice with all in favor. Mayor Dobies adjourned the meeting at 8:31 p.m.