



**CITY COUNCIL MEETING
MINUTES
January 26, 2021**

CALL TO ORDER:

The Jackson City Council, in accordance with State and Federal guidelines designed to mitigate the spread of COVID-19, met virtually in regular session and was called to order at 6:32 p.m. by Mayor Derek J. Dobies.

PLEDGE OF ALLEGIANCE AND INVOCATION:

The Council joined in the Pledge of Allegiance. Invocation was given by Fourth Ward Councilmember Laura Dwyer Schlecte in which she shared a poem by Gae Winn.

ROLL CALL:

Present: Mayor Derek Dobies, Vice Mayor Arlene Robinson, Councilmembers Freddie Dancy, Jeromy Alexander, Laura Dwyer Schlecte, Karen Bunnell, and Will Forgrave.

Absent: none.

Also present: City Manager Jonathan Greene, City Attorney Matthew Hagerty, City Clerk Andrea Muray, City Assessor Jason Yoakam, Director of Parks and Recreation Kelli Hoover, Director of Neighborhood and Economic Operations Shane LaPorte, Director of Police and Fire Services Elmer Hitt, Director of Diversity, Equity, and Inclusion John Willis, Director of Finance Phil Hones, Director of Public Works Mike Osborn, City Engineer Jon Dowling, and Public Information Office Aaron Dimick.

ADOPTION OF AGENDA:

Motion was made by Councilmember Bunnell, seconded by Councilmember Forgrave to adopt the agenda. Vote - Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

PRESENTATIONS/PROCLAMATIONS:

City of Jackson’s Audit Report for Fiscal Year ended June 30, 2020 *Presentation by Rehmann Robson, LLC, of the City of Jackson’s Audit Report for Fiscal Year ended June 30, 2020.*

Nathan Baldermann of Rehmann Robson, LLC made the presentation.

- A. Receipt of the City of Jackson’s Audit Report for Fiscal Year ended June 30, 2020.

Motion was made by Councilmember Alexander, seconded by Councilmember Robinson to receive the City of Jackson’s Audit for Fiscal Year ended June 30, 2020. Vote - Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

PUBLIC HEARINGS:

- A. Conduct a Public Hearing to Receive Citizen Comment on the City’s Housing and Community Development Needs

City Clerk Andrea Muray read into the record comments that were submitted electronically.

CITIZEN COMMENTS:

City Clerk Andrea Muray read into the record comments that were submitted electronically.

PETITIONS & COMMUNICATION FROM CITY STAFF AND OTHER GOVERNMENTAL ENTITIES:

- A. CDBG, HOME, and CDBG-CV Homeless Prevention Financial Summaries through December 31, 2020.

Motion was made by Councilmember Alexander, seconded by Councilmember Schlecte to accept and place on file the CDBG, HOME, and CDBG-CV Homeless Prevention Financial Summaries through December 31, 2020. Vote - Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

- B. Environmental Action Plan (dated December 16, 2020) that has been prepared by the City of Jackson Environmental Commission and recommended to the City Council.

Motion was made by Councilmember Bunnell, seconded by Councilmember Alexander to accept and place on file the Environmental Action Plan. Vote - Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

A recess was taken from 7:38 until 7:44 p.m.

CONSENT CALENDAR:

- A. Minutes of the Regular Meeting of January 12, 2021**
Approve the minutes of the regular City Council Meeting of January 12, 2021
- B. Minutes of the Special Meeting of January 5, 2021**
Approve the minutes of the special City Council Meeting of January 5, 2021
- C. Corrective Resolution for Special Assessment Roll No. 3411**
Approve Corrective Resolution for Special Assessment Roll No. 3411 for Reconstruction of Park & Elizabeth, from Michigan to VanDorn, confirmed April 23, 2019.
- D. Traffic Control Orders 2331-2333**
Approve TCO's 2331-2333 to install "No Parking Any Time" signs on the north side of Plymouth Street from East Avenue to Elm Avenue
- E. Traffic Control Orders 2334 - 2336 Area of New Comerica Bank Building**
Approve Traffic Control Orders 2334-2336 to regulate the parking around the new Comerica Bank at Jackson Street and Louis Glick Highway
- F. Traffic Control Order 2337 Louis Glick Highway - Blackstone Street to Jackson Street**
Approve Traffic Control Order 2337 to install "2 Hour Parking" signs on the south side of Louis Glick Highway from Blackstone Street to Jackson Street
- G. Traffic Control Orders 2338-2339 Gorham Street - Chapin Street to Plymouth Street Forbes Street - Tyson Street to Michigan Avenue**
Approve Traffic Control Orders 2338 and 2339 to remove "2 Hour Parking" signs on the east side of Gorham Street, from Chapin Street to Plymouth Street, and "1 Hour Parking" signs on the east side of Forbes Street, from Tyson Street to Michigan Avenue.

H. Traffic Control Orders 2340 - 2342 Walnut Street-Locust Street-Mitchell Street

Approve Traffic Control Orders 2340 - 2342 to replace "No Trucks" signs with "No Thru Trucks" signs on Walnut Street, Locust Street and Mitchell Street.

Motion was made by Councilmember Alexander, seconded by Councilmember Bunnell to approve the consent calendar. Vote - Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

OTHER BUSINESS:

A. Second Reading and Adoption of Ordinance No. 509 - Woodland Hills PILOT

Recommendation: *Adopt Ordinance No. 509 to provide a service charge in lieu of taxes for a housing project for low income persons and families.*

Motion was made by Councilmember Forgrave, seconded by Councilmember Alexander to adopt Ordinance No. 509. Vote - Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

NEW BUSINESS:

A. Second Extension of the 2019 As- Needed Materials Testing Services Contract

Recommendation: *Approval of the second extension of the 2019 As Needed Materials Testing Services Contract with Professional Service Industries (PSI), Inc. of Lansing, Michigan in the estimated amount of \$88,000.00, 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 Alexander, seconded by Councilmember Schlecte to approve the second extension of the 2019 As Needed Materials Testing Services Contract with Professional Service Industries, Inc. of Lansing, MI in the estimated amount of \$88,000.00, and authorize the Mayor and City Clerk to execute the appropriate documents in accordance with the Purchasing Agent. Vote - Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

B. Change Order 2 to the 2018 Essex Heights Water Main Replacement and Street Repaving Contract with Dunigan Brothers, Inc.

Recommendation: *Approve Balancing Change Order 2 to the Essex Heights Water Main Replacement and Street Repaving contract with Dunigan Brothers, Inc. in the decreased amount of \$1,385.50, to balance contract quantities to match quantities placed in the field and authorize the City Manager and City Engineer to execute the appropriate document.*

Motion was made by Councilmember Alexander, seconded by Councilmember Bunnell to approve Change Order 2 to the 2018 Essex Heights Water Main Replacement and Street Repaving Contract with Dunigan Brothers, Inc. in the decreased amount of \$1,385.50 to balance contract quantities to match quantities placed in the field and authorize the City Manager and City Engineer to execute the appropriate document. Vote - Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

C. Balancing Change Order 2 to the 2018 Edgewood Street Water Main Replacement and Street Repaving Contract with Bailey Excavating, Inc.

Recommendation: *Approve Balancing Change Order 2 to the 2018 Edgewood Street Water Main Replacement and Street Repaving contract with Bailey Excavating, Inc. in the decreased amount of \$97,701.25 to balance contract quantities to match quantities placed in the field, and to remove items from the contract for discontinued work, and authorize the City Manager and City Engineer to execute the appropriate document.*

Motion was made by Councilmember Alexander, seconded by Councilmember Schlecte to approve Balancing Change Order 2 to the 2018 Edgewood Street Water Main Replacement and Street Repaving Contract with Bailey Excavating, Inc. in the decreased amount of \$97,701.25 to balance contract quantities to match quantities placed in the field, remove items from the contract for discontinued work, and authorize the City Manager and City Engineer to execute the appropriate document. Vote - Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

D. Balancing Change Order 1 to the Chalet Terrace Street Resurfacing Contract with Dunigan Brothers, Inc.

Recommendation: *Approve Balancing Change Order 1 to CDBG funded Chalet Terrace Street Resurfacing, Phase 1 contract with Dunigan Brothers, Inc. in the decreased amount of \$6,120.36 to balance contract quantities for original items to match quantities placed in the field, add extra items that were necessary to complete work in the field, and authorize the City Manager and City Engineer to execute the appropriate document.*

Motion was made by Councilmember Schlecte, seconded by Councilmember Robinson to approve Balancing Change Order 1 to the CDBG funded Chalet Terrace Street Resurfacing Phase 1 Contract with Dunigan Brothers, Inc. in the decreased amount of \$6,120.36 to balance contract quantities for original items to match quantities placed in the field, add extra items that were necessary to complete work in the field, and authorize the City Manager to City Engineer to execute the appropriate document. Vote - Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

E. Balancing Change Order 1 to the CDBG Street Lighting Contract with Cochran Electric Company

Recommendation: *Approve Balancing Change Order 1 to the contract with Cochran Electric Co. for the CDBG Street Lighting project on Adrian and Morrell Streets in the decreased amount of \$33,362.35 to balance contract quantities for original items to match quantities placed in the field and authorize the City Manager and City Engineer to execute the appropriate document.*

Motion was made by Councilmember Schlecte, seconded by Councilmember Alexander to approve Balancing Change Order 1 to the contract with Cochran Electric Co. for the CDBG Street Lighting project on Adrian and Morrell Streets in the decreased amount of \$33,362.35 to balance contract quantities for original items to match quantities placed in the field and authorize the City Manager and City Engineer to execute the appropriate document. Vote - Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

F. Balancing Change Order 1 to the 2019 West Side Overlay HMA Paving Contract with Michigan Paving and Materials Company

Recommendation: *Approve Balancing Change Order 1 to the contract with Michigan Paving and Materials Company for the 2019 West Side Overlay HMA Paving contract in the decreased amount of \$41,041.50 to balance contract quantities for original items to match quantities placed in the field, and authorize the City Manager and City Engineer to execute the appropriate document.*

Motion was made by Councilmember Alexander, seconded by Councilmember Forgrave to approve Balancing Change Order 1 to the contract with Michigan Paving and Materials Company for the 2019 West Side Overlay HMA Paving Contract in the decreased amount of \$41,041.50 to balance contract quantities for original items to match quantities placed in the field, and authorize the City Manager and City Engineer to execute the appropriate document. Vote - Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

G. Balancing Change Order 1 to the CDBG Exchange Park and Loomis Park Lighting Contract with Hirst Electric Company

Recommendation: *Approve Balancing Change Order 1 to the contract with Hirst Electric Co. for the CDBG Exchange Park and Loomis Park Lighting contract in the decreased amount of \$400.00 to balance contract quantities for original items to match quantities placed in the field and authorize the City Manager and City Engineer to execute the appropriate document.*

Motion was made by Councilmember Alexander, seconded by Councilmember Forgrave to approve Balancing Change Order 1 to the contract with Hirst Electric Co. for the CDBG Exchange Park and Loomis Park Lighting contract in the decreased amount of \$400.00 to balance contract quantities for original items to match quantities placed in the field and authorize the City Manager and City Engineer to execute the appropriate document. Vote - Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

H. Installation of Motor Control Centers at the Water Plant to Cochran Electric

Recommendation: *Award the installation of Motor Control Centers (MCC's) at the Water plant to Cochran Electric for \$83,118.00*

Motion was made by Councilmember Schlecte, seconded by Councilmember Alexander to award the installation of the Motor Control Centers at the Water Plant to Cochran Electric for \$83,118.00. Vote - Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

I. Balancing Change Order 4 to the 2019 Local Street Repaving Contract with Michigan Paving and Materials Company

Recommendation: *Approve Balancing Change Order 4 to the contract with Michigan Paving and Materials Company for the 2019 Local Street Repaving contract in the decreased amount of \$62,941.55 to balance contract quantities to match quantities placed in the field and authorize the City Manager and City Engineer to execute the appropriate document.*

Motion was made by Councilmember Schlecte, seconded by Councilmember Alexander to approve Balancing Change Order 4 to the contract with Michigan Paving and Materials Company for the 2019 Local Street Repaving Contract in the decreased amount of \$62,941.55 to balance contract quantities to match quantities placed in the field and authorize the City Manager and City Engineer to execute the appropriate document. Vote - Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

J. Modifications to the Purchasing Manual

Recommendation: *Consider modifications to the purchasing policy*

Motion was made by Councilmember Schlecte, seconded by Councilmember Robinson to:

- Modify the Index and Sections 2.1 C, 2.1 K, 6.2, 7, 7.1, and 7.8 of the Purchasing Manual to return the dollar amount required for sealed bids and City Council approval back to \$20,000 or greater from \$50,000 or greater,
- Modify Section 6.2 F to be consistent with the rest of the Purchasing Manual and change the \$75,000 amount to \$20,000, and
- Modify the second paragraph of Section 17.1 to read, “When a proposed change order increases the dollar amount of a contract, the change order must be requested by the Department Head who obtained the original authorization for the contract. If the amount of the change order together with the original contract and all prior change orders is less than \$20,000, the requested change order may be approved by co-signatures of both the Department Head and the City Manager. If the total amount is \$20,000 or greater, the change order must be submitted to City Council and approved by majority vote of its members before it may become effective.

Motion was made by Mayor Dobies, seconded by Councilmember Alexander to lay the item on the table. Vote - Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Alexander, Schlecte, Bunnell, and Forgrave (6). Nays: Councilmember Dancy (1). Motion carried.

CITY COUNCILMEMBER’S COMMENTS:

Mayor Dobies, Vice Mayor Robinson, Councilmembers Alexander, Schlecte, and Forgrave all offered comments. Councilmembers Dancy and Bunnell declined to offer comments.

MANAGER’S COMMENTS:

City Manager Jonathan Greene declined to offer comments.

ADJOURNMENT:

No further business being offered, a motion to adjourn was made by Councilmember Alexander and was seconded by Councilmember Bunnell. Vote was done by voice with all in favor. Mayor Dobies adjourned the meeting at 8:38 p.m.