



AGENDA - CITY COUNCIL MEETING

March 9 , 2021

6:30 p.m.

1. **CALL TO ORDER.**
2. **PLEDGE OF ALLEGIANCE - Invocation will be given by First Ward Councilmember Arlene Robinson**
3. **ROLL CALL.**
4. **ADOPTION OF AGENDA.**
5. **PRESENTATIONS/PROCLAMATIONS.**
6. **PUBLIC HEARINGS.**
 - A. **A public hearing on a State of Michigan Department of Natural Resources Trust Fund Grant application for a MLK Equality Trail new trail project from Prospect Street to S. West Avenue**
7. **CITIZEN COMMENTS. (3-Minute Limit)**
8. **PETITIONS & COMMUNICATION FROM CITY STAFF AND OTHER GOVERNMENTAL ENTITIES. (Accept & Place on File).**
 - A. **Accept and place on file, the 2020 City of Jackson Annual Report**
9. **CONSENT CALENDAR**
 - A. **Minutes of the Regular Meeting of February 23, 2021**
Approve the minutes of the regular City Council Meeting of February 23, 2021.

B. Approval of sale of City Owned Property at 1110 Plymouth Street to Lily Missionary Baptist Church

Approve the sale of City owned property at 1110 Plymouth Street to adjacent property owner Lily Missionary Baptist Church

B. Traffic Control Order 2343

Oakridge Drive at Fourth Street

Approval of Traffic Control Order 2343 to install "No Parking Any Time" sign with proper arrow the legal distance of 30' west of "Stop" sign at the intersection of Oakridge Drive and Fourth Street

C. Traffic Control Orders 2344-2345

Avondale Street - Oakridge Drive to Crescent Road

Briarcliff Road - Oakridge Drive to Crescent Road

Approval of Traffic Control Orders 2344 and 2345 to Install "No Parking Any Time" signs on the west side of Avondale Street and Briarcliff Road, Oakridge Drive to Crescent Road

10. OTHER BUSINESS.

A. Fair Chance Housing Ordinance

Consideration of a Fair Chance Housing Ordinance 2021-01

11. NEW BUSINESS.

A. Approval of a resolution to apply for a Trust Fund Grant to the State of Michigan Department of Natural Resources for a MLK Equality new trail project from Prospect Street to S. West Avenue

Approval of a resolution to apply for a Trust Fund Grant to the State of Michigan Department of Natural Resources for a MLK Equality new trail project from Prospect Street to S. West Avenue and authorize the Mayor and Clerk to execute the appropriate documents.

B. Contract Award for the Morrell & Steward Water Main Contract

Approval of an award of the contract for the Morrell & Steward Water Main

Replacement to Dunigan Brothers, Inc. of Jackson, Michigan at a cost of \$903,634.00 and authorization for the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent

C. Change Order 2 to the contract with Insituform Technologies USA, LLC for the 2018 Sewer Rehabilitation contract

Approve Change Order 2 to the contract with Insituform Technologies USA, LLC for the 2018 Sewer Rehabilitation contract in the increase amount of

\$419,199.10 to change contract costs for various items to obtain required strength materials and to add work to line sewers in the Sulgrave Avenue area and downtown on the low level interceptor, and authorize the City Manager to execute the appropriate document.

D. Approve the sale of City owned property at 906 W. Washington Avenue, parcel ID# 3-061800000 for \$500 to Greater Jackson Habitat for Humanity of Jackson, Michigan

Approve the sale of City owned property located at 906 W. Washington Ave, Parcel ID # 3-061800000 for \$500 to Greater Jackson Habitat for Humanity of Jackson, Michigan. Authorize the City Manager or designee to create a Property Transfer and Development Agreement, and any other documents required to complete sale of the property.

E. Approve the sale of City owned property located at 2014 Pringle Street for \$60,000

Approve the sale of City owned property located at 2014 Pringle Street, for \$60,000. Authorize City Manager to sign all documents associated with Property Transfer and to make minor modifications as needed to complete the sale.

12. CITY COUNCILMEMBER'S COMMENTS

13. MANAGER'S COMMENTS.

14. ADJOURNMENT.

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: March 9, 2021

SUBJECT: Public Hearing on a State of Michigan Department of Natural Resources Trust Fund Grant application for a MLK Equality Trail new trail project from Prospect Street to S. West Avenue.

Recommendation:

Hold a Public Hearing on the application to the State of Michigan Department of Natural Resources Trust Fund Grant for a MLK Equality new trail project from Prospect St. to S. West Avenue. After the Public Hearing consider the resolution for approval.

Attached is a memo from Kelli Hoover, Director of Parks, Recreation and Cemeteries, regarding the grant and entering into a contract with the State of Michigan Department of Natural Resources.

We recommend approval of the resolution after the public hearing is held. Your consideration and concurrence is appreciated.

CITY OF
JACKSON 
MICHIGAN



**ANNUAL
REPORT 2020**



Jonathan Greene was officially hired as City Manager in Aug. 2020 after serving as the Interim Manager for six months prior.

A Message from the CITY MANAGER

City of Jackson officials and staff are pleased to present you with the 2020 Annual Report. When we look back at 2020 years from now, I am sure we will all recall a year of hardships brought on by the COVID-19 (Coronavirus) pandemic. But before we put 2020 in the history books, I'd like to reflect on what we were able to accomplish during a time of great difficulties.

Despite a months-long City Hall shutdown, remote work, virtual meetings, and budget concerns, our dedicated leadership and staff never stopped working to serve residents and improve Jackson.

During these unprecedented times, streets were repaved, racial equity initiatives began, a record-setting election was held, families participated in safe recreation programs, and an effort to revitalize commercial corridors in the south side neighborhood was started. In fall 2020, I proudly watched as the ribbon was cut at the Martin Luther King Jr. Recreation Center, ending a renovation project years in the making.

The City also helped lead the way during the pandemic. In March 2020, Mayor Derek Dobies signed our first-ever Local State of Emergency. This quick and thoughtful declaration prompted the activation of Jackson County's emergency operation plan, directed community resources, and made City government more flexible for a response.

Throughout 2020, City staff worked alongside other community organizations in the Jackson COVID-19 Action Network (JCAN) to make sure residents had accurate information, resources, food, and basic need items. The Boos Recreation Center was put into use as a distribution center for much-needed supplies. By end of the year, more than 1 million pounds of food had been distributed to the community with the help of the City.

While many challenges await us in the coming years, I am comforted knowing the resolve of our City government and resiliency of Jackson will continue to lead us into a brighter future.

Jonathan Greene
City Manager



Mayor Derek Dobies leads the first virtual Jackson City Council meeting in March.



State of Michigan orders closed City Hall to staff and residents from March to July.



City and United Way staff working at the community distribution center at Boos Center.



New service windows with protective glass were installed in every City department that interacts with residents in person.



Drop boxes became essential to City government during the pandemic. Pictured is a drop box outside City Hall's front entrance.

TREASURER & INCOME TAX OFFICE

Martin Griffin serves as both the **CITY TREASURER** and **INCOME TAX** Administrator. He was elected to a four year term by residents in 2019.

Payments for property taxes, income taxes, water bills, special assessments and parking violations are made through this office or using the City website. Online services and new City Hall drop boxes were utilized in 2020 due to the COVID-19 pandemic.

The City of Jackson has had an income tax since 1970. All residents with an income of \$600 or more are required to file a tax return each year. The tax rate for residents on all income is 1%. All non-residents working in the City are responsible for .5% income tax on all wages earned in Jackson. The income tax filing deadline for 2020 was extended from April 15 to July 15 due to the pandemic.

Efforts are ongoing to get taxpayers who have not paid income tax into compliance with the City so the municipality collects the taxes its owed.

CITY CLERK'S OFFICE

CITY CLERK Andrea Muray says her office experienced a "perfect storm" in 2020 by dealing with several high-profile elections during the pandemic. Highlights of the year include:

- Successfully completing three elections during the pandemic.
- 10% increase in number of registered voters in the City.
- 200% increase in number of voters on the Absent Voter Permanent List.
- 450% increase in the number of voters using an absentee ballot in the Nov. General Election.
- Secured \$20,000 in grants to update office infrastructure for the large increase in absentee ballots.
- Installed a 24 hour contact-free ballot return drop box outside of City Hall, as well as a mail slot inside City Hall.

In addition to operating the Election Division, the Clerk's Office issued business licenses, received payments to and from City departments, administered parking permits, certified resolutions and codified ordinances.

ASSESSOR'S OFFICE

The **ASSESSOR'S OFFICE** is responsible for appraising and assessing all real and personal property in the City of Jackson. City Assessor Jason Yoakam and staff answer inquiries from residents, property owners, mortgage companies, prospective buyers, business owners, appraisers and government agencies.

Additionally, the Assessor's Office tracks and verifies principle residential exemptions, updates property ownership information, creates special assessment rolls, maintains property tax maps, collects and analyzes sale data, defends assessments before the State of Michigan Tax Tribunal, and maintains a computerized appraisal system.

The Assessor's Office says its services were not heavily impacted by the pandemic thanks to a dedicated staff who worked remotely and adhered to strict social distancing and safety protocols.

CITY ATTORNEY'S OFFICE

The **CITY ATTORNEY'S OFFICE** is a full service law office, delivering a complete range of legal services to the City's elected and appointed officials and departments. The legal department defends the City against lawsuits, works to resolve citizen complaints, drafts City ordinances, resolutions, contracts, and real estate documents. Other services include defending the City Assessor's Office in real and personal property tax cases filed with the State of Michigan Tax Tribunal and tracking legislation affecting the City. The City Attorney's Office is lead by Matthew Hagerty, who was appointed City Attorney in Dec. 2019.

The City Attorney's Office consists of two full-time attorneys, one part-time attorney, and two paralegals. Because of the COVID-19 pandemic, staffing in the City Attorney's Office was reduced by both temporary furloughs and permanent layoffs. Remaining staff members were required to work remotely for most of the year to comply with Stay Home, Stay Safe executive orders. In spite of these challenges, the City Attorney's Office continued to provide top quality legal representation to the City of Jackson.

The following is a synopsis of matters that were handled in 2020 by the legal department:

- 1,064 criminal cases were prosecuted in the 12th District Court. Although trials were suspended due to the COVID-19 pandemic, pretrials and hearings continued to be conducted utilizing the Zoom application.
- 373 police reports were reviewed for possible arrest warrants, and 254 of those resulted in criminal charges being filed in the District Court.
- 120 new zoning, housing, and other blight-related ordinance violations were prosecuted in the City's Administrative Hearings Bureau (AHB). During the five months that AHB hearings were suspended due to the COVID-19 executive orders, staff continued to work on previously filed AHB cases.
- Additional procedures were initiated to collect outstanding AHB judgments, including referring accounts to a court officer for execution of judgments. In addition, 102 cases were filed in Small Claims Court against property owners who failed to comply with their judgments. Outstanding judgments with smaller balances were referred to a collection agency.

- 31 insurance claims were processed for incidents ranging from flooding and tree limb damage to malicious destruction of property and theft.
- All pending civil litigation continued to be adjudicated despite COVID-19, including attendance at virtual depositions and hearings in both state and federal court as permitted by local administrative rules.
- Documents were gathered and sent in response to more than 300 Freedom of Information Act (FOIA) requests.

In addition to the foregoing matters, the City Attorney's Office continued to advise all City departments on a variety of legal matters affecting their operations, as well as the specific legislative and operational changes affecting various departments due to the pandemic. This included addressing issues such as water shutoffs; City Hall closure; the Freedom of Information Act; in-person gathering limitations; Open Meetings Act amendments; and review of Gubernatorial Executive Orders/State Health Department Orders, among others.



Mask and social distancing signage appeared all over City facilities to help enforce COVID-19 safety guidelines.

DEPARTMENT OF NEIGHBORHOOD & ECONOMIC OPERATIONS

The **DEPARTMENT OF NEIGHBORHOOD and ECONOMIC OPERATIONS (NEO)** is instrumental in executing Jackson's overall economic stabilization program, which includes administration of building permits, dangerous building enforcement, building and housing inspections, planning and zoning administration, homeowner rehabilitation, housing code enforcement, Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) funds, economic development, and blight ordinance enforcement. NEO also provides staffing for various boards and commissions, including the Historic District Commission, Jackson Brownfield Redevelopment Authority, Administrative Hearings Bureau, Planning Commission, Zoning Board of Appeals, and the Building Code Board of Examiners and Appeals.

The Building Division is responsible for enforcing the State Construction Code; inspectors also investigate and prosecute instances of work done without permits or improperly licensed persons performing work. Staff reviews building and site plans, issues permits, conducts inspections, issues certificates of occupancy, enforces the sign and zoning ordinances, and condemns dangerous properties throughout the City. During calendar year 2020, NEO issued 515 building permits with an estimated construction value of \$21.8 million. In addition, 478 electrical, 451 mechanical, and 287 plumbing permits were issued and inspected. NEO staff also oversaw the demolition of 45 housing units (33 residential structures), four garages, and nine commercial buildings.

NEO provided approximately \$235,000 in rehabilitation loans to complete one full rehabilitation and seven emergency hazard projects for low-to moderate-income homeowners. In an effort to assist more low-income homeowners, the City Council revised the rehabilitation policy in Aug. 2020, adding the ability to replace a home's major systems that have reached their useful life cycle and before they create an emergency situation. Inspectors wrote 494 garbage violation citations, 162 inoperable/unlicensed vehicle citations, 65 tree/noxious weed violation citations, 52 instances of working without a permit, and 93 zoning violation citations. Over 1,200 non-owner housing units were inspected by NEO, as well as investigating 27 individual complaints reported by tenants.



Homes on Harwood Street in Jackson.

In March 2020, the Coronavirus Aid, Relief, and Economic Security (CARES) Act was enacted by the federal government. As a CDBG entitlement community, the City of Jackson received \$945,445 to prevent, prepare for, and respond to COVID-19. Three activities designed to prevent homelessness were started; water shutoff protection, foreclosure prevention, and eviction protection. Through the end of October 2020, 65 renter households avoided eviction, 16 homeowners escaped tax foreclosure, and 26 households retained their water accounts.

Inspections were halted for several months due to the pandemic. They later resumed with inspectors wearing personal protective equipment and reducing the number of daily inspections. Extensions were also granted for several programs to give property owners more time to adjust to COVID-19 restrictions and financial strains.



The Albert Kahn Apartments under construction on S. Jackson Street.

DOWNTOWN DEVELOPMENT AUTHORITY

The **DOWNTOWN DEVELOPMENT AUTHORITY (DDA)** is responsible for creating a vibrant downtown for all residents and visitors to enjoy. The DDA plans numerous downtown events (car shows, food truck events, art walks, sidewalk sales) and coordinates with businesses to increase foot traffic. The DDA works to bring new businesses and apartments into the downtown area, communicating closely with local leaders. The DDA also runs the Grand River Farmers Market, sells gift certificates featuring almost all downtown businesses, and manages the special event application process for the City of Jackson.



Outdoor dining was a way for restaurants to serve customers during the pandemic. The DDA worked with businesses to obtain sidewalk access in the downtown area for outdoor dining.

The COVID-19 pandemic forced the cancellation of all downtown events and created a difficult situation for many downtown businesses. The DDA is proud its efforts to support downtown businesses in 2020 through outreach, advertising, and assistance with various statewide loan/grant opportunities. Generous support from Consumers Energy allowed the DDA to sell a large number of downtown gift certificates, which provided a direct cash-infusion for many businesses. The farmers market remained open, providing top-quality fresh produce and other food/craft items to Jackson residents. Efforts to safely promote businesses and events will continue in 2021.

HUMAN RESOURCES DIVISION

The **HUMAN RESOURCES DIVISION** serves the City's workforce and job-seeking public. The division is responsible for policy administration, public relations, recruitment, on-boarding, new employee orientation, compensation, benefits administration, unemployment and workers' compensation, promotional testing, personnel records retention, retiree benefit administration, employee law compliance, and employee and labor relations for the City's four unions and the nonunion workforce.

Staffing numbers fluctuated due to the COVID-19 pandemic. By the end of 2020, there were 204 City employees; 189 working full time and 15 part time employees. There were 28 new hires this year, 14 promotions and two transfers. The pandemic created different working situations and budget constraints on departments. There were 14 resignations, 10 retirements, and nine positions eliminated.



The LGBTQ pride flag flew in Horace Blackman Park over the summer to recognize Jackson's LGBTQ community.

During the City Hall closure, staff who could do their jobs remotely worked at home. Despite the huge challenges the pandemic brought in 2020, the Human Resources Division remained a steadfast resource while efficiently managing the employee life cycle by handling across-the-board HR functions while imparting internal guidance, implementing policy in response to the pandemic, administering workforce reduction strategies, interpreting legislation, issuing employee communications, determining safety and compliance guidelines with local health authorities, tracking illness reporting, and administrating related federal paid leave policies.



A Black Lives Matter mural was painted in June on W. Washington Ave. by community activists with support from the City.

DIVERSITY, EQUITY & INCLUSION

The **DEPARTMENT OF DIVERSITY, EQUITY AND INCLUSION (DEI)** was created by the Jackson City Council in Sept. 2020 to focus on racial equity efforts in the City of Jackson. This new department is run by John Willis, the City's Chief Equity Officer. DEI works with the City Manager to create, maintain and promote opportunities that enhance diversity, inclusion and equity within the City.

An initial effort of DEI was starting a Diversity Action Team. The team brings together City employees from various departments to talk about diversity and examine the City's work through an equity lens. DEI also administers the Racial Equity Commission and Youth Council, which were created alongside the new department in late 2020. Racial equity initiatives came to the forefront following Black Lives Matter protests over the summer and the City Council declaring racism a public health crisis in the City.

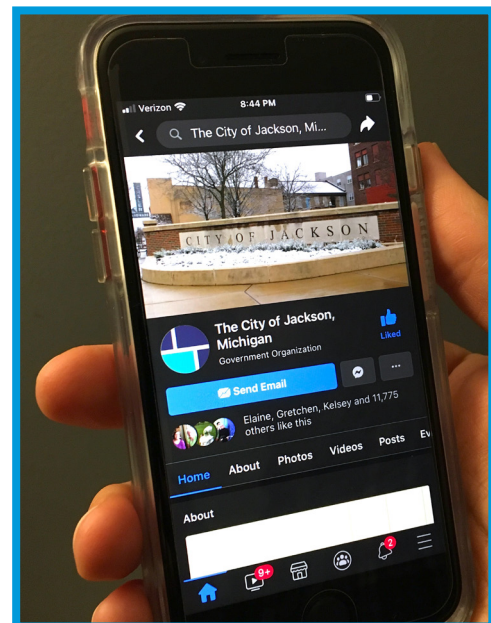


John Willis became the City's first Chief Equity Officer in 2020.

COMMUNICATIONS

The City's **COMMUNICATIONS** section is run Public Information Officer Aaron Dimick under the direction of the City Manager. Daily communications became more important than ever during the COVID-19 pandemic, with updates about the City's response reaching residents through local media outlets, social media, the City website, newsletters and the CodeRED mass communication system. Communications highlights from 2020 included:

- Dispersed 93 news releases to local media outlets.
- Grew social media accounts to include 12,809 Facebook followers, 2,149 Twitter followers and 1,517 Instagram likes.
- Continued launch of redesigned City website and new online resident complaint system.
- Utilized CodeRED phone, email and text messages to reach residents for messages regarding the 2020 Census, COVID-19 information, and City services.
- Mailed four seasonal newsletters to residents and businesses using expanded mailing list.
- Created digital infrastructure to live stream virtual City Council meetings on Facebook and City website.



POLICE DEPARTMENT

The **JACKSON POLICE DEPARTMENT (JPD)** saw major upheaval in many of its procedures in 2020 and had to pivot quickly to new methods and approaches. Even through the COVID-19 obstacles of shrinking budgets, reduced staffing, social distancing, and heightened safety precautions, the men and women of the department continued to show their professionalism and commitment to excellence in serving Jackson residents.

With national unrest throughout the summer months toward law enforcement, JPD saw an opportunity to increase transparency with the community and bolster efforts in use of force training for officers. As the focus of in-service training, the department reviewed its use of force policy changes, along with studying defensive tactics, deescalation, and role-playing scenarios.



Face coverings became another piece of protective equipment for officers to use in 2020.

In the fall, JPD implemented a new program to better serve residents who have difficulty communicating. The Take Me Home program allows parents and caregivers of those living with Autism, Alzheimer's, Dementia, Down Syndrome or other developmental disabilities to create an online profile through the City website. The secured database contains descriptive profiles and a photo of the person at risk. Law enforcement personnel can quickly access this information in the event an individual is lost and needs to be taken home.

Toward the end of the year, the department launched a new program with the Aware Shelter to integrate sexual assault advocates into responses to sexual assault crimes. This brings an added level of support not previously available to sexual assault survivors in the community.

The pandemic and social distancing guidelines impacted JPD's overall calls for service with a decrease of nearly 14% from the previous year. The department was mindful of COVID-19 protocols when officers interacted with residents. Face coverings became part of uniforms and social distancing was enacted when possible.

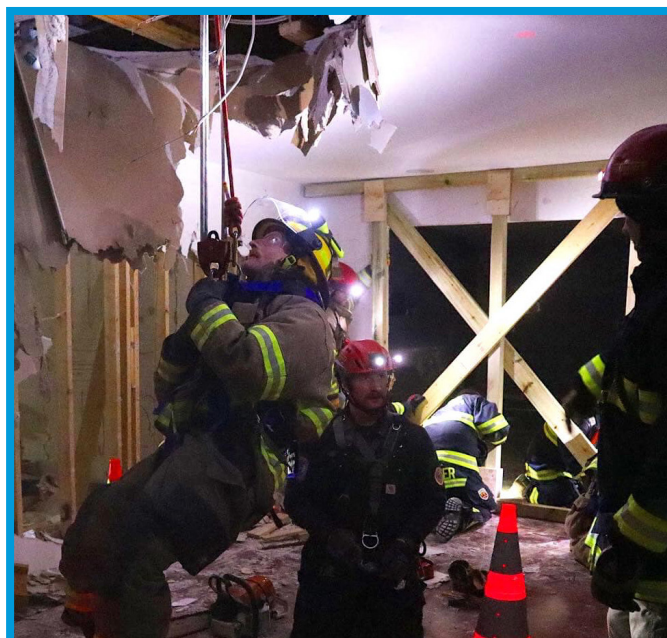
FIRE DEPARTMENT

COVID-19 provided many challenges for the **JACKSON FIRE DEPARTMENT (JFD)** in 2020. It caused the department to review the use of personal protective equipment more effectively, along with updating protocols and policies.

When the pandemic started, JFD assembled a special COVID-19 unit with the Summit Township Fire Department. Firefighters from this unit worked out of their own station and responded to COVID-related emergencies.

The department ran a total of 4,866 calls for service in 2020, which amounts to about 400 less calls for service compared to the previous year. JFD was saddened by the loss of three residents in two separate fatal fires.

JFD saw two substantial retirements in 2020. Richard Terrell retired after 23 years with the department, and Todd Weaver retired with 25 years of service. Toward the end of the year, nine new firefighters were hired. Training efforts for the new crews will continue through 2021.



Jackson firefighters had a unique opportunity to perform rescue training inside a mansion slated for demolition.

PARKS, RECREATION & CEMETERIES DEPARTMENT

The **PARKS, RECREATION AND CEMETERIES DEPARTMENT** consists of 27 parks, two cemeteries, three recreation facilities, the oldest public golf course in the county, and several miles of multi-trail systems.

PARKS AND RECREATION: Full schedules of programs were canceled throughout the year due to COVID-19 health restrictions. Indoor and outdoor recreation facilities, such as playgrounds, the golf course, water park and recreation centers, were also closed for long periods. Despite the hardships, the following was accomplished during the year:

- Tobacco ban enacted in all public parks.
- \$1.9 million renovation of the Martin Luther King Jr. Recreation Center.
- New basketball court, lighting, and walking path in Loomis Park.
- New roof for the Boos Recreation Center.
- Worker’s Memorial Park became the City’s first new public park in several years. It makes use of a playground and green space surrounding the former McCulloch Elementary School on S. MLK Drive. Its name honors residents killed in workplace accidents and COVID-19 workers.
- New lighting installed at Exchange and Rotary parks.
- Boos Recreation Center served as the distribution site for the community’s basic needs response to COVID-19. Recreation staff were instrumental in distribution efforts.
- Planned the City’s first dog park for 2021.

TRAILS: The City’s main pedestrian and biking trail runs from Downtown Jackson to Weatherwax Drive and is part of the Michigan Iron Belle Trail System. Another sizable trail runs along Fourth Street to Park Road, cutting through Ella Sharp Park. Trails were essential to the community’s health in 2020 due to the closure of fitness centers. They also offered safe ways for residents to leave the confines of homes.

CEMETERIES: The City of Jackson owns and operates Mt. Evergreen Cemetery and Woodland Cemetery. Both are considered historic landmarks. The cemeteries are fully operational and typically perform around 100 funerals annually.



Playgrounds and outdoor recreation facilities were closed for several months due to the first COVID-19 shutdown.



With fitness centers closed, parks and trails became essential to the community’s health in 2020.



Vice Mayor Arlene Robinson cuts a ribbon marking the completion of the MLK Center renovation project in Oct. 2020.



Loomis Park received a new basketball court, lighting and walking path in late 2020.

FINANCE DEPARTMENT

The City's **FINANCE DEPARTMENT** handles all centralized accounting and finance functions of the City. These include responsibilities relating to the preparation of budgets, financial statements and audit schedules on a monthly and annual basis. In addition, the Finance Department processes payroll, accounts payable and accounts receivable on a regularly scheduled basis.

The department also serves as administrative staff for the City's three pension plans whose net assets currently exceed \$89 million. The finance department also acts in an administrative oversight capacity for the City's Management Information Systems Department as well as the Water and Sewer Billing/Public Works fiscal staff. Finance Director Phil Hones also acts as the City's Purchasing Agent. A summary of activity during the year is as follows:

- Processed payroll for approximately 560 different employees (200 full time and 360 part-time) for a total payroll of approximately \$16.1 million.
- Maintained records for approximately 385 pensioners with benefit payments of over \$10 million.
- Issued over 4,700 accounts payable checks to vendors totaling nearly \$83 million.
- Processed approximately 1,300 invoices for various City charges totaling approximately \$6.3 million.

The City of Jackson received the "Certificate of Achievement for Excellence in Financial Reporting" for its comprehensive annual financial report for the fiscal year ending June 30, 2019. This Certificate of Achievement is a prestigious national award recognizing conformance with the highest standards for preparation of state and local government financial

reports. In order to be awarded a Certificate of Achievement, a government unit must publish an easily readable and efficiently organized comprehensive annual financial report, whose contents conform to program standards. The City has received this award for 28 straight years.

In December 2012, Standard & Poor's affirmed the City's "A-" rating on the City's general obligation bonds and upgraded the City's outlook from "stable" to "positive". In February 2013, the City was again upgraded to "A+" with a "stable" outlook on all of its general obligation debt. This more recent upgrade was largely the result of the City's commitment to financial stability through the adoption of a fund balance policy in late 2012 and the City's commitment to reduce health and pension costs. This ratings upgrade, along with improved market rate conditions, has allowed the City to save nearly \$4 million in interest in bond issues and refinancings since that time.

The City's income taxes, its largest single source of revenue, were significantly impacted during the COVID-19 pandemic. Non-residents are only required to pay income tax based on where they work. If they are required to work from home, and live outside the City, they can allocate their wages and the City will not be due any income taxes.

The City estimates that roughly one-half of the non-resident income tax revenue will be lost as a result of working from home. This would amount to approximately \$1.25 million per year. Actual declines will not be known until after April 30, 2021 when City income tax returns are due. If the work from home trend becomes standard for a large amount of workplaces, City income taxes could be permanently impacted.

Pictured: Ella Sharp Home in the Ella Sharp Museum complex.

FISCAL YEAR

ENDING JUNE 30, 2020

	Revenues	Expenditures
GENERAL FUND	\$26,513,009	\$27,469,789
Special Revenue Funds:		
Major Street Fund	10,288,079	9,154,244
Local Street Fund	1,345,731	1,961,385
Ella W. Sharp Park Operating Fund	682,039	667,532
Public Improvement Fund	1,201,877	851,489
Cortland St. Redevelopment Projects Fund	1,073,881	1,073,881
Building Department Fund	592,753	610,672
Housing Code Enforcement Fund	955,540	1,000,227
Building Demolitions Fund	117,396	319,995
Drug Law Enforcement Fund	24,328	22,236
SAFER Grant Fund	162,633	162,633
Police/Fire Grant Funds-Variou	84,405	84,405
Community Development Block Grant Funds	1,247,925	1,247,925
CESF Program Fund	93,522	93,522
Lead Hazard Control Grant Fund	157,698	157,698
Recreation Activity Fund	166,384	159,250
Recreation Millage Program Fund	630,737	616,529
	\$18,824,928	\$18,183,623
Debt Service Funds:		
City Hall Refunding Debt Service Fund	881,706	802,801
2016-18 Capital Improvement Bond Debt Service Funds	1,573,238	1,573,238
2017 Michigan Transportation Bond Fund	759,186	759,186
DDA TIF Debt Service Funds	8,276,398	8,275,868
BRA TIF Debt Service Funds	1,174,637	1,174,637
	\$12,665,165	\$12,585,730
Capital Project Funds:		
Capital Projects Fund	203,456	273,918
Brownfield Redevelopment Authority Fund	1,356,420	1,351,687
Downtown Development Authority Project Fund	3,042,332	2,561,398
2017 Michigan Transportation Bonds Construction	30,632	1,352,947
2018 Capital Improvement Bond Construction	341,352	7,841,526
2020 Capital Improvement Bond Construction	2,067,250	1,144,684
Special Assessment Capital Project Fund	1,026,392	1,507,040
	\$8,067,834	\$16,033,200
Enterprise Funds		
Ella W. Sharp Park Golf Practice Center Fund	16,749	42,304
Automobile Parking System Fund	696,557	272,983
Parking Assessment Fund	281,016	223,137
Parking Deck Fund	19,564	279,319
Sewage Fund	9,523,569	5,687,734
Water Fund	14,908,820	7,181,715
	\$25,446,275	\$13,687,192
TOTAL OPERATING FUNDS	\$91,517,211	\$87,959,534

-Operating Funds do not include Internal Service or Trust & Agency Funds.
 -Above amounts include transfers to and from other funds.

DEPARTMENT OF PUBLIC WORKS

The **DEPARTMENT OF PUBLIC WORKS (DPW)** maintains the City's streets, sewers, and catch basins year round. During autumn, the department provides a leaf collection program. In winter, snow and ice removal is the priority.

The Public Works **FISCAL SERVICES AND UTILITY BILLING** staff sent out 71,010 bills in 2020 for water and sanitary sewer service for a total amount of \$13,922,434.03. The **WATER METER SERVICES** division completed over 7,200 calls for service. These calls include but are not limited to: emergency turn offs, water turn ons, investigations for disruption of service, low pressure and leaks.

The City of Jackson **WATER AND WASTEWATER TREATMENT PLANTS** are operated 24 hours per day, seven days per week by certified operators and maintenance staff. The Water Treatment Plant treats and softens the drinking water that is supplied to over 50,000 residents and businesses of the City of Jackson and Blackman Township. In 2019-20, the Water Treatment Plant produced and delivered 2.38 billion gallons of safe drinking water to customers. The water is tested daily in the City's certified testing laboratory according to Environmental Protection Agency and State regulations. The Wastewater Treatment Plant provides service to over 85,000 residents and businesses in the City, surrounding townships, and State Prison of Southern Michigan. The wastewater coming to the plant in the fiscal year 2019-20 averaged approximately 11.1 million gallons per day, or 4.1 billion gallons treated during the year. Pollutants are removed from the wastewater as it passes through the treatment process, with the clean water returned to the environment through a regulated outfall to the Grand River.

The Public Works maintenance crews through the **STREETS, SANITARY SEWERS, WATER DISTRIBUTION SYSTEM, FORESTRY & MOTOR POOL** are responsible for maintaining 100 miles of local streets, 54 miles of major streets, and eight miles of state highways in the City. Maintenance activities include street maintenance and repairs, including over 1,716 tons of asphalt patching, snow and ice removal, forestry services that include tree trimming and removal, street sign repair and replacements, storm sewer maintenance and repairs, as well as sanitary sewer collection system repair and maintenance. The water distribution staff is responsible for maintaining 244 miles of water main, 1,670 hydrants and 2,412 valves. This past year crews repaired 21 water main breaks, exercised 535 water main valves, replaced 11 water main valves, repaired 181 hydrants, replaced 10 hydrants, installed 24 new water services

(nine of them were full lead line replacements), repaired 20 service line leaks, replaced 31 curb stop valves, and retired seven water mains and water services.

Operations for **PUBLIC WORKS IN 2020** provided many challenges, but the DPW was able to provide the same high level of service to residents. All DPW workers were considered "essential workers" so public services could be maintained. A moratorium on water shutoffs started in March and lasted throughout the year to aid public health during the pandemic. \$246,000 in federal COVID-19 relief funds were allocated to a water shutoff protection program to help residents with unpaid water bills.

The Wastewater Plant underwent several equipment upgrades to increase plant efficiency and maintain reliability. These included a new bar screen and several modernized pumping systems. A dehumidification system was installed at the Water Treatment Plant to protect valve and piping assets.

Loose leaf collection was a gleaming success this year and was accomplished on time with the help of more leaf vacuum equipment and a revised collection schedule.

The new DPW Operations Center on Water Street was completed in the fall. The old building was nearly 100 years old and did not have enough space for equipment storage and training.



The new DPW Operations Center was completed in fall 2020.

ENGINEERING DIVISION



Aerial view of a new traffic circle that was constructed surrounding Austin Blair Park.

The **ENGINEERING DIVISION** bid and managed 14 projects in fiscal year 2019-2020 totaling over \$5.7 million.

Construction projects included:

- Greenwood Avenue and Jackson Street Reconstruction: From Morrell Street to Franklin Street with a concrete traffic circle around Austin Blair Park, new traffic signal at Greenwood and Morrell, new decorative lights and water main replacement on Greenwood.
- Michigan Avenue Reconstruction: First Street to Blackstone Street with angle parking and new streetscape.
- Steward Avenue Mill and Repave: Wildwood Avenue to the railroad crossing with water main replacement and new decorative lights.
- Homecrest Road Reconstruction: Louis Glick Highway to Van Buren Street with water main replacement.
- Continued West Side Local Street Resurfacing: Higby, Durand and Thompson Streets from Michigan Avenue to Wildwood Avenue/Daniel Road.
- Installed lighting in Exchange Park and Loomis Park.

Design projects included:

- A new pedestrian trail along Elmdale Drive in Ella Sharp Park.
- Reconstruction of Morrell Street from Greenwood Avenue to Martin Luther King, Jr. Drive.
- Resurfacing on Steward Avenue from railroad crossing to Ganson Street.
- Revised traffic signals on Wisner Street.
- Water main design for a number of upcoming projects.

Pandemic impacts:

With outdoor construction projects allowed to continue during the pandemic, Jackson's infrastructure projects remained on schedule.

There was a minor delay when a contractor employee was positive for COVID-19 and the entire crew had to be tested.

Engineering staff continued working on projects, but the division's parking staff was laid off during the City Hall shutdown due to less demand for parking in the downtown area.



Resurfacing on N. Higby Street.

AROUND THE CITY



Mayor Derek Dobies delivered the 3rd Annual State of the City Address at the Michigan Theatre in Feb.



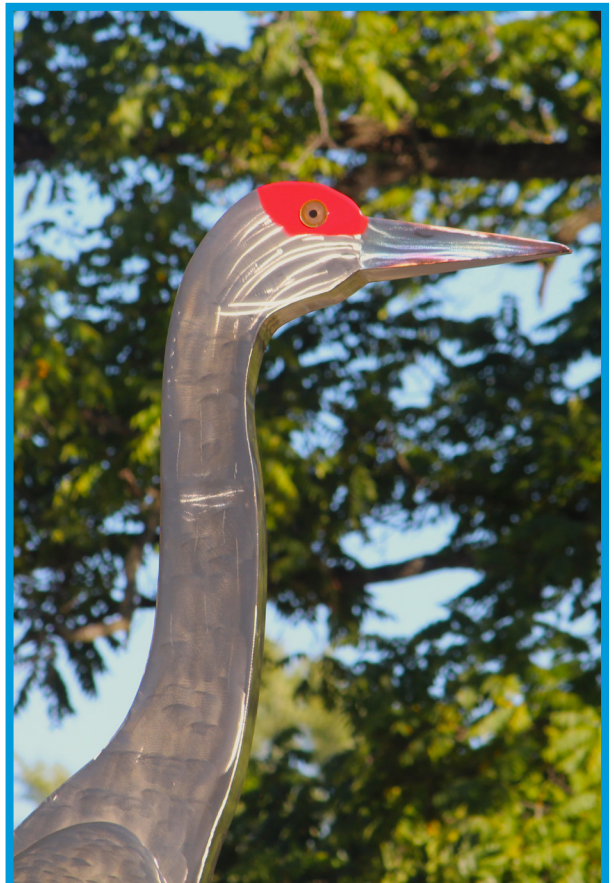
A new State of Michigan Historical Marker for Bucky Harris Park was unveiled in Oct. The marker recognizes Michigan's first anti-slavery newspaper, which was located in a building that once stood where the park is located in Downtown Jackson.



The Bright Walls Mural Festival continued in Sept. with scaled back events and fewer murals. This mural was painted at Henry Ford Allegiance Health.



Loose leaf collection was a success in 2020 thanks to an improved schedule and more leaf vacuum equipment.



New sculptures depicting sandhill cranes were installed in the Ella Sharp Park roundabout in Jan.

AROUND THE CITY



The Nov. General Election brought a record turnout to the City.



Officers show support for Black Lives Matter protesters.



The Francis Senior Lofts opened in the summer on S. MLK Drive. The complex offers affordable apartments to senior citizens.



Despite economic strains brought on by the pandemic, Downtown Jackson continued to grow and attract new businesses.



The Jackson Fire Department and other local agencies came together for a first responder parade past Henry Ford Allegiance Health in April to show support for COVID-19 patients and health care workers. A video of the parade was the most popular post on the City's social media platforms in 2020, with 77,000 video views on Facebook.

MAYOR & COUNCILMEMBERS



Laura Dwyer Schlecte
Ward 4



Karen Bunnell
Ward 5



Jeremy Alexander
Ward 3



Freddie Dancy
Ward 2



Will Forgrave
Ward 6



Arlene Robinson
Ward 1



Derek Dobies
Mayor



CITY COUNCIL MEETING MINUTES

February 23, 2021

CALL TO ORDER:

The Jackson City Council, in accordance with Federal and State guidelines designed to mitigate the spread of COVID-19, met virtually in regular session and was called to order at 6:31 p.m. by Mayor Derek J. Dobies.

PLEDGE OF ALLEGIANCE AND INVOCATION:

The Council joined in the Pledge of Allegiance. Invocation was given by Sixth Ward Councilmember Will Forgrave in which he offered a moment to reflect on the over 500,000 lives lost to COVID-19, the thousands of families battling the power outages down south, and others facing challenging hardships, and encouragement to strive to make the City better.

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 Public Works Mike Osborn, Director of Diversity, Equity, and Inclusion John Willis, Director of Neighborhood and Economic Operations Shane LaPorte, Director of Finance Phil Hones, City Engineer Jon Dowling, and Public Information Officer Aaron Dimick.

ADOPTION OF AGENDA:

Motion was made by Councilmember Alexander, seconded by Vice Mayor Robinson to adopt the agenda.

Motion to amend the agenda was made by Councilmember Schlecte, seconded by Councilmember Bunnell to add the item Conflict of Interest under New Business. Vote was taken on the amendment. Vote - Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

Vote was taken on the motion to adopt the agenda as amended. Vote - Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

PRESENTATIONS/PROCLAMATIONS: none.

PUBLIC HEARINGS: none.

CITIZEN COMMENTS:

City Clerk Andrea Muray read the comments submitted into the record.

PETITIONS & COMMUNICATION FROM CITY STAFF AND OTHER GOVERNMENTAL ENTITIES:

A. City Summary of Revenue and Expenditures

Accept and place of file, the City of Jackson's summary of revenue and expenditures for seven (7) months ended January 31, 2021.

Motion was made by Councilmember Alexander, seconded by Councilmember Dancy to accept and place on file the City of Jackson's Summary of Revenue and Expenditures for seven months ended January 31, 2021. Vote - Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

B. CDBG, HOME and CDBG-CV Homeless Prevention Financial Summaries through January 31, 2021

Accept and place on file, the Community Development Block Grant, HOME and Community Development Block Grant-Coronavirus Homeless Prevention financial summaries through January 31, 2021.

Motion was made by Councilmember Alexander, seconded by Councilmember Forgrave to accept and place on file the CDBG, HOME, and CDBG-CV Homeless Prevention financial summaries through January 31, 2021. Vote - Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

CONSENT CALENDAR:

A. Minutes of the Regular Meeting of February 9, 2021

Approve the minutes of the regular City Council Meeting of February 9, 2021.

B. Appointments to the City Youth Council

Receive the recommendations of the Human Relations Commission to appoint 9 members to the City Youth Council:

<i>Victoria Uchendu</i>	<i>1 year term</i>	<i>Exp 12/31/21</i>
<i>Chloe Chaparro</i>	<i>1 year term</i>	<i>Exp 12/31/21</i>
<i>Olivia Northrup</i>	<i>1 year term</i>	<i>Exp 12/31/21</i>
<i>Kelli Higgins</i>	<i>2 year term</i>	<i>Exp 12/31/22</i>
<i>Hayden Beatty</i>	<i>2 year term</i>	<i>Exp 12/31/22</i>
<i>Brian Huynh</i>	<i>2 year term</i>	<i>Exp 12/31/22</i>
<i>Madison Connor</i>	<i>2 year term</i>	<i>Exp 12/31/22</i>
<i>Maya Saxton</i>	<i>2 year term</i>	<i>Exp 12/31/22</i>
<i>Blair Arkles</i>	<i>2 year term</i>	<i>Exp 12/31/22</i>

C. Appointment to Racial Equity Commission

Approve the Mayor's recommendation to appoint Lee Hampton to the Racial Equity Commission for a one year term, expiring on 12/31/21.

D. Appointments to the Martin Luther King Corridor Improvement Authority

Approve the Mayor's recommendation to appoint Diane Washington to a two year term expiring on 12/31/22 and Lee Hampton to a TBD term

E. Appointment to the Jackson Housing Commission

Approve the Mayor's recommendation to appoint James Johnson to the Jackson Housing Commission for a 5 year term expiring on 10/31/25.

F. NOORP Rate Resolution Typographical Error

Approve a resolution correcting a typographical error contained in the Resolution Setting Inspection Rates Pursuant to Chapter 14 of the Jackson Code of Ordinances for the 2020-2021 Fiscal Year originally approved by City Council on August 11, 2020.

Mayor Dobies noted some errors in the Consent Calendar. 9B should state “receive the recommendations”, not “affirm and approve the recommendation,” and 9E should state “term expiring on 10/31/25” not “term expiring on 2/23/26”.

Motion was made by Councilmember Alexander, seconded by Councilmember Schlecte to approve the consent calendar with the changes to items 9B and 9E. Vote - Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

OTHER BUSINESS: none.

NEW BUSINESS:

A1. Conflict of Interest

Councilmember Schlecte requested that Council made a declaration that there would be no conflict of interest in her representing a buyer in the sale of City-owned property, the City Attorney give an opinion on whether a Councilmembers with a criminal record or who are landlords should be able to deliberate and vote on the Fair Chance Housing Ordinance, receive clarification on what Councilmembers who are landlord can and cannot vote on. City Attorney Matthew Hagerty will provide a memorandum for Council to review by the next meeting to include the questions posed by Councilmember Schlecte as well as some more general scenarios.

A. Award the purchase of Aqua Caiman In-Channel Articulating Rake Screen manufactured by Parkson at the Waste Water Plant from Kennedy Industries at the cost of \$220,000.00

Recommendation: *Award the purchase of Aqua Caiman In-Channel Articulating Rake Screen manufactured by Parkson at the Waste Water Plant from Kennedy Industries at the cost of \$220,000.00*

Motion was made by Councilmember Alexander, seconded by Councilmember Bunnell to award the purchase of Aqua Caiman In-Channel Articulating Rake Screen manufactured by Parkson at the Waste Water Plant from Kennedy Industries at the cost of \$220,000.00. Vote - Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

- B. Sale of City owned property parcels ID #1-053300000, 1-055400000 and 1-053700000. To include the structures commonly addressed as 1001 Lansing Avenue, 1003 Lansing Avenue and 428 Hill Street for \$12,000**

Recommendation: *Approve the sale of City owned property parcels ID #1-053300000, 1-055400000 and 1-053700000. To include the structures commonly addressed as 1001 Lansing Avenue, 1003 Lansing Avenue and 428 Hill Street for \$12,000. Authorize the City Manager to sign all sale documents associated with the property transfer and to make minor modifications as needed.*

Motion was made by Councilmember Schlecte, seconded by Councilmember Alexander to approve the sale of City owned property commonly addressed as 1001 Lansing Avenue, 1003 Lansing Avenue, and 428 Hill Street for \$12,000 and authorize the City Manager to sign all sale documents associated with the property transfer and to make minor modifications as needed. Vote - Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

- C. Identify Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) projects for fiscal year 2021-2022 and establish preliminary funding allocations for these projects**

Recommendation: *Identify Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) projects for fiscal year 2021-2022 and establish preliminary funding allocations for these projects.*

Motion was made by Councilmember Schlecte, seconded by Councilmember Alexander to identify CDBG and HOME Investment Partnership projects for fiscal year 2021/2022 and establish preliminary funding allocations for the projects. Vote - Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

- D. Application of Waiver of Underfunded Status – Act 345 Policeman & Fireman Pension**

Recommendation: *Approve the application for Waiver of Underfunded Status – Act 345 Policeman & Fireman Pension.*

Motion was made by Councilmember Alexander, seconded by Councilmember Dancy to approve the application for Waiver of Underfunded Status – Act 345 Policeman & Fireman Pension. 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 Franklin Street Reconstruction Contract with Bailey Excavating

Recommendation: *Approve of Change Order 1 to the Franklin Street Reconstruction contract with Bailey Excavating, Inc., in the increased amount of \$194,642.57 to balance quantities to match quantities placed in the field and add new items necessary to complete work in the field, to add items for sanitary sewer extension on Wisner Street 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 Change Order 1 to the Franklin Street Reconstruction contract with Bailey Excavating, Inc., in the increased amount of \$194,642.57 to balance quantities to match quantities placed in the field, add new items necessary to complete work in the field, add items for sanitary sewer extension on Wisner Street, 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. Contract Award for 2021 Major Street & Traffic Signal Engineering

Recommendation: *Approve of the award for the 2021 Major Street & Traffic Signal Engineering contract to Hubbell, Roth & Clark, Inc. of Jackson, Michigan for \$101,820.90, 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 Bunnell to approve the award for the 2021 Major Street & Traffic Signal Engineering Contract to Hubbell, Roth & Clark, Inc., of Jackson, Michigan for \$101,820.90, and authorize the Mayor and City Clerk to execute the appropriate document(s) 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.

G. Contract Award for 2021 Major Street Engineering

Recommendation: *Approve of the award for the 2021 Major Street Engineering contract to Hubbell, Roth & Clark, Inc. of Jackson, Michigan for \$138,384.00, 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 Bunnell to approve the award for the 2021 Major Street Engineering Contract to Hubbell, Roth & Clark, Inc. of Jackson, Michigan

for \$138,384.00, and authorize the Mayor and City Clerk to execute the appropriate document(s) 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.

H. Contract Award for 2021 Trail Engineering

Recommendation: *Approve of the award for the 2021 Trail Engineering contract to the Mannik & Smith Group, Inc. of Okemos, Michigan in the amount of \$49,104.26, 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 Forgrave to approve the award for the 2021 Trail Engineering Contract to the Mannik & Smith Group, Inc. of Okemos, Michigan in the amount of \$49,104.26, and authorize the Mayor and City Clerk to execute the appropriate document(s) 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.

I. Adoption of Resolution Adjusting Parking Permits

Recommendation: *Adopt the resolution adjusting parking permits for the City of Jackson automobile parking system, and authorize the Mayor and City Clerk to execute the resolutions.*

Motion was made by Councilmember Schlecte, seconded by Councilmember Forgrave to adopt the resolution adjusting parking permits for the City of Jackson auto parking system and authorize the Mayor and City Clerk to execute the resolution. Vote - Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

J. Body-Worn Camera Contract Renewal

Recommendation: *Approve the renewal of a 5-year contract with Axon Enterprise and authorize the City Manager to execute that contract.*

Motion was made by Councilmember Bunnell, seconded by Councilmember Alexander to approve the renewal of a 5 year contract with Axon Enterprise and authorize the City Manager to execute the contract. Vote - Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

- K. Local Officers Compensation Commission Recommendation**
Recommendation: *Consideration of a recommendation from the Local Officers Compensation Commission (LOCC) – no increase to the annual salary and keep the current rate for the next two years for City Treasurer, Mayor and Councilmembers.*

Motion was made by Vice Mayor Robinson, seconded by Councilmember Alexander to accept the recommendation from the Local Officers Compensation Commission. Vote - Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

- L. Fair Chance Housing Ordinance**
Recommendation: *Consideration of a Fair Chance Housing Ordinance.*

Motion was made by Councilmember Forgrave, seconded by Vice Mayor Robinson to approve the first reading and advance to a second reading and final adoption an Ordinance amending Section 14-600 through Section 14-625 of Article VII of Chapter 14 of the Code of Ordinances to provide citizen with criminal records fair opportunity to secure housing by regulation the use of criminal background checks as part of the tenant screening process.

Motion was made by Councilmember Schlecte to postpone the item until the first meeting in April. The motion died from lack of support.

Vote was taken on the main motion. Vote - Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

- M. Parking Agreement**
Recommendation: *Approve the parking agreement between the City of Jackson and 113 W. Michigan Avenue, LLC.*

Motion was made by Councilmember Dancy, seconded by Councilmember Forgrave to approve the parking agreement between the City of Jackson and 113 W. Michigan Avenue, LLC. Vote - Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

N. Resolution for the Approval of a Contract with Michigan Department of Transportation for Construction of a Non-Motorized Path Along Elmdale Road

Recommendation: *Approve a resolution to enter into a contract with the Michigan Department of Transportation (MDOT) for the construction of a non-motorized path along Elmdale Road and S. Jackson Street, and authorize the Mayor and City Clerk to execute the appropriate documents.*

Motion was made by Councilmember Alexander, seconded by Councilmember Forgrave to approve the resolution to enter into a contract with the Michigan Department of Transportation for the construction of a non-motorized path along Elmdale Road and S. Jackson Street, and authorize the Mayor and City Clerk to execute the appropriate documents. Vote - Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

CITY COUNCILMEMBER'S COMMENTS:

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

MANAGER'S COMMENTS:

City Manager Jonathan Greene offered comments.

ADJOURNMENT:

No further business being offered, a motion to adjourn was made by Councilmember Dancy, and seconded by Councilmember Alexander. Vote was done by voice with all in favor. Mayor Dobies adjourned the meeting at 8:25 p.m.

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: March 9, 2021

SUBJECT: Approve the sale of City Owned property located at 1110 Plymouth Street to Lily Missionary Baptist Church.

Recommendation: Approve the sale of City owned property located at 1110 Plymouth Street to adjacent property owner Lily Missionary Baptist Church. This property was discharged from the Help for Hardest Hit (H4HH) Blight Elimination program on 2/3/21. Authorize the City Manager to create the Property Transfer Agreement and any other authorized documents to complete the sale of the property.

Attached is a report from Lisa Moutinho. Your consideration and concurrence is appreciated.

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Lisa Moutinho, Administrative Assistant to the City Manager

DATE: March 9, 2021

RECOMMENDATION: Approve the sale of City owned property located at 1110 Plymouth Street to adjoining property owner, Lily Missionary Baptist Church, and authorize the City Manager to execute property transfer documents.

SUMMARY

The City of Jackson proposes to sell a parcel of vacant land located at 1110 Plymouth Street to adjacent property owner Lily Missionary Baptist Church.

HISTORY, BACKGROUND and DISCUSSION

In December 2014, the Michigan State Housing Development Authority (MSHDA) announced the City of Jackson was the recipient of \$5.5 million in Help for the Hardest Hit (H4HH) Blight Elimination Program funds in which blighted, vacant residential properties can be acquired and demolished within program guidelines. An H4HH property must be acquired and held by the City's Blight Partner, John George Home, during a five-year term in which a lien is placed on the property through collateral documents.

The demolition of 1110 N. Plymouth was completed on 2/2/16, and the 5-year lien was released on 2/3/21.

POSITIONS

Requested action is for City Council to approve the sale of 1110 N. Plymouth Street to adjoining property owner Lily Missionary Baptist Church.

ATTACHMENTS

- 1110 N. Plymouth Purchase Packet

MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: March 9, 2021
SUBJECT: **Traffic Control Order 2343**
Oakridge Dr. at Fourth St.

Recommendation:

Approval of Traffic Control Order 2343 to install “No Parking Any Time” sign with proper arrow the legal distance of 30’ west of “Stop” sign at the intersection of Oakridge Dr. and Fourth St.

Attached is a memo from Jon Dowling, City Engineer, for a Traffic Control Order on Oakridge Drive at Fourth St.

I recommend approval of Traffic Control Order 2343. Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
DATE: March 9, 2021

RECOMMENDATION: Approval of Traffic Control Order 2343 to Install “No Parking Any Time” sign the legal distance of 30’ west of “Stop” sign at the intersection of Oakridge Dr. and Fourth St.

SUMMARY

Traffic Control Order (TCO) is needed to reinforce No Parking within 30’ of Stop sign on Oakridge Drive at Fourth St.

BUDGETARY CONSIDERATIONS

Item	Each	Total
1 – No Parking Any Time signs	\$11.70	\$11.70
1 – Sign posts	\$25.34	\$25.34
1 - hours labor/equipment	\$122.34	\$122.34
Total		\$159.38

This is the estimated cost for this work, which will be paid from Major Streets Traffic funds.

HISTORY, BACKGROUND and DISCUSSION

Request by an officer of Jackson Police Department to add “No Parking Any Time” sign at the intersection of Oakridge Dr. and Fourth St. Motorists are continually causing a hazard by parking too close to the stop sign.

DISCUSSION OF THE ISSUE

After review, Engineering has the following recommendation:

Restrict parking at the intersection of Oakridge Dr. and Fourth St. by installation of “No Parking Any Time” sign with proper arrow.

POSITIONS

It is the recommendation of Engineering that Traffic Control Order 2343 be approved. If you have any questions please do not hesitate to contact me.

ATTACHMENTS

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order 2343

LOCATION: Oakridge Drive at Fourth St.

DATE: March 9, 2021

ASSIGNED TO: Sign Shop

TCO DESCRIPTION

Request by an officer of Jackson Police Department to add "No Parking Any Time" sign at the intersection of Oakridge Dr. and Fourth St. Motorists are continually parking too close to the stop sign causing a hazard.

BY JON H. DOWLING, P.E.

RECOMMENDATION

Restrict parking at the intersection of Oakridge Dr. and Fourth St. by installation of "No Parking Any Time" sign with proper arrow.

APPROVED REJECTED DATE: **3/9/21** BY CITY COUNCIL

WORK ASSIGNMENT: To Sign Shop

DATE: March 9, 2021

TO:

Install "No Parking Any Time" sign with proper arrow the legal distance of 30' west of "Stop" sign at the intersection of Oakridge Dr. and Fourth St.

BY JON H. DOWLING, P.E.

MATERIAL USED

Posts Stop Time Limit No Parking Loading Zone One Way Yield Paint Other (No Thru Trucks)

ASSIGNMENT COMPLETED

DATE: **BY: Sign Shop**

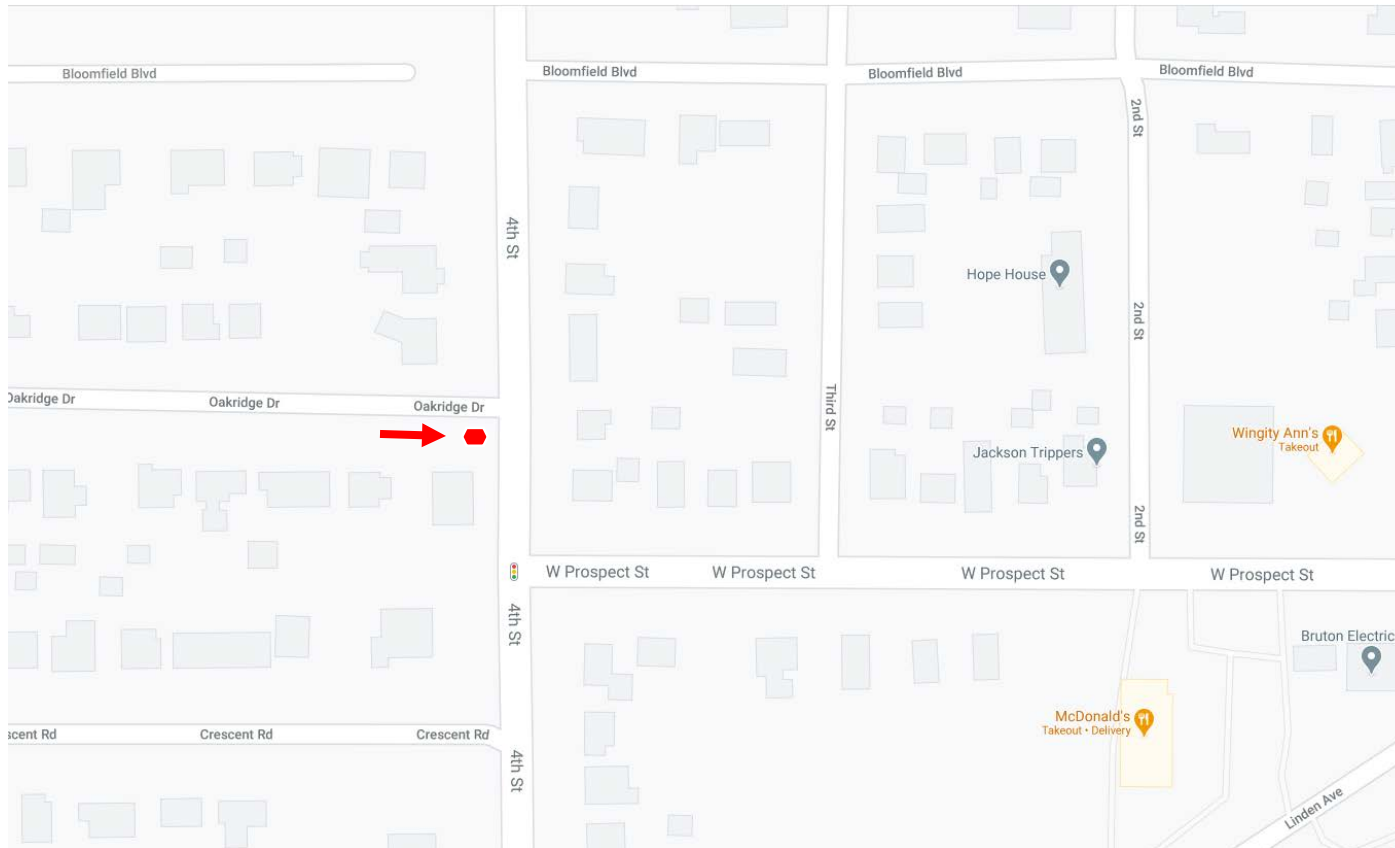
WORK INSPECTED

REMARKS:

DATE: **BY: Jon H. Dowling, P.E., City Engineer**

Copies: 1. Intersection File 2. TCO File 3. Work Order Copy 4. Police Dept. 5. Fire Dept 6. City Clerk

Traffic Control Order 2343



MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: March 9, 2021
SUBJECT: **Traffic Control Orders 2344-2345**
Avondale Street – Oakridge Dr. to Crescent Rd.
Briarcliff Road – Oakridge Dr. to Crescent Rd.

Recommendation:

Approval of Traffic Control Orders 2344 and 2345 to Install “No Parking Any Time” signs on the west side of Avondale St. and Briarcliff Rd., Oakridge Dr. to Crescent Rd.

Attached is a memo from Jon Dowling, City Engineer, for Traffic Control Orders for Avondale St. and Briarcliff Rd.

I recommend approval of Traffic Control Orders 2344 and 2345. Your consideration and concurrence is appreciated.

JG

Attachments

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
DATE: March 9, 2021

RECOMMENDATION: Approval of Traffic Control Orders 2344 and 2345 to Install “No Parking Any Time” signs on the west side of Avondale St. and Briarcliff Rd., Oakridge Dr. to Crescent Rd.

SUMMARY

Traffic Control Orders (TCOs) are needed for the removal of parking on the west side of Avondale Street and Briarcliff Road, from Oakridge Drive to Crescent Road.

BUDGETARY CONSIDERATIONS

Item	Each	Total
4 – No Parking Any Time signs	\$11.70	\$46.80
4 – Sign posts	\$25.34	\$101.36
2 - hours labor/equipment	\$122.34	\$244.68
Total		\$392.84

This is the estimated cost for this work, which will be paid from Major Streets Traffic funds.

HISTORY, BACKGROUND and DISCUSSION

Based on a street width of 19 feet, review removing parking from the west side of the street for safer winter maintenance.

DISCUSSION OF THE ISSUE

After review, Engineering has the following recommendations:

- TCO 2344 - Remove parking on the west side of Avondale St., from Oakridge Dr. to Crescent Rd.
- TCO 2345 - Remove parking on the west side of Briarcliff Rd., from Oakridge Dr. to Crescent Rd.

POSITIONS

It is the recommendation of Engineering that Traffic Control Orders 2344 and 2345 be approved. If you have any questions please do not hesitate to contact me.

ATTACHMENTS

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order 2344

LOCATION: Avondale St., Oakridge Dr. to Crescent Rd.

DATE: March 9, 2021

ASSIGNED TO: Sign Shop

TCO DESCRIPTION

Based on a street width of 19 feet, review removing parking from one side of the street for better access of emergency vehicles and safer winter maintenance.

BY JON H. DOWLING, P.E.

RECOMMENDATION

On the west side of Avondale St., parking shall be prohibited from Oakridge Dr. to Crescent Rd.

APPROVED **REJECTED** **DATE:** 3/9/21 **BY CITY COUNCIL**

WORK ASSIGNMENT: To Sign Shop

DATE: 3/9/21

TO:

Install "No Parking Any Time" signs on the west side of Avondale St., Oakridge Dr. to Crescent Rd.

BY JON H. DOWLING, P.E.

MATERIAL USED

2			2						
Posts	Stop	Time Limit	No Parking	Loading Zone	One Way	Yield	Paint	Other	

ASSIGNMENT COMPLETED

DATE: **BY: Sign Shop**

WORK INSPECTED

REMARKS:

DATE: **BY: Jon H. Dowling, P.E., City Engineer**

Copies: 1. Intersection File 2. TCO File 3. Work Order Copy 4. Police Dept. 5. Fire Dept 6. City Clerk

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order 2345

LOCATION: Briarcliff Rd., Oakridge Dr. to Crescent Rd.

DATE: March 9, 2021

ASSIGNED TO: Sign Shop

TCO DESCRIPTION

Based on a street width of 19 feet, review removing parking from one side of the street for better access of emergency vehicles and safer winter maintenance.

BY JON H. DOWLING, P.E.

RECOMMENDATION

On the west side of Briarcliff Rd., parking shall be prohibited from Oakridge Dr. to Crescent Rd.

APPROVED **REJECTED** **DATE:** 3/9/21 **BY CITY COUNCIL**

WORK ASSIGNMENT: To Sign Shop

DATE: 3/9/21

TO:

Install "No Parking Any Time" signs on the west side of Briarcliff Rd., Oakridge Dr. to Crescent Rd.

BY JON H. DOWLING, P.E.

MATERIAL USED

2			2					
Posts	Stop	Time Limit	No Parking	Loading Zone	One Way	Yield	Paint	Other

ASSIGNMENT COMPLETED

DATE: **BY: Sign Shop**

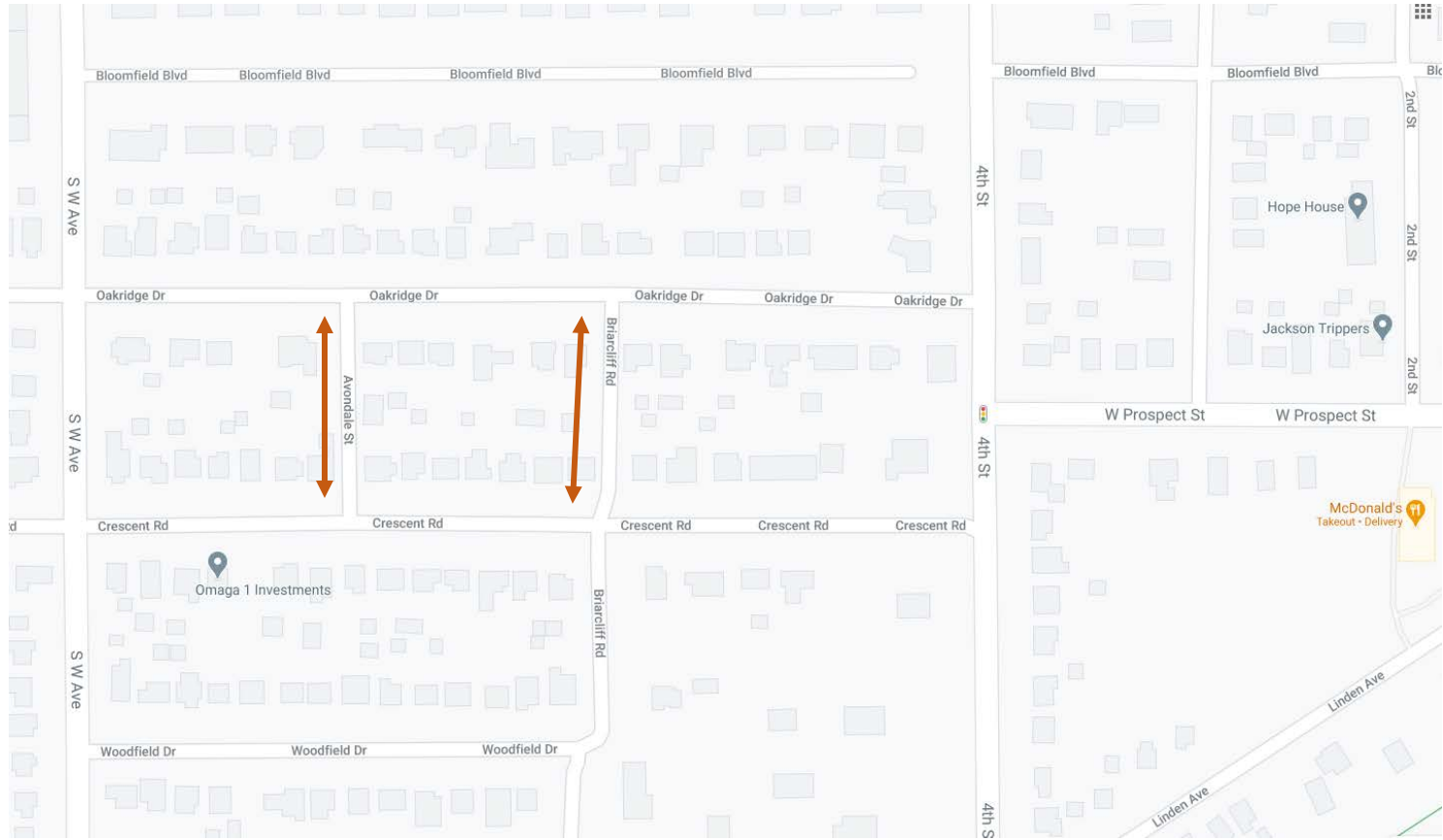
WORK INSPECTED

REMARKS:

DATE: **BY: Jon H. Dowling, P.E., City Engineer**

Copies: 1. Intersection File 2. TCO File 3. Work Order Copy 4. Police Dept. 5. Fire Dept 6. City Clerk

Traffic Control Orders 2344-2345



MEMO TO: Mayor and City Councilmembers
FROM: Andrea Muray, City Clerk
DATE: March 9, 2021
SUBJECT: Second Reading and Adoption of Ordinance No. 2021-01

Recommendation:

Adopt Ordinance No. 2021-01 to provide citizens with criminal records fair opportunity to secure housing by regulating the use of criminal background checks as part of the tenant screening process.

Attached is Ordinance No. 2021-01. Ordinance No. 2021-01 was considered for approval and moved to a 2nd reading by the Council at the February 23, 2021 City Council meeting.

Your consideration and concurrence is appreciated.

ORDINANCE NO. 2021-01
“Fair Chance Housing Ordinance”

An Ordinance amending Section 14-600 through Section 14-625 of Article VIII of Chapter 14 of the Code of Ordinances of the City of Jackson, Michigan to provide citizens with criminal records fair opportunity to secure housing by regulating the use of criminal background checks as part of the tenant screening process.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

CHAPTER 14 - HOUSING

ARTICLE VIII. - FAIR CHANCE HOUSING ORDINANCE

Sec. 14-600. – Title

This article shall be known as the “Fair Chance Housing Ordinance.”

Sec. 14-601. – Purpose.

The purpose of this article is to enhance the health, safety and general welfare of the public by ensuring citizens with arrest and conviction records have a fair opportunity to secure housing by regulating the use of criminal background checks as part of the tenant screening process, thereby facilitating re-integration into society, reducing recidivism and its associated criminal justice and societal costs. Barriers to opportunities for people with arrest or conviction records increase recidivism and jeopardize the safety of the public, disrupt the financial and overall stability of affected families and communities, and impede the city from achieving its maximum potential of economic growth.

This article does not intend, and shall not be construed, to require a housing provider to give preference to anyone or to rent to an unqualified tenant with an arrest or conviction record. Moreover, this article shall not be construed to limit a housing provider's ability to choose the most qualified and appropriate candidate from applicants for housing.

This article does not intend, and shall not be construed, to create or impose a duty or create a private cause of action against the city, it's elected officials, appointees, officers, agents, or employees.

Sec. 14-602. – Definitions.

For the purposes of this article, the following words and phrases shall have the meaning respectively ascribed to them by this section:

- (a) *Administering agency* means the City of Jackson Human Relations Commission.
- (b) *Adverse action* means to evict an individual, fail or refuse to rent or lease real property to an individual, or fail or refuse to continue to rent or lease real property to an individual, or fail to refuse to add a household member to an existing lease, or to reduce any tenant subsidy. The adverse action must relate to real property located in the City of Jackson.
- (c) *Applicant* means an individual applying to rent or lease eligible housing. It also includes an individual applying to be added to an existing lease for eligible housing.
- (d) *Arrest* means a record from any jurisdiction that does not result in a conviction and includes information indicating that a person has been questioned, apprehended, taken into custody or detained, or held for investigation by law enforcement, police, or prosecutorial agency or charged with, indicted, or tried and acquitted for any felony, misdemeanor, or other criminal offense. Arrest is a term that is separate and distinct from, and that does not include, unresolved arrest.
- (e) *Background check report* means any criminal history report, including but not limited to those produced by the Michigan State Police, the Federal Bureau of Investigation, other law enforcement or police agencies, courts or by any consumer reporting, or tenant screening, agency or business.
- (f) *Conviction* means a record from any jurisdiction that includes information indicating that a person has been convicted of a felony or misdemeanor, provided that the conviction is one for which the person has been placed on probation, fined, imprisoned, or paroled. Those matters identified in Section 14-605 about which a housing provider may not inquire and as to which they may not base an adverse action, are not considered convictions for purposes of this article.
- (g) *Conviction history* means information regarding one or more convictions or unresolved arrests, transmitted orally or in writing or by any other means, and obtained from any source, including but not limited to the individual to whom the information pertains or a background check report.
- (h) *Directly-related conviction* means that the conduct for which the person was convicted or that is the subject of an unresolved arrest that has a direct and specific negative bearing on the health, safety, or right to peaceful enjoyment of the premises by persons and includes one or more of the offenses listed in Section 14-606.
- (i) *Eligible housing* means any property in the City of Jackson available for rent or lease where a single structure contains more than four (4) units, excluding housing accommodations as enumerated in Article IV, Section 14-138.
- (j) *Enforcing agency* means the City Attorney's office.
- (k) *Evidence of rehabilitation or other mitigating factors* means, but shall not be limited to, a person's satisfactory compliance with all terms and conditions of parole or probation (however, inability to pay fines, fees, and restitution due to indigence shall not be considered noncompliance with terms and conditions of parole or probation or both); employer recommendations, especially concerning a person's post-conviction employment; educational attainment or vocational or professional training since the conviction, including training received while incarcerated; completion or active participation in rehabilitative treatment, e.g., alcohol or drug treatment; letters of recommendation from community organizations, counselors or case managers, teachers, community leaders or

probation or parole officers who have observed the applicant since his or her conviction(s); and the age of the person at the time of the conviction. Successful completion of parole, probation, mandatory supervision, or post-release community supervision shall create a presumption of rehabilitation. Examples of mitigating factors that are offered voluntarily by the person may include, but are not limited to, explanation of the precedent coercive conditions, intimate physical or emotional abuse, or untreated substance abuse or mental illness that contributed to the conviction.

- (l) *Housing provider* means any entity that owns, master leases, manages or rents eligible housing in the City of Jackson, including any agent making tenancy decisions on behalf of the aforementioned entities.
- (m) *Inquire* means any direct or indirect conduct intended to gather information from or about an applicant, potential applicant or candidate, using any mode of communication, including but not limited to application forms, interviews, and background check reports.
- (n) *Person* means any individual, partnership, firm, company, corporation, association, sole proprietorship, limited liability company, joint venture, estate, trust, or any other legal entity.
- (o) *Unresolved arrest* means an arrest that is undergoing an active pending criminal investigation or trial that has not yet been resolved. An arrest has been resolved if the arrestee was released and no accusatory pleading has been filed charging him or her with an offense, or if the charges have been dismissed or discharged by the prosecuting attorney or the court.

Sec. 14-603. – Applicability; eligible housing.

This article shall apply to all housing providers with eligible housing as defined in this article available for rent or lease in the City of Jackson.

Sec. 14-604. – Inquiry into conviction history limited to otherwise qualified applicants.

- (a) A housing provider shall not inquire about an applicant's conviction history or require applicants to disclose conviction history as part of the tenant screening process until the housing provider has first:
 - (1) Determined that the applicant is otherwise qualified to rent the housing unit under the housing provider's criteria other than potential past conviction history or unresolved arrests; and
 - (2) Provided to the applicant a conditional lease agreement that commits the unit to the applicant as long as the applicant passes the conviction history review.
- (b) A housing provider shall not include questions regarding or require applicants to disclose on any housing application the facts or details of any conviction history or any matter identified in Section 14-605 of this Article.
- (c) It is the responsibility of a housing provider to ensure that its employees and agents comply with this Article.

Section 14-605. – Prohibited bases for adverse action.

A housing provider shall not base an adverse action in whole or in part on the following:

- (a) An unresolved arrest or an arrest not leading to a conviction;
- (b) Participation in or completion of a diversion or a deferral of judgment program;
- (c) A conviction that has been judicially dismissed, expunged, voided, invalidated or otherwise rendered inoperative by a court of law or by executive pardon.
- (d) A conviction or any other determination or adjudication in the juvenile justice system, or information regarding a matter considered in or processed through the juvenile justice system;
- (e) A misdemeanor conviction that is more than 5 years old, measured from the date of sentencing; or
- (f) Information pertaining to an offense or violation other than a felony or misdemeanor, such as a civil infraction.

Sec. 14-606. – Permissible bases for adverse action.

- (a) This Article does not limit the right of a housing provider to take any of the following actions:
 - (1) Conduct conviction history or obtain background check reports on applications where there is a statutory duty to do so; or
 - (2) Notify applicants that applicable laws, including those set forth in Subsection (b) of this Section will disqualify an individual with a particular conviction history from eligibility for tenancy
- (b) Regarding applications and their household members, a housing provider may base an adverse action in whole or in part on directly-related convictions that have a direct and specific negative bearing on the safety of persons or real property, given the nature of the housing, and includes one or more of the following:
 - (1) Any conviction where state or federal law prohibits the applicant from being eligible for public housing; or
 - (2) Any conviction that leads to the applicant becoming a lifetime registered sex offender; or
 - (3) Any conviction for violent felonies; or
 - (4) Any conviction for crimes against landlords, management agents, or other tenants or real property; or
 - (5) Any conviction or plea to any crime involving arson; or

- (6) Any conviction or plea to any crime involving metal theft, vandalizing, or otherwise damaging real property; or
- (7) Any convictions for drug-related felonies within the last five years.

Sec. 14-607. – Procedures for use of evidence of rehabilitation or other mitigation factors in housing decisions; requirement for individualized assessment.

- (a) Consistent with the procedures in this Section and subject to state and federal law, a housing provider shall offer the applicant a reasonable opportunity to present evidence of rehabilitation or other mitigating factors related to convictions within the previous 5 years.
- (b) In reviewing an applicant’s criminal history and making a decision related to eligible housing based on such history, a housing provider shall conduct an individualized assessment, considering only:
 - a. Convictions that warrant denial based on local, state, or federal law; and
 - b. Time that has elapsed since the conviction; and
 - c. Whether it is a directly-impacted conviction that has direct and specific negative bearing on the safety of persons or real property; and
 - d. Any evidence of inaccuracy or evidence of rehabilitation or other mitigating factors presented by the applicant.
- (c) If a housing provider intends to base an adverse action related to eligible housing on an item or items in the applicant’s conviction history, prior to taking any adverse action the housing provider shall provide the applicant with a copy of the background check report, and shall notify the applicant of the prospective adverse action and the items forming the basis for the prospective adverse action.
- (d) If, within 14 calendar days of the date that the notice described in Subsection (c) of this Section is provided by the housing provider to the applicant, the applicant gives the housing provider notice in writing of evidence of the inaccuracy of the item or items of conviction history or evidence of rehabilitation or other mitigating factors set forth in this Section, the housing provider shall delay any adverse action for a reasonable period of not less than 5 calendar days after receipt of the information. During that time, the housing provider shall reconsider the prospective adverse action in light of the information provided by the applicant or potential applicant.
- (e) The housing provider shall promptly notify the applicant of any final adverse action based upon their conviction history or contents of the criminal background check.

Sec. 14-608. – Prohibition on communications banning applicants with arrest or conviction records.

It shall be unlawful for any housing provider to engage in any communication, including the production or dissemination of advertisements, related to eligible housing that expresses directly or indirectly, that any

person with an arrest or conviction record will not be considered for the rental or lease of real property or may not apply for the rental or lease of real property, except as required by local, state, or federal law. For the purposes of this Section, engaging in a communication includes, but is not limited to, making a verbal statement or producing or disseminating any solicitation, advertising or signage.

Sec. 14-609. – Notice and posting requirements.

- (a) A housing provider shall state in all solicitations or advertisements for the rental or lease of eligible housing, or made on their behalf, that the housing provider shall consider qualified applicants consistent with this Article. This language shall include, at minimum, the following statement:

“The rental or lease of this property must comply with the City of Jackson ordinance regulating the use of criminal background checks as part of the tenant screening process to provide individuals with criminal background checks a fair opportunity. For additional information, please contact the City of Jackson’s Human Relations Commission.”

- (b) The administering agency shall publish and make available to housing providers, in all languages spoken by more than 5% of the city population, a notice suitable for posting that informs applicants for eligible housing of their rights within this Article. This notice shall be updated on or before December 1st of any year in which there is a change in the languages spoken by more than 5% of the city population.
- (c) In addition to the requirements for solicitations or advertisements in Subsection (a) of this Section, housing providers shall post a notice prominently on their website and at any location under their control that is frequently visited by applicants or potential applicants for the rental or lease of eligible housing in the City. This notice shall also be available to applicants in hard copy and provided with an application. The notice requirements in this Section shall contain the following additional information which may be summarized by the housing provider or available from the administering agency pursuant to Section 14-615(a)(1):
- (1) A description of those matters identified in Section 14-605 that may not be considered by the housing provider;
 - (2) A description of the restrictions and requirements that Section 14-605 imposes on housing providers when inquiring about conviction history in connection with an application for the rental or lease of eligible housing in the City;
 - (3) The circumstances and timeline under which the applicant or potential applicant has a right to provide evidence of rehabilitation and other mitigating factors as provided in Section 14-607; and
 - (4) The telephone number, email address, and mailing address of the administering agency that the applicant or potential applicant may use to make a report if he or she believes that the housing provider has violated this article in their interactions with the applicant or potential applicant.

Sec. 14-610. – Housing provider records.

- (a) Unless prohibited by federal or state law, a housing provider shall maintain and retain records of tenant application forms, and other pertinent data and records required under this article, for a minimum of one year from the date of application, and shall allow the administering or enforcing agencies access to such records, with appropriate notice and at a mutually agreeable time, to monitor or verify compliance with the requirements of this Article.
- (b) At no time shall the administering or enforcing agencies require a housing provider to provide any information or documents the disclosure of which would violate local, state, or federal law.
- (c) Where a housing provider does not maintain or provide adequate records documenting compliance with this Article or does not allow reasonable access to such records, the City Manager shall have the authority to provide any nonfinancial city records necessary to fulfill the administering or enforcing agencies responsibilities under this Article subject to confidentiality provisions of this Article and all applicable laws.

Sec. 14-611. – Exercise of rights protected; retaliation prohibited.

- (a) It shall be unlawful for a housing provider or any other person to interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right provided under this Article.
- (b) It shall be unlawful for a housing provider to interrupt, terminate, or fail to refuse or initiate or conduct a transaction involving the rental or lease of eligible housing, including falsely representing that such property is not available for rental or lease, or otherwise take adverse action against a person in retaliation for exercising rights protected under this Article. Such rights include but are not limited to:
 - (1) The right to file a complaint or inform any person about a housing provider’s alleged violation of this Article;
 - (2) The right to inform the administering agency about a housing provider’s alleged violation of this Article;
 - (3) The right to cooperate with the administering or enforcing agencies or other persons in the investigation or prosecution of any alleged violation of this Article; or
 - (4) The right to inform any person of his or her rights under this Article.
- (c) Protections of this Section shall apply to any person who mistakenly but in good faith alleges violations of this Article.
- (d) Taking adverse action against a person within 90 calendar days of the exercise of one or more of the rights described in this Section shall create a rebuttable presumption in the administering agency’s investigation that such adverse action was taken in retaliation for the exercise of those rights.

Sec. 14-612. – Community outreach.

- (a) The administering agency, in consultation with the Chief Equity Officer, may establish a community-based outreach program to conduct education and outreach to applicants and potential applicants for housing regarding rights and procedures under this Article. The program may be targeted at individuals or communities where, in the judgment of the administering agency, the need for education and outreach is greatest.
- (b) In establishing an outreach program pursuant to Subsection (a) of this Section, the administering agency may partner with community-based organizations. Nothing in this Section shall preclude the administering agency, by contract or grant, and consistent with other provisions of local laws, from engaging the services of such organizations in establishing such community-based outreach programs, participating in such programs, or developing materials for such programs. Nothing in this Section shall preclude the administering agency from combining the outreach programs required by Subsection (a) of this Section with other related community outreach programs.

Sec. 14-613. – Confidentiality.

The City shall keep confidential, to the extent permitted by applicable laws, any identifying information or other data pertaining to an applicant's criminal history.

Sec. 14-614. – Implementation and enforcement; penalties.

- (a) The administering agency shall investigate complaints regarding a housing provider's alleged violation of this Article. The administering agency may engage third party assistance to conduct its investigation.
 - (1) Where the administering agency determines that a violation has not occurred, the administering agency shall issue a determination that a housing provider is not in violation of this Article. This determination shall be provided to the housing provider and the complainant.
 - (2) Where the administering agency determines that a violation has occurred, the administering agency shall issue a determination that a housing provider is in violation of this Article; provided, however, for a first violation, or for any violation during the first twelve months following the operative date of this Article, the administering agency must issue warnings and notices to correct, and offer the housing provider technical assistance on how to comply with the requirements of this Article. For a second violation, the administering agency shall refer its determination for each applicant as to whom the violation occurred or is continuing to the enforcing agency for action, to the housing provider and the complainant.
 - (3) Where the administering agency determines that a violation has occurred, it shall forward a copy of the determination to the State of Michigan Department of Civil Rights for consideration.
- (b) The administering agency, in consultation with the City Attorney's office, is authorized to take appropriate steps to assist in the enforcement of this Article, including the investigation of any

possible violation of this Article. The administering or enforcing agencies shall not find a violation based on a housing provider's decision that an applicant's conviction history is directly related unless the housing provider failed to conduct the individualized assessment as required under Section 14-607.

- (c) If multiple applicants are impacted by the same violation at the same time, e.g., all applicants for a certain housing unit are asked for their conviction history on the initial application, each violation shall be treated as a separate violation.
- (d) In accordance with Section 4i(k) of the Michigan Home Rule Cities Act, the penalty upon conviction for violation of this article shall imprisonment for not more than 90 days or a fine of not more than \$500.00, or both, for each such violation, at the discretion of the court.
- (e) An applicant or potential applicant may report to the administering agency any suspected violation of this Article within 60 calendar days of the date the suspected violation occurred. The City shall encourage reporting pursuant to this Section by keeping confidential, to the maximum extent permitted by applicable laws, the name and other identifying information of the applicant or potential applicant reporting the violation; provided, however, that with the authorization of such person, the City may disclose his or her name and identifying information as necessary to enforce this Article or for other appropriate purposes, which shall include enabling the housing provider to respond to the alleged violation as part of an investigation by the administering agency.

Sec. 14-615. – Implementation and enforcement; administrative rules and annual reporting requirements.

- (a) Within 120 calendar days after the effective date of the ordinance that added this Article, the administering agency shall promulgate administrative rules necessary to implement the provisions of this Article. These rules shall include, at minimum, procedures for the following:
 - (1) Preparing standardized language for the notice in Section 14-609(c) that housing providers may use to satisfy the requirements of that Subsection.
 - (2) Timeframe and process, including notification, for the following:
 - a. To housing providers that a complaint has been filed alleging violation of this Article and that an investigation will occur;
 - b. Provide the housing provider a right to respond to the allegations in the complaint;
 - c. Receipt and consideration by the administering agency of any response and supporting information from a housing provider regarding the alleged violation; and
 - d. Dissemination of the administering agency's determination of whether an alleged violation in the complaint was substantiated to the housing provider and complainant. If a violation is substantiated, dissemination to the enforcing agency and State of Michigan Department of Civil Rights.

(b) The administering and enforcing agencies shall prepare and jointly submit an annual report to the Mayor and City Council that includes, at a minimum, the following information for the preceding year:

- (1) The number and type of complaints it received alleging violations of this Article;
- (2) The number and types of violations of this Article represented by the number of determinations issued by the administering agency substantiating the alleged violations;
- (3) The number and types of violations of this Article represented by the number of determinations issued by the Chief Equity Officer of the administering agency where the allegations of violations of this article were unsubstantiated;
- (4) The number and types of determinations forward to the State of Michigan Department of Civil Rights;
- (5) The number and types of enforcement actions taken by the enforcing agency;
- (6) Data regarding the outcome of enforcement actions in court, itemizing the number of dismissals, convictions or plea arrangements, including the penalties assessed; and
- (7) The costs associated with the implementation and administration of this Article.

Sec. 14-616. - Severability.

If any provision of this article is determined to be unenforceable by a court, the remainder of this article shall be deemed severable and is to remain in full force and effect.

Sec. 14-617 — 14-625. - Reserved.

MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: March 9, 2021
SUBJECT: Approval of a resolution to apply for a Trust Fund Grant to the State of Michigan Department of Natural Resources for a MLK Equality new trail project. From Prospect Street to S. West Avenue.

Recommendation:

Approval of a resolution to apply for a Trust Fund grant to the State of Michigan Department of Natural Resources for a MLK Equality new trail project from Prospect St. to S. West Avenue and authorizes the Mayor and Treasurer/Clerk to execute the appropriate documents.

Attached is a memo from Kelli Hoover, Director of Parks, Recreation and Cemeteries, regarding the grant and entering into a contract with the State of Michigan Department of Natural Resources.

We recommend approval of the resolution grant submission to the State of Michigan Department of Natural Resources for a MLK Equality new trail project from Prospect Street to S. West Avenue and authorization for the Mayor and Treasurer/Clerk to execute the appropriate documents. Your consideration and concurrence is appreciated.

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Kelli Hoover, Director Parks, Recreation and Cemeteries

DATE: March 9, 2021

RECOMMENDATION: Approval of a resolution to accept a Trust Fund Grant application for the Michigan Department of Natural Resources (MDNR) for a new trail project from Prospect St. to S. West Avenue and authorization for the Mayor and Clerk to execute the appropriate documents.

SUMMARY

Attached is a resolution to accept the MDNR Trust Fund Grant for new trail construction from Prospect St. to S. West Avenue.

BUDGETARY CONSIDERATIONS

The trail project will be funded through the following areas:

MDNR Trust Fund Grant	\$300,000
City of Jackson Capitol Project Fund	\$300,000

HISTORY, BACKGROUND and DISCUSSION

The City of Jackson Parks, Recreation and Cemeteries Department has partnered in the past with the MDNR Trust Fund Grants for a trail lights project on the MLK Equality Trail, PAKA Trail construction, Cooper Street Trail, Bloomfield Park Courts, Exchange Courts, Rotary Park and Lions Park amongst several other projects with great success.

DISCUSSION OF THE ISSUE

This project will be phase one of a three phased project to update the original City trail from Prospect Street to Weatherwax Rd.

POSITIONS

I request the attached resolution to enter into contract with the Michigan Department of Natural Resources be approved by the City Council, and the Mayor and City Clerk be authorized to sign the appropriate contract documents.

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, the City of Jackson supports the submission of an application titled MLK Equality Trail from Prospect Street to S. West Avenue Project to the Michigan Department of Natural Resources Trust Fund Grant for develop a new 10ft trail on the Martin Luther King Equality Trail; and,

WHEREAS, the proposed application, is supported by the Community’s 5-Year Approved Parks and Recreation Plan; and,

WHEREAS, The City of Jackson is hereby making a financial commitment to the project in the amount of \$300,000 matching funds, in cash and/or force account; and,

WHEREAS, if the grant is awarded the applicant commits its local match and donated amounts from the following sources:

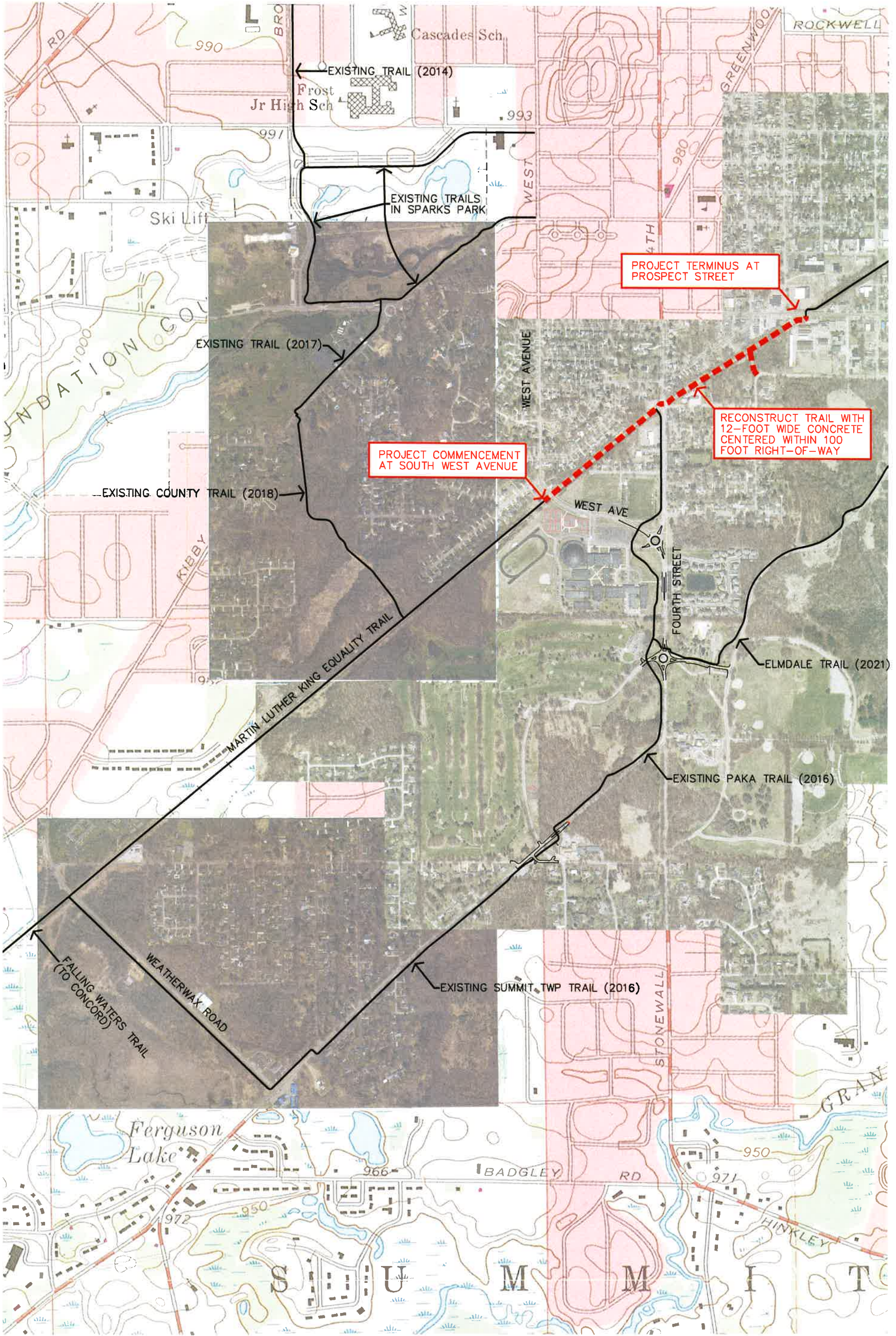
City of Jackson	\$300,000
Total	\$300,000

NOW, THEREFORE, BE IT RESOLVED, that the City of Jackson City Council hereby authorizes submission of a Michigan Department of Natural Resource Trust Fund grant application for \$300,000 and further resolves to make availed a local match through financial commitment and donation(s) of \$300,000 (50%) of a total \$600,000 project cost, during the 2022-2023 fiscal year

* * * * *

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by the City Council of Jackson at their regular meeting held on March 9, 2021 at 6:30 p.m. in Jackson, with a quorum present.

IN WITNESS WHEREOF, I have hereto affixed my signature and the seal of the City of Jackson, Michigan, on this 9th day of March, 2021.



SHEET 1 OF 1

**MARTIN LUTHER KING EQUALITY TRAIL
SOUTH WEST AVE TO PROSPECT ST**

RECONSTRUCTION MAP
02-22-21

**CITY OF JACKSON
ENGINEERING**



NO	DESCRIPTION (REVISIONS)	DATE	BY

MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: March 9, 2021
SUBJECT: **Contract Award for the Morrell & Steward Water Main Contract**

Recommendation:

Approval of an award of the contract for the Morrell & Steward Water Main Replacement to Dunigan Brothers, Inc. of Jackson, Michigan at a cost of \$903,634.00, and authorization for the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

Attached is a report from Jon Dowling, City Engineer, regarding a contract award for the above project.

I recommend approval of the award. Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
DATE: March 9, 2021

RECOMMENDATION: Approval of an award of the contract for the Morrell & Steward Water Main Replacement to Dunigan Brothers, Inc. of Jackson, Michigan at a cost of \$903,634.00, and authorization for the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

SUMMARY

On February 11, 2021 bids were opened in the Purchasing Department for the contract for the Morrell & Steward Water Main Replacement. The project consists of approximately 3,182 feet of water main replacement on Morrell and Steward.

BUDGETARY CONSIDERATIONS

The Engineer's estimate for this project was \$1,425,534.25. Bids were as follows:

Company	Bid
Dunigan Brothers, Inc., Jackson, MI	\$903,634.00
Bailey Excavating, Inc., Jackson, MI	\$1,116,686.92
Concord Excavating, Concord, MI	\$1,405,821.56
C&D Hughes, Inc., Charlotte, MI	\$1,487,987.05
E.T. MacKenzie Company, Grand Ledge, MI	\$1,966,640.99

This project will be paid out of Water Funds.

HISTORY, BACKGROUND and DISCUSSION

The water main in Morrell Street from Greenwood to MLK Jr Drive was constructed in phases from 1919 to 1926. The water main in Steward Avenue from Ganson to the Railroad was constructed in 1919.

DISCUSSION OF THE ISSUE

Morrell and Steward have Federal Highway Funds committed to each street for 2021 construction season for street construction. The street construction portion will be bid separately through the Michigan Department of Transportation (MDOT) this spring. The MDOT requirements for easements to gain access into the house for the replacement of the lead water service is very cumbersome requiring appraisals for value of land taken. This process is time consuming and costly and is not practical to accomplish in the time frame to bid with the street project. Since we are not taking land from the property owner but just replacing the water service, Engineering felt the best way is to award the water portion separate and utilize the same forms that have been used on the past City water main projects to gain access to the properties.

POSITIONS

In concurrence with the Purchasing Agent, it is the recommendation of Engineering that the Morrell & Steward Water Main Replacement contract be awarded to Dunigan Brothers, Inc. of Jackson, Michigan at a cost of \$903,634.00. We also request that the Mayor and City Clerk be authorized to execute the appropriate documents.

JHD/ss

MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: March 8, 2021
SUBJECT: **Change Order 2 to the contract with Insituform Technologies USA, LLC for the 2018 Sewer Rehabilitation contract.**

Recommendation:

Approve Change Order 2 to the contract with Insituform Technologies USA, LLC for the 2018 Sewer Rehabilitation contract in the increased amount of \$419,199.10 to change contract costs for various items to obtain required strength materials and to add work to line sewers in the Sulgrave Avenue area and downtown on the low level interceptor, and authorize the City Manager and City Engineer to execute the appropriate document.

Attached is a report from Jon Dowling, City Engineer requesting approval of Change Order 2 to the above referenced contract.

I recommend approval of the change order. Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
DATE: March 9, 2021

RECOMMENDATION: Approve Change Order 2 to the contract with Insituform Technologies USA, LLC for the 2018 Sewer Rehabilitation contract in the increased amount of \$419,199.10 to change contract costs for various items to obtain required strength materials and to add work to line sewers in the Sulgrave Avenue area and downtown on the low level interceptor, and authorize the City Manager and City Engineer to execute the appropriate document.

SUMMARY

The attached Change Order 2 is to change contract costs for various items to obtain required strength materials and to add work to line sewers in the Sulgrave Ave. area and downtown on the low level interceptor.

BUDGETARY CONSIDERATIONS

This change order represents an increase of \$419,199.10, bringing the current contract amount to \$787,741.79.

HISTORY, BACKGROUND and DISCUSSION

On May 10, 2016, City Council approved the award of the 2016 Sewer Rehabilitation Contract to Insituform Technologies USA, Inc. (Insituform) of Chesterfield, Missouri. This contract is subject to two 1-year extensions. On October 9, 2019, City Council approved the first of extension in the amount of \$374,538.56. On April 9, 2019, City Council approved Change Order 1 which was a decrease of \$5,995.87, bringing the current contract amount to \$368,542.69.

DISCUSSION OF THE ISSUE

This project started in 2018 to line brick sewer on several streets. The project was partially completed when several of the brick sewers were found to be more oval than circular requiring a thicker liner to provide more strength. While waiting to obtain the additional cost figures for the thicker liners, Engineering asked for the cost to line the sewers in the Sulgrave Avenue area on Sulgrave, Heyser Street and Park Road between Fourth and First Streets; on Fourth between Sulgrave and Park; and on First between Sulgrave and Linden Avenue. Also in preparation of work by Consumers Energy in the alleys off Pearl Street we obtained the cost to line the low level interceptor in the alley from Pearl to Louis Glick Highway and on Glick Hwy. from the alley to Jackson Street. The low level sewer in Jackson St. to the north of Glick Hwy. was lined in 2000.

POSITIONS

I request approval of Change Order 2 and authorization for the City Manager and the City Engineer to sign the document.

ATTACHMENTS

**CHANGE ORDER NO. 2
To Contract for
2018 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	\$ 374,538.56
APPROVED CHANGE ORDER NO. 1	(\$ 5,995.87)
CURRENT CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 1	\$ 368,542.69
CHANGE ORDER NO. 2	\$ 419,199.10
NEW CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 2	\$ 787,741.79

REASON FOR CHANGE:

To change contract costs for various items to obtain required strength materials and to add work to line sewers in the Sulgrave Avenue area and downtown on the low level interceptor.

CONTRACT COMPLETION:

The contract completion date is changed to October 15, 2021.

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

ACCEPTED BY:

Insituform Technologies USA, LLC

Date:

ACCEPTED BY:

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

Date:

ACCEPTED BY:

Jonathan Greene, City Manager

Date:

2018 SEWER REHABILITATION CHANGE ORDER No. 2

ADDITIONS AND SUBTRACTIONS: Quantities for Contract pay items shall be increased or decreased as follows:

Prop Line	Item Code	Item Description	Current Contract Quantity	Quantity Change	Final Quantity	Units	Unit Price	Amount	
								ADD	DEDUCT
0001	1500001	Mobilization	1.00		1.00	LS	\$15,000.00	\$ -	\$ -
0002	8120012	Barr, Typelll, HighInten, DblSided, Ltd, Furn	10.00		10.00	Ea	\$81.04	\$ -	\$ -
0003	8120013	Barr, Typelll, HighInten, DblSided, Ltd, Oper	10.00		10.00	Ea	\$3.43	\$ -	\$ -
0004	8120030	Channelizing Device, 42 inch, Furn	150.00		150.00	Ea	\$11.76	\$ -	\$ -
0005	8120031	Channelizing Device, 42 inch, Oper	150.00		150.00	Ea	\$1.14	\$ -	\$ -
0006	8120140	Lighted Arrow, Type C, Furn	6.00		6.00	Ea	\$586.00	\$ -	\$ -
0007	8120141	Lighted Arrow, Type C, Oper	6.00		6.00	Ea	\$34.43	\$ -	\$ -
0008	8120350	Sign, Type B, Temp, Prismatic, Furn	500.00		500.00	Sft	\$3.43	\$ -	\$ -
0009	8120351	Sign, Type B, Temp, Prismatic, Oper	500.00		500.00	Sft	\$1.14	\$ -	\$ -
0010	8120352	Sign, TypeB, Temp, Prismatic, Special, Furn	20.00		20.00	Sft	\$3.43	\$ -	\$ -
0011	8120353	Sign, TypeB, Temp, Prismatic, Special, Oper	20.00		20.00	Sft	\$1.14	\$ -	\$ -
0012	8507001	_Sanitary Sewer Liner, CIPP, 24 inch	1,482.00	-330.00	1,152.00	Ft	\$81.50	\$ -	\$ (26,895.00)
0013	8507040	_Service Investigation	30.00		30.00	Hr	\$220.90	\$ -	\$ -
0014	8507050	_Reinstate Service Connection	47.00		47.00	Ea	\$187.10	\$ -	\$ -
0015	8507001	_Sanitary Sewer Liner, CIPP, 20 inch	1,158.00	-628.00	530.00	Ft	\$67.62	\$ -	\$ (42,465.36)
0016	8507001	_Sanitary Sewer Liner, CIPP, 30 inch	450.00		450.00	Ft	\$108.61	\$ -	\$ -
0017	8507001	_Sanitary Sewer Liner, CIPP, 33 inch	535.00		535.00	Ft	\$124.11	\$ -	\$ -
0018	8507001	_Sanitary Sewer Liner, CIPP, 10 inch	451.00	-315.00	136.00	Ea	\$33.00	\$ -	\$ (10,395.00)
0019	8507001	_Sanitary Sewer Liner, MH27-099 to MH27-256, 12.5mm, 24 Inch	0.00	330.00	330.00	Ft	\$88.00	\$ 29,040.00	\$ -
0020	8507001	_Sanitary Sewer Liner, MH34-042 to MH34-012, 10.5mm, 20 Inch	0.00	296.00	296.00	Ft	\$67.62	\$ 20,015.52	\$ -
0021	8507001	_Sanitary Sewer Liner, MH34-012 to MH28-071, 10.5mm, 20 Inch	0.00	332.00	332.00	Ft	\$67.62	\$ 22,449.84	\$ -
0022	8507001	_Sanitary Sewer Liner, MH11-022 to MH12-007, 6mm, 10 Inch	0.00	299.00	299.00	Ft	\$35.00	\$ 10,465.00	\$ -
0023	8507001	_Sanitary Sewer Liner, MH12-007 to MH12-009, 6mm, 10 Inch	0.00	16.00	16.00	Ft	\$35.00	\$ 560.00	\$ -
0024	8507001	_Sanitary Sewer Liner, Buried MH to New MH, 13.5, 24 Inch	0.00	312.00	312.00	Ft	\$87.00	\$ 27,144.00	\$ -
0025	8507001	_Sanitary Sewer Liner, MH27-108 to MH27-109, 12mm, 24 Inch	0.00	7.00	7.00	Ft	\$1,700.00	\$ 11,900.00	\$ -
0026	8507001	_Sanitary Sewer Liner, MH27-109 to MH27-110, 12mm, 24 Inch	0.00	8.00	8.00	Ft	\$1,700.00	\$ 13,600.00	\$ -
0027	8507001	_Sanitary Sewer Liner, MH27-110 to MH27-108, 12mm, 24 Inch	0.00	5.00	5.00	Ft	\$1,700.00	\$ 8,500.00	\$ -
0028	8507040	_CCTV Truck with Op	0.00	10.00	10.00	Hr	\$125.00	\$ 1,250.00	\$ -
0029	8507040	_Support Tech	0.00	10.00	10.00	Hr	\$45.00	\$ 450.00	\$ -
0030	8507040	_Vactor/Jetter with Op	0.00	10.00	10.00	Hr	\$125.00	\$ 1,250.00	\$ -
0031	8507040	_Water Truck with Driver	0.00	10.00	10.00	Hr	\$105.00	\$ 1,050.00	\$ -
0028	8507040	_CCTV Truck with Op	0.00	10.00	10.00	Hr	\$125.00	\$ 1,250.00	\$ -
0029	8507040	_Support Tech	0.00	10.00	10.00	Hr	\$45.00	\$ 450.00	\$ -
0030	8507040	_Vactor/Jetter with Op	0.00	10.00	10.00	Hr	\$125.00	\$ 1,250.00	\$ -
0032	8507051	_Confined Entry to Jackhammer concrete in MH 27	0.00	1.00	1.00	LS	\$750.00	\$ 750.00	\$ -
0033	8507051	_Mobilization, Sulgrave	0.00	1.00	1.00	LS	\$22,239.50	\$ 22,239.50	\$ -
0034	8127050	_Barricade, Type III, High Intensity, Double Sided, Lighted, Furn, Sulgrave	0.00	9.00	9.00	Ea	\$217.50	\$ 1,957.50	\$ -
0035	8127050	_Barricade, Type III, High Intensity, Double Sided, Lighted, Oper, Sulgrave	0.00	9.00	9.00	Ea	\$8.70	\$ 78.30	\$ -
0036	8127050	_Channelizing Device, 42 inch, Fluorescent, Furn, Sulgrave	0.00	75.00	75.00	Ea	\$24.40	\$ 1,830.00	\$ -
0037	8127050	_Channelizing Device, 42 inch, Fluorescent, Oper, Sulgrave	0.00	75.00	75.00	Ea	\$1.70	\$ 127.50	\$ -
0038	8127050	_Lighted Arrow, Type C, Furn, Sulgrave	0.00	1.00	1.00	Ea	\$1,653.30	\$ 1,653.30	\$ -
0039	8127050	_Lighted Arrow, Type C, Oper, Sulgrave	0.00	1.00	1.00	Ea	\$87.00	\$ 87.00	\$ -
0040	8127010	_Sign, Type B, Temp, Prismatic, Furn, Sulgrave	0.00	318.00	318.00	Sft	\$4.70	\$ 1,494.60	\$ -
0041	8127010	_Sign, Type B, Temp, Prismatic, Oper, Sulgrave	0.00	318.00	318.00	Sft	\$0.50	\$ 159.00	\$ -

0042	8507001	_Sanitary Sewer Liner, CIPP 10 inch, Sulgrave	0.00	2,594.00	2,594.00	Ft	\$32.00	\$	83,008.00	\$	-	
0043	8507001	_Sanitary Sewer Liner, CIPP 12 inch, Sulgrave	0.00	1,521.00	1,521.00	Ft	\$33.00	\$	50,193.00	\$	-	
0044	8507001	_Sanitary Sewer Liner, CIPP 15 inch, Sulgrave	0.00	819.00	819.00	Ft	\$45.90	\$	37,592.10	\$	-	
0045	8507001	_Sanitary Sewer Liner, CIPP 18 inch, Sulgrave	0.00	876.00	876.00	Ft	\$57.30	\$	50,194.80	\$	-	
0046	8507040	_Service Investigations, Sulgrave	0.00	32.00	32.00	Hr	\$388.50	\$	12,432.00	\$	-	
0047	8507050	_Reinstate Service Connections, Sulgrave	0.00	77.00	77.00	Ea	\$97.60	\$	7,515.20	\$	-	
0048	8507051	_Tree Removal, Sulgrave	0.00	1.00	1.00	LS	\$3,900.00	\$	3,900.00	\$	-	
0049	8127050	_Barricade, Type III, High Intensity, Double Sided, Lighted, Furn, Glick Hwy	0.00	3.00	3.00	Ea	\$76.10	\$	228.30	\$	-	
0050	8127050	_Barricade, Type III, High Intensity, Double Sided, Lighted, Oper, Glick Hwy	0.00	3.00	3.00	Ea	\$1.60	\$	4.80	\$	-	
0051	8127050	Plastic Drum, Fluorescent, Furn, Glick Hwy	0.00	25.00	25.00	Ea	\$10.90	\$	272.50	\$	-	
0052	8127050	Plastic Drum, Fluorescent, Oper, Glick Hwy	0.00	25.00	25.00	Ea	\$0.60	\$	15.00	\$	-	
0053	8127010	Sign, Type B, Temp, Prismatic, Spec, Furn	0.00	13.00	13.00	Sft	\$5.00	\$	65.00	\$	-	
0054	8127010	Sign, Type B, Temp, Prismatic, Spec, Oper	0.00	13.00	13.00	Sft	\$0.10	\$	1.30	\$	-	
0055	8127010	_Sign, Type B, Temp, Prismatic, Furn, Glick Hwy	0.00	163.00	163.00	Sft	\$4.90	\$	798.70	\$	-	
0056	8127010	_Sign, Type B, Temp, Prismatic, Oper, Glick Hwy	0.00	163.00	163.00	Sft	\$0.50	\$	81.50	\$	-	
0057	8507001	_Sanitary Sewer Liner, CIPP 20 inch, Glick Hwy	0.00	640.00	640.00	Ft	\$110.60	\$	70,784.00	\$	-	
0058	8127050	_Reinstate Service Connections, Glick Hwy	0.00	2.00	2.00	Ea	\$433.60	\$	867.20	\$	-	
								Total:	\$	498,954.46	\$	(79,755.36)
								Net Change:	\$	419,199.10		
								Current Contract Amount:	\$	368,542.69		
								Revised Contract Amount:	\$	787,741.79		

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: March 9th, 2021

SUBJECT: Approve the sale of City owned property located at 906 W Washington Ave, parcel ID # 3-061800000 for \$500.00 to Greater Jackson Habitat for Humanity of Jackson Michigan.

Recommendation: Approve the sale of City owned property located 906 W Washington Ave, parcel ID# 3-061800000 for \$500.00 to Greater Jackson Habitat for Humanity of Jackson Michigan. Authorize the City Manager or designee to create a Property Transfer and Development Agreement, and any other documents required to complete sale of the Property

Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Shane LaPorte, Assistant City Manager

DATE: Council Meeting- March 9th, 2020

RECOMMENDATION: Approve the sale of City owned property located at 906 W Washington Ave, parcel ID # 3-061800000 for \$500.00 to Greater Jackson Habitat for Humanity.

SUMMARY

The City of Jackson owns real property located at 906 W Washington Ave, parcel ID # 3-061800000. Greater Jackson Habitat for Humanity offered \$500.00 to purchase the property to conduct a complete rehabilitation of the structure. After the project is completed, the home will be sold to a qualified applicant as determined by Greater Jackson Habitat for Humanity.

BUDGETARY CONSIDERATIONS

Sale of 906 W Washington Ave will save the City taxpayers approximately \$23,232 demolition cost. After sale, the property will be added back onto the tax roll. The Building Department will receive payment for permits that are required by State and Local construction codes.

HISTORY, BACKGROUND and DISCUSSION

The property was obtained by the County of Jackson through tax foreclosure, and deeded to the City of Jackson November 2nd, 2017. The property has remained vacant, and has steadily deteriorated due to a roof leak on the north side of the structure. Chief Building Official Brian Taylor estimates a cost of \$23,232 to the City for demolition of the house and garage on the property. Greater Jackson Habitat for Humanity toured the structure, they wish to acquire the property to conduct a complete remodel. GJHH Determined the project cost to be \$200,000. Upon completion the structure will be sold to a qualified applicant as determined by Greater Jackson Habitat for Humanity. The current blighted condition of this structure is causing a negative impact on the neighborhood, residents in the area have contacted the City asking for a solution to the blight problem. If GJHH is allowed to purchase the house for the purpose of conducting a complete remodel it will provide quality housing, add value to the neighborhood and also preserve property taxes.

ATTACHMENTS: Photo of the property and GIS parcel report



Parcel Report - Parcel ID: 3-061800000

2/25/2021



Owner Name	CITY OF JACKSON	2018	2019	2020
Owner Address	161 W MICHIGAN AVE JACKSON, MI 49201	Taxable Value	\$0.00	\$0.00
Homestead	0	Assessed Value	\$0.00	\$0.00
Parcel Address	906 W WASHINGTON AVE JACKSON, MI 49203	Tax Description:	W 44 FT OF S 101 FT OF LOT 16 BLK 2 SHOEMAKER'S ADD	
Property Class	711 - TWP/CITY/VILLAGE OWNED			
Status	Active			
Acreage	0.1			
Gov't Unit	City of Jackson			
Tax Unit	City of Jackson			
School District	JACKSON PUBLIC SCHOOL			
Liber/Page	2109-1145			



WARNING: Displayed boundaries are NOT SURVEY GRADE and may not reflect legal property description. The intent of this map is to allow easy access and visual display of government information and services. Every reasonable effort is made to ensure the accuracy of this map and data; nevertheless, errors may occur.





MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: March 9th, 2021

SUBJECT: Approve the sale of City owned property located at 2014 Pringle St, for \$60,000.

Recommendation: Approve the sale of City owned property located at 2014 Pringle St, for \$60,000. Authorize the City Manager to sign all documents associated with the Property Transfer and to make minor modifications as needed to complete the sale.

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Attachments: Purchase agreement, cost calculation and Real Estate Net sheet.

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Shane LaPorte, Director of NEO

DATE: March 9th, 2021

RECOMMENDATION: Approve the sale of City owned property located at 2014 Pringle St, for \$60,000.

SUMMARY

The City of Jackson owns real property located at 2014 Pringle St. Property was placed on the MLS by Real Estate Agent Rich Cook. On March 2nd, 2021 an offer of \$60,000 was submitted to purchase the property. According to the offer to purchase, closing date is set to take place on or before April 15th, 2021.

BUDGETARY CONSIDERATIONS

Total project cost associated with additions, upgrades, personnel hours, maintenance, and real estate cost/fees \$23,072.48. Sale price \$60,000. Revenue generated \$36,927.52. Upon sale the property will be placed back on the tax roll.

HISTORY, BACKGROUND and DISCUSSION

Property located at 2014 Pringle St was obtained by the County of Jackson through tax foreclosure and deeded to the City of Jackson through right of first refusal. In an effort to make the structure marketable and ensure code compliance the Neighborhood and Economic Operations Department oversaw repairs and upgrades to the structure interior and exterior. General Fund dollars were used to finance the project. After completion of the property improvements, the house was placed on the Multiple Listing Service (MLS) by Real Estate Agent Rich Cook of ERA Reardon Realty. On March 2nd, 2021 the buyer's Agent Patricia Lykins of ERA Reardon Realty assisted the Buyer with submitting an offer to purchase 2014 Pringle St from the City of Jackson for the amount of \$60,000. Should Council agree to accept the bid amount, the closing is set on or before April 15th, 2021.

POSITIONS

ATTACHMENTS: Purchase agreement, cost calculation and Real Estate Net sheet.



2014 Pringle St.

G/L: 101-571-000-818.571

TENNATIVE CLOSING DATE: 4.15.21

Sales Price	\$	60,000.00
Project Cost *	\$	23,072.48
Net Sale	\$	36,927.52

Contracts	Cost	Pd to Date	Remaining Balance
Michigan Building & Restoration	\$ 8,050.00	\$ -	\$ 8,050.00
Change Order #1	\$ 4,595.00	\$ -	\$ 4,595.00
Change Order #2	\$ 3,485.00	\$ -	\$ 3,485.00
Michigan Building Total	\$ 16,130.00	\$ -	\$ 16,130.00
<i>Invoice</i> <i>A/P 2.12.21 ck#179629</i>		\$ 16,130.00	\$ -
Subtotal Contract Amount(s)	\$ 16,130.00	\$ (16,130.00)	\$ -

Additional Project Cost	Cost	Pd to Date	Remaining Balance
<u>Consumers - Acct #103040245609 (1.14.21)</u>			
Jan. 14 - Feb 15, 2021 pd 2.26.21 A/P	\$ 155.03	\$ 155.03	\$ -
March /April Billing Est. Final est.	\$ 232.55	\$ -	\$ 232.55
<u>Water</u>			
Meter Replace N/A	\$ -	\$ -	\$ -
Billing #1 Thru 3.2.21 est.	\$ 50.00	\$ -	\$ 50.00
Billing #2 Est. Final est.	\$ 25.00	\$ -	\$ 25.00
<u>Procurement Card</u>			
1/27/2021 Lowes- Ceiling Socket (x2), outlet, & outlet cover	\$ 16.67	\$ 16.67	\$ -
2/3/2021 Home Depot - Kitchen Faucet	\$ 116.41	\$ 116.41	\$ -
<u>Contingency</u>	\$ 500.00		\$ 500.00
<u>Miscellaneous</u>			\$ -
	\$ -	\$ -	
<u>City Employee(s) Hrs.</u> Hrly Rate # of Hrs.			
Brian Taylor \$ 64.46 6.00	\$ 386.76	\$ 386.76	\$ -
Sven Harrison \$ 48.34 20.00	\$ 966.80	\$ 966.80	\$ -
Kim Rendall \$ 48.59 0.00	\$ -	\$ -	\$ -
Mark Fish \$ 61.13 2.00	\$ 122.26	\$ 122.26	\$ -
County Tax Foreclosure / Chargeback Cost 1/0/1900	\$ -	\$ -	\$ -
Open Receivables			\$ -
Open Utility			\$ -
Net Real Estate Fees	\$ 4,371.00		\$ 4,371.00
Subtotal Additional Cost	\$ 6,942.48	\$ 1,763.93	\$ 5,178.55

	Total Cost	Pd to Date	Remaining Balance Still Outstanding
Total Project Cost	\$ 23,072.48	\$ (14,366.07)	\$ 5,178.55



REARDON REALTY

Property Address: 2014 Pringle Avenue

Date: 03/05/2021

Seller Name(s): city of jackson

	Debit	Credit
Sale Price		<u>60000</u>
Brokerage Fee	<u>3000</u>	
Transfer Tax	<u>516</u>	
Tax Proration (Approximate)		
Title Insurance	<u>655</u>	
Home Warranty		
Well & Septic		
Transaction Fee	<u>0</u>	
Pest Inspection		
Wire Fees		
Doc. Preparation (Deed)	<u>50</u>	
Seller's Concession		
American title closing fee	<u>150</u>	
Subtotal	<u>4371</u>	<u>60000</u>
Net Credit/Debit	<u>55629</u>	
Less Mortgage Balance		
Total Net To Sellers	<u>55629</u>	

*These figures are estimates only, and subject to change.

Seller

JF

Seller