




# City of Jackson

**MEMO TO:** The Honorable Mayor Dwain Hahs and  
Members of the Board of Aldermen

**FROM:** Rodney Bollinger, Director of Administrative Services 

**DATE:** February 14, 2023

**SUBJECT:** Property Management Services 424 Howard Street

## Request

City Administrator Jim Roach requests approval of a proposal and contract agreement for rental and management services for a City-owned house in Litz Park.

## Background

In 2019, the Board of Aldermen purchased two acres of property located at 424 Howard Street which added to the overall acreage of Litz Park. Upon that tract of land sits an existing one-story house, one utility shed, and two detached garages. The floor area of the house is 1,274 SF. While the Parks & Recreation Department has been utilizing the large garage to store vehicles and equipment, the house is in good condition, has significant value, and can be rented out for temporary income. The City staff desires to rent the house as a residence until the City is ready to use the property for future development.

## Recommendation

Approve a contract agreement with SOTO Property Solutions, of Cape Girardeau, Missouri, to provide property management services. The company provided an agreeable annual quote for combined renting and management fees.