

**CITY OF MASON
REGULAR CITY COUNCIL MEETING
MINUTES OF JANUARY 3, 2007**

Clark called the meeting to order at 7:33 p.m. in the Council Chambers at 201 W. Ash Street, Mason, Michigan. Mulvany led the Pledge of Allegiance and offered the invocation.

Present: Councilmembers: Bruno, Clark, Coady, Johnson, Mulvany, Naeyaert
Excused: Councilmember: Whipple
Also present: Martin Colburn, City Administrator
Kathy Revels, Finance Director
John Stressman, Police Chief
Joe Dean, Director of Public Works
Tom Yeadon, City Attorney
Ed Hude, Police Sergeant
Deborah Cwierniewicz, Deputy City Clerk

APPROVAL OF MINUTES - REGULAR COUNCIL MEETING: December 18, 2006

The Minutes of December 18, 2006 were approved as submitted.

APPROVAL OF BILLS

MOTION by Naeyaert, second by Johnson,
To approve the payment of bills in the amount of \$356,352.30 as submitted.
MOTION APPROVED UNANIMOUSLY

UNFINISHED BUSINESS

Resolution No. 2006-50 – City Administrator Performance Evaluation for 2006 Calendar Year

Resolution No. 2006-50 was introduced by Coady and seconded by Mulvany.

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2006-50
CITY ADMINISTRATOR PERFORMANCE EVALUATION
FOR 2006 CALENDAR YEAR
January 3, 2007**

WHEREAS, City Council Resolution 2004-06 provides that the Council shall conduct a formal review of the job performance of the City Administrator on a yearly basis; and

WHEREAS, City Council Resolution 2004-06 further provides that the Council shall conduct the formal performance review according to the guidelines described therein, including use of the "City Administrator Performance Evaluation Form" and the "City Administrator Self-Evaluation Form" as defined therein; and

WHEREAS, on December 19, 2006 the City Council met for the purpose of reviewing the "City Administrator Self-Evaluation Form" and the composite "City Administrator Performance Evaluation Form" for the purpose of general discussion regarding the job performance of City Administrator Martin A. Colburn, for the purpose of developing specific performance objectives for the City Administrator for the upcoming twelve months, and for the purpose of discussing revision of the Employment Contract between Administrator Colburn and the City Council; and

WHEREAS, at the request of Administrator Colburn, the review meetings by the City Council were held in executive session pursuant to the provisions of the Open Meetings Act;

NOW, THEREFORE, BE IT RESOLVED, that the City Council remains generally satisfied with Administrator Colburn in his management of, and service to, the City of Mason. Administrator Colburn continues to generally meet the job performance expectations of the Council. The Council feels that Administrator Colburn leads City operations in a manner generally consistent with the collective goals and ideals of the Council, as well as those of the city as a whole; and

BE IT FURTHER RESOLVED, that the following is a summary of the performance of Administrator Colburn arranged according to the major categories listed on the composite "City Administrator Performance Evaluation Form":

Organizational Management

Administrator Colburn absolutely met Council expectations in regard to this category. Mr. Colburn has implemented a process that aids in determining the most qualified and suitable candidates for City positions. His continued support of his staff, allows them every opportunity to succeed to a point where some have been recognized by professional organizations as being "top notch."

Fiscal Management

Administrator Colburn met Council expectations in the area of fiscal management. In these days of declining revenue sharing, and increasing costs, Council recognized the solid financial standing of the city and attributed this in large part to Mr. Colburn's oversight. Council did cite the need for more extensive research in the area of Park and Grounds maintenance, while recognizing the proper management of space utilization in City Hall.

Program/Project Development, Management, and Planning

Administrator Colburn met Council expectations with regard to this category. Mr. Colburn continues to press CADL to recognize the City of Mason as a participating member, while maintaining a good working relationship with that board. There did, however, appear to be some breakdown in the planning for the 2006 sidewalk program, resulting in a rougher than usual implementation.

Relationship with City Council

Administrator Colburn generally met Council expectations with regard to his relationship with Council. Mr. Colburn continues to keep Council informed through the use of e-mail, administrative reports, and when necessary, personal contact. He also makes himself available to Councilmembers to discuss any problems they may have. With the exception of a couple of instances, Council felt Mr. Colburn continues to strive to keep them well informed.

Public and Inter-Governmental Relations

Administrator Colburn generally met Council expectations with regard to this category. Mr. Colburn has established contacts, and relationships, with members of other communities, in an effort to maintain an awareness of developments and plans that may relate to, or affect, City plans or activities. He took an active lead in working effectively with SSAB during their process of expansion.

Professional Development

Administrator Colburn generally met Council expectations in the area of professional development. Mr. Colburn demonstrated his commitment to broadening his professional development by taking advantage of numerous seminars and expanded training opportunities this past year. He was cited by Council for his response to his staff during some adverse times. His caring and nurturing of the family of Chris Colligan also earned him commendations from the Council

BE IT FURTHER RESOLVED, that the City Council does hereby establish the following specific Council objectives for Administrator Colburn for the 2006-2007 fiscal year:

- A. Complete the updates to the sign ordinance.
- B. Evaluate solutions to resolve environmental issues, specifically regarding Phase II regulations.
- C. Advance east side sewer interceptor project toward a 2007 completion.
- D. Update the Five-Year Recreation Plan.
- E. Develop and implement a plan for the replacement or expansion of City Hall and the Police Department, that may include the design and letting of a contract.
- F. Advance the water treatment plant project to design phase, and then bidding.
- G. Research the possible re-location of voting precincts.
- H. Establish and approve a cemetery growth design.
- I. Complete ISO fire rating for the community.

- J. *Update the City Personnel Policy Handbook.*
- K. *Arrange to conduct a professional water pricing analysis.*
- L. *Begin integration into a county wide crime reporting system through a consolidated 9-1-1 Center.*
- M. *Develop a plan and a schedule for the replacement of fire apparatus.*
- N. *Conduct a feasibility study on the enlargement of Fire Station No. 2.*
- O. *Develop and implement a plan to make the City more approachable. This will include training for staff in greeting techniques, in person and on the phone, and updating the website for ease of use.*

BE IT FURTHER RESOLVED, that in accordance with City Council Resolution 2004-06, this resolution, along with the "City Administrator Self-Evaluation Form" and composite "City Administrator Performance Evaluation Form" are hereby submitted by Mayor Leon R. Clark and Mayor Pro Tem Coady for consideration by the City Council as the written summary of the conclusions of the Council regarding the job performance of City Administrator Martin A. Colburn; and

BE IT FINALLY RESOLVED, that a copy of this resolution along with the "City Administrator Self-Evaluation Form" and composite "City Administrator Performance Evaluation Form" shall be placed in the personnel file of City Administrator Martin A. Colburn.

YES (6) Bruno, Clark, Coady, Johnson, Mulvany, Naeyaert

NO (0)

ABSENT (1) Whipple

RESOLUTION APPROVED UNANIMOUSLY

Resolution No. 2006-51 – City Administrator Employment Contract Amendment No. 5

Resolution No. 2006-51 was introduced by Mulvany and seconded by Coady. A brief discussion was held regarding the salary increase amendment for the City Administrator's contract.

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2006-51
CITY ADMINISTRATOR EMPLOYMENT CONTRACT AMENDMENT #5
January 3, 2007**

WHEREAS, City Council Resolution 2004-06 provides that the Council shall conduct a formal review of the job performance of the City Administrator on a yearly basis and further provides that upon completion of the performance evaluation process the Mayor and Mayor Pro Tem may submit to the Council proposed revisions to the Employment Contract between the City Administrator and the City Council;

NOW, THEREFORE, BE IT RESOLVED, that Mayor Leon R. Clark and Mayor Pro Tem Christine Coady do hereby submit the following proposed revisions to the Employment Contract between Martin A. Colburn and the City Council of the City of Mason;

Section 2. Salary. Increase salary paid by 3.0% to \$80,711.83 per year.

BE IT FURTHER RESOLVED, that the City Council does hereby authorize the Mayor to execute an amendment to the Employment Contract between Martin A. Colburn and the City Council of the City of Mason incorporating the revisions proposed herein effective January 3, 2007.

YES (4) Clark, Coady, Mulvany, Naeyaert

NO (2) Bruno, Johnson

ABSENT (1) Whipple

RESOLUTION APPROVED

ADJOURN SINE DIE

Johnson spoke briefly regarding his tenure.

Motion by Johnson, second by Naeyaert,

to adjourn sine die.
MOTION APPROVED UNANIMOUSLY

The 2006 City Council adjourned sine die at 7:43 p.m. and Clark passed the gavel to Colburn.

ELECTION OF MAYOR AND MAYOR PRO TEM

Coady spoke regarding her tenure as Mayor pro tem and stated that she will not be seeking the Mayor pro tem seat due to her upcoming wedding this summer. Colburn administered the oath of office to Leslie W. Bruno, Jr., Robin C. Naeyaert, and Scott Preadmore. This is the first election held where the mayor and mayor pro tem serves a two-year term. Colburn opened the floor for nominations.

Bruno nominated Leon Clark for Mayor. He spoke to the leadership exhibited by Councilmember Clark.

ROLL CALL VOTE ON THE NOMINATION:
LEON CLARK ELECTED MAYOR UNANIMOUSLY

Bruno nominated Robin Naeyaert for Mayor Pro Tem.

ROLL CALL VOTE ON THE NOMINATION:
ROBIN NAEYAERT ELECTED MAYOR PRO TEM UNANIMOUSLY

Clark received the gavel and proceeded with the meeting.

PEOPLE FROM THE FLOOR

None.

REGULAR BUSINESS

MOTION by Bruno, second by Mulvany,
to amend the agenda by moving Item No. 9(F)
Request – Excused Absence – Councilmember Whipple, to Item No. 9(A),
and adjust each agenda item accordingly.
MOTION APPROVED UNANIMOUSLY

Request – Excused Absence – Councilmember Whipple

Clark stated that Councilmember Whipple contacted him regarding his request to be excused from tonight's meeting.

MOTION by Bruno, second by Preadmore,
to excuse Councilmember Whipple from the January 3, 2007 meeting.
MOTION APPROVED UNANIMOUSLY

Resolution No. 2007-01 - City Council & Planning Commission Meeting Dates

Resolution No. 2007-01 was introduced by Mulvany and seconded by Bruno.

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2007-01
ESTABLISHMENT OF CITY COUNCIL AND PLANNING COMMISSION
MEETING DATES FOR THE YEAR 2007

January 3, 2007

BE IT HEREBY RESOLVED by the City Council of the City of Mason that the following are the dates of the regular **City Council** meetings for the calendar year 2007, and that said meetings are to be held on the first and third Mondays of each month, with one holiday exception scheduled as a *Tuesday meeting and one holiday exception scheduled as a *Wednesday meeting:

with two holiday exceptions scheduled as *Tuesday meetings:

January *3 and 15	July 2 and 16
February 5 and 19	August 6 and 20
March 5 and 19	September *4 and 17
April 2 and 16	October 1 and 15
May 7 and 21	November 5 and 19
June 4 and 18	December 3 and 17 and;

BE IT FURTHER RESOLVED, that the following are the dates of the regular **Planning Commission** meetings for the calendar year 2007, and that said meetings are to be held on the second Tuesday after the first Monday of the respective months:

January 9	May 15	September 11
February 13	June 12	October 9
March 13	July 10	November 13
April 10	August 14	December 11 and;

BE IT FURTHER RESOLVED, that these meetings will be held in the City Council Chamber, City Hall, 201 W. Ash Street, Mason, Michigan, with the City Council's meetings to commence at 7:30 p.m. and the Planning Commission's meetings to commence at 6:30 p.m.; and

BE IT FURTHER RESOLVED, that the City Clerk shall cause these dates to be published in a local newspaper.

Yes (6) Bruno, Clark, Coady, Mulvany, Naeyaert, Preadmore

No (0)

Absent (1) Whipple

RESOLUTION APPROVED UNANIMOUSLY

Resolution No. 2007-03 – City Council Appointment to City of Mason Building Authority

Resolution No. 2007-03 was introduced by Bruno and seconded by Mulvany.

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2007-03
CITY COUNCIL APPOINTMENT TO THE BUILDING AUTHORITY
January 3, 2007

BE IT HEREBY RESOLVED, that the City Council of the City of Mason does hereby appoint Mark Howe to the Building Authority commencing January 3, 2007 and expire on December 31, 2009.

Yes (6) Bruno, Clark, Coady, Mulvany, Naeyaert, Preadmore

No (0)

Absent (1) Whipple

RESOLUTION APPROVED UNANIMOUSLY

Resolution No. 2007-04 – Resolution To Accept Sanitary Sewer Easements For The E. Columbia Street/East Side Interceptor

Resolution No. 2007-04 was introduced by Bruno and seconded by Mulvany.

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2007- 04
RESOLUTION TO ACCEPT SANITARY SEWER EASEMENTS
FOR THE E. COLUMBIA STREET/EAST SIDE INTERCEPTOR

January 3, 2007

WHEREAS, the City of Mason had a study performed and a report prepared on the existing 10-inch sanitary sewer serving the east side of the city in January 2005; and

WHEREAS, the report concludes that the present sanitary sewer is inadequate to accommodate peak flows and future growth, and is a source of inflow and infiltration; and

WHEREAS, it is in the best interests of the City of Mason to replace the existing sanitary sewer with a 24-inch interceptor beside the Rayner Drain, from Okemos Street to the vicinity of Mathews Street and E. Columbia Street; and

WHEREAS, it is desirable and necessary to obtain permanent 30 foot utility easements from the following properties: 303 E. Columbia, 313 E. Columbia, 317 E. Columbia, 323 E. Columbia, 333 E. Columbia, 403 E. Columbia, 409 E. Columbia, 417 E. Columbia, and 123 N. Mathews.

NOW THEREFORE BE IT RESOLVED, that the Mason City Council does hereby authorize the Mayor and the City Administrator to sign the grant of easement for each property and have it recorded at the Ingham County Register of Deeds.

Yes (6) Bruno, Clark, Coady, Mulvany, Naeyaert, Preadmore

No (0)

Absent (1) Whipple

RESOLUTION APPROVED UNANIMOUSLY

Discussion – Ingham County Crime Reporting System

Stressman introduced Lt. Brice Alfred of the Ingham County Sheriff's Department, and George Vernon, Interim Director of the Management Information Systems (MIS) at Ingham County, and Sgt. Hude of the Mason Police Department. Stressman gave a brief synopsis of the county wide crime reporting and data sharing system that is being acquired through a COPS grant by the Ingham County Sheriff Department, Lansing Police Department, East Lansing Police Department, Michigan State University Department of Public Safety, and the Meridian Township Department of Public Safety. The Ingham County MIS amended the grant to include Mason Police Department, as well as all Ingham County law enforcement agencies, and resubmitted it. Approval of the amended grant has been received from the United States Department of Justice.

Motion by Coady, second by Naeyaert, to direct the City Administrator to send a letter of commitment to the Ingham County Finance Department and have the staff pursue planning implementation of this project.

MOTION APPROVED UNANIMOUSLY

Discussion - Ordinance No. 158 - To Amend Chapter 82; Regulating Illicit Discharges for Storm Water

Dean spoke briefly regarding the proposed ordinance that would provide enforcement and regulate illicit discharges for storm water.

UNFINISHED BUSINESS

- Mulvany thanked Neal Johnson for his service to the City on City Council and Councilmember Coady for her work as Mayor pro tem, ex officio to the Planning Commission and as a member of the Sign Ordinance Review Committee. He also inquired about the status of a joint meeting with City Council and DDA. Clark stated that a suitable date is being considered.
- Clark expressed his sentiments of serving as Mayor and his regard of the Council for the

year 2006. He stated that he is honored to serve as Mayor for the next two years.

- Naeyaert echoed Mulvany's sentiments regarding the service and community commitment of Neal Johnson, Councilmember Coady, and Mayor Clark.

NEW BUSINESS

- Mulvany inquired whether the City Council and DDA workshop meeting has been set. Clark stated that it has not been determined if the date is suitable for the majority of members to attend.
- Clark thanked fellow Councilmember's for their support this last year and in his role as Mayor. He stated that he participated in a police officer ride-along and suggested that other members do the same.

CORRESPONDENCE

Distributed.

LIAISON REPORTS

No reports were given at this time. It was stated that as Mayor Pro Tem Naeyaert would serve as liaison to the Planning Commission. Preadmore volunteered to serve as ex officio to the Traffic Commission.

ADMINISTRATOR'S REPORT

Colburn informed the Council regarding current city business.

PEOPLE FROM THE FLOOR

None.

ADJOURNMENT

Being there was no further business the meeting adjourned at 8:45 p.m.

Martin A. Colburn, City Clerk

Leon Clark, Mayor