

**CITY OF MASON
REGULAR CITY COUNCIL MEETING
MINUTES OF JULY 17, 2017**

Whipple called the meeting to order at 7:00 p.m. in the Council Chambers at 201 W. Ash Street, Mason, Michigan. Whipple led the Pledge of Allegiance and offered the invocation.

Present: Councilmembers: Brown, Droscha, *Ferris, Madden, Waltz, Whipple
Absent: Councilmember: Vogel
Also present: Deborah S. Stuart, City Administrator
Deborah J. Cwierniewicz, City Clerk

*Council Member Ferris arrived at 7:02 p.m.

PUBLIC COMMENT

None.

CONSENT CALENDAR

It was the consensus of Council to move the noted Consent Agenda items to New Business after Item No. 7(A) as follows:

5(B) Motion – Approve Street Closure Request for Sun Dried Music Festival Incorporated and Grant Waiver of Amplified Music for Identified Times; 5(C) Motion – Confirmation of Interim Appointments; 5(D)(2) Motion – Approve Uniform Rental and Laundry Services Contract Award to Cintas Corporation in the Amount of \$21,409.44; 5(D)(3) Motion – Approve Motor Vehicle Pool Purchase in the Amount of \$22,486.00; 5(D)(4) Motion – Approve Awarding Contract for Cleaning and Repairing Well No. 8 to Northern Pump & Well in the Amount of \$33,141.00; 5(D)(5) Resolution 2017-27 – Approve an Increase of 1.5% to the City of Mason Utility Rates; 5(E)(1) City Attorney’s Report July 13, 2017; renumbering items accordingly.

MOTION by Brown, second by Droscha,
to approve the Consent Calendar as follows:

- A. Motion – Approve Minutes: Regular Council Meeting July 3, 2017
- B. Finance/Budget:
 - 1. Motion – Approve Bills in the Amount of \$42,046.81
 - 2. Resolution 2017-28 – Designate Authorizing Signatories Effective July 28, 2017
- C. Correspondence – Receipt of:
 - 1. Finance Director’s Monthly Revenue Report
 - 2. Finance Director’s Quarterly Investment Report
 - 3. Resignation of Patrick Hicks from Sign Board of Appeals and Building Board of Appeals

Yes (6) Brown, Droscha, Ferris, Madden, Waltz, Whipple

No (0)

Absent (1) Vogel

MOTION APPROVED

UNFINISHED BUSINESS

None.

NEW BUSINESS

Motion – Approve Memorandum of Understanding (MOU) Between the Friends of the Lansing Regional Trails (FLRT) Ambassador Program and the City of Mason

Staff has been involved in discussions for several months with the Friends of the Lansing Regional Trails (FLRT) Ambassador Program, who were an integral part of the application for the trail extension. A Memorandum of Understanding (MOU) has been drafted between FLRT and the City of Mason, to provide coordination for volunteers for clean-up days and become ambassadors for the trailway.

MOTION by Ferris, second by Brown,
to approve authorizing the Memorandum of Understanding (MOU) between the Friends of the Lansing Regional Trails (FLRT) Ambassador Program and the City of Mason.

Yes (6) Brown, Droscha, Ferris, Madden, Waltz, Whipple

No (0)

Absent (1) Vogel

MOTION APPROVED

Motion – Approve Street Closure Request for Sun Dried Music Festival Incorporated and Grant Waiver of Amplified Music for Identified Times

Leon Clark, President of Mason Sun Dried Music Festival, LLC, (SDMF) and Pat Hicks, Vice President of Mason Sun Dried Music Festival, LLC, informed Council regarding the annual event taking place this year August 25 – August 27. Mr. Clark stated that it is a goal of SDMF to upgrade the electrical system around the Court House Square. Each year improvements have been made by SDMF. Mr. Hicks stated that the upgrades to the electrical system around the Court House Square each year is making it safer to use.

The organization is also requesting Council to waive Section 22-6(2) of the Mason Code to allow the use of sound amplifying equipment Friday night until 12:00 midnight, and Saturday until 1:00 a.m. on Sunday. Therefore, they are also requesting Council to waive Section 22-6(2) of the Mason Code on Sunday, August 27, between the hours of 9:00 a.m. and 4:00 p.m. to allow a community worship service to be held.

MOTION by Waltz, second by Brown,
to approve the request for the Sun Dried Music Festival Incorporated street closures as requested and grant a waiver of the amplified music for the identified times.

Yes (6) Brown, Droscha, Ferris, Madden, Waltz, Whipple

No (0)

Absent (1) Vogel

MOTION APPROVED

Motion – Confirmation of Interim Appointments:

Due to recent staff resignations, there is a need to make interim staffing appointments to ensure City of Mason business runs effectively until replacements are in place. The following interim appointments have been determined by the City Administrator:

- Interim Finance Director/Treasurer – Michelle Pietcsh effective July 28, 2017
- Interim Zoning and Planning Director - Deborah Stuart effective immediately
- Interim City Clerk - Deborah Stuart effective July 28, 2017

Discussion was held regarding the estimated timeframe for the interim positions as well as the status of the process for hiring. Stuart explained that she is placing a third posting of the Planning & Zoning Director position. She is confident that the right candidate for Mason will apply; she is willing to take on the additional work and responsibility to assure the right fit. The Finance Director position will be posted this week. The City Clerk position was posted last week. Currently, discussions are being held with a possible Planning & Zoning candidate.

Brown inquired whether the City Administrator's time would be charged to the City Clerk and the Planning & Zoning units within the budget and if the salary and benefit package for the City Administrator would change. She stated that it will not affect either. Also, he asked if there would be any other shifts in other positions, as he saw the City Clerk position had been posted as Clerk/Human Resources Coordinator. Stuart stated that she will be considering the candidates and experience as to whether additional responsibilities would be included.

Brown thanked City Administrator Stuart and Assistant Finance Director Pietsch for taking on additional responsibilities during the interim time. He acknowledged the work of Eric Smith throughout the many years in service to the City and residents of Mason. He also acknowledged that this is the last "roll call" and City Council meeting for City Clerk Cwiertniewicz; he thanked her again for her work.

MOTION by Brown, second by Droscha,
to approve the proposed interim appointments for Finance Director, Zoning &
Planning Director, and City Clerk.

Yes (6) Brown, Droscha, Ferris, Madden, Waltz, Whipple

No (0)

Absent (1) Vogel

MOTION APPROVED

Motion – Approve Uniform Rental and Laundry Services Contract Award to Cintas Corporation in the Amount of \$21,409.44

The uniform rental and laundry services contract includes the Department of Public Works, Department of Cemetery Parks and Forestry, Drinking Water Treatment Plant, Publicly Owned Waste Water Treatment Plant, and Facilities Maintenance. This service is outlined and required as part of the existing union contract.

MOTION by Waltz, second by Droscha,
to approve awarding the uniform rental and laundry services contract to Cintas
Corporation in the amount of \$21,409.44.

Yes (6) Brown, Droscha, Ferris, Madden, Waltz, Whipple

No (0)

Absent (1) Vogel

MOTION APPROVED

Motion – Approve Motor Vehicle Pool Purchase in the Amount of \$22,486.00

Truck No. 40 (2006 Chevrolet 1500) needs to be replaced due to its advanced age and frequent repairs. It will be sent for auction upon approval and arrival of a new truck. A new Ford F-150 was bid through the Macomb County Bid with government pricing through Signature Ford in Owosso in the amount of \$22,486.00, which is less than the budgeted allocation of \$24,000.00.

A brief discussion was held regarding the bid process held through a county or the State.

MOTION by Brown, second by Waltz,
to approve Motor Vehicle Pool purchase in the amount of \$22,486.00 for a Ford F-150
to replace 2006 Chevrolet 1500, Truck No. 40.

Yes (6) Brown, Droscha, Ferris, Madden, Waltz, Whipple

No (0)

Absent (1) Vogel

MOTION APPROVED

Motion – Approve Awarding Contract for Cleaning and Repairing Well No. 8 to Northern Pump & Well in the Amount of \$33,141.00

Well No. 8 is slated for rehabilitation and chemical cleaning due to production loss.

MOTION by Droscha, second by Waltz,
to approve awarding the contract for cleaning and repairing Well No. 8 to Northern
Pump & Well in the amount of \$33,141.00.

Droscha stated that Well No.8 has needed costly repairs recently and it may be time to abandon the well site.

MOTION by Droscha, second by Brown,
to defer approving the award of a contract for cleaning and repairing Well
No. 8 to Northern Pump & Well.

Yes (6) Brown, Droscha, Ferris, Madden, Waltz, Whipple

No (0)

Absent (1) Vogel

MOTION APPROVED

Resolution No. 2017-27 – Approve an Increase of 1.5% to the City of Mason Utility Rates

MOTION by Waltz, second by Brown,
to approve Resolution No. 2017-27.

Yes (6) Brown, Droscha, Ferris, Madden, Waltz, Whipple

No (0)

Absent (1) Vogel

MOTION APPROVED

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2017-27
APPROVE AN INCREASE OF 1.5% TO THE CITY OF MASON UTILITY RATES
July 17, 2017**

WHEREAS, the City of Mason is anticipating significant capital improvements to the infrastructure of the water system and the sewer system as outlined in the Master Plan, Capital Improvement Plan, Street Improvement Plan, and City of Mason Budget; and

WHEREAS, the most significant capital improvement is a result of an Administrative Consent Order (ACO) from the Michigan Department of Environmental Quality (MDEQ) requiring the City to make significant improvements to the Publicly Owned Treatment Works (POTW) plant; and

WHEREAS, the Mason City Council is charged with assigning a just and reasonable rate as the City may provide for supplying the users of the water system and the sewer system with utility services; and

WHEREAS, the Water and Sewer Fund is a Proprietary Fund which, by definition, is financed primarily by user charges; and

WHEREAS, the approved 2017/2018 City of Mason Budget includes a 1.5% rate increase, the completed Water and Sewer Fund Analysis report also recommends a 1.5% increase, and the Utility Rate Study Commission met and has reviewed the financial statements, and recommends the following:

- Water Base Charge will be \$6.40.
- Water Charge will be \$3.73 per 1,000 gallons after the first 2,000 gallons.
- Water Capital Improvement Charge will be \$2.63 per 1,000 gallons of water sold.
- Water Meter Charge will be \$2.64.
- Sprinkler Meter Charge will be \$1.73
- Sewer Base Charge will be \$10.42.
- Sewer Charge will be \$5.26 per 1,000 gallons after the first 2,000 gallons.
- Sewer Capital Improvement Charge will be \$.71 per 1,000 gallons of water sold.

NOW, THEREFORE, BE IT RESOLVED, that the Mason City Council establishes the above listed rates for the Water and Sewer Fund effective for the first billing period commencing on or after July 17, 2017; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Mason City Council updates the Directory of Charges with the above changes effective July 17, 2017.

Yes (6) Brown, Droscha, Ferris, Madden, Waltz, Whipple

No (0)

Absent (1) Vogel

RESOLUTION APPROVED

City Attorney's Report – July 13, 2017

Droscha inquired about the matter with Vevay Township and the 425 Agreement referenced in the City Attorney's Report dated July 13, 2017. Stuart stated there is a disagreement between the City of Mason staff and Vevay Township staff regarding the settlement agreement of the 425 Agreement. Vevay Township feels they should receive a larger portion of the local stabilization fund; City of Mason staff disagrees and has requested an opinion from the City Attorney.

MOTION by Brown, second by Droscha,
to receive the Memorandum dated July 13, 2017 from the City Attorney.

Yes (6) Brown, Droscha, Ferris, Madden, Waltz, Whipple

No (0)

Absent (1) Vogel

MOTION APPROVED

COUNCILMEMBER REPORTS

Discussion was held regarding submitting an excused absence request for Council members. Whipple stated that it is not required to obtain an excused absence for every absence. The Charter will be reviewed to obtain the precise language.

Droscha stated that he would like the following items placed on the next regular meeting agenda as follows:

- Discussion – Remove the “No Dogs Allowed” Sign at Rayner Park.
- Discussion – Rayner Park Stage Rental

He added that he hopes the Rayner Park Stage discussion would lead to a performing arts policy. Waltz informed Council that a MACC Ribbon Cutting will be held for Michigan Barn Wood & Salvage on July 22.

Ferris informed Council that the MACC has prepared a packet instructing how to put on an event at the Rayner Park Stage. She informed Council regarding the Trails Committee meeting that she attended.

Whipple informed Council regarding DDA business. The board voted to support a development agreement for a ten-year, fifty-percent tax abatement with Mason Square Properties to construct a two-story building with a first floor destination restaurant at 160 East Ash Street. Also, he reported on his meeting with Lansing Mayor Virg Bernero, who wanted to discuss the Ingham County Systems of Trail and Parks millage that was approved in 2014. A brief discussion ensued.

ADMINISTRATOR'S REPORT

Stuart informed Council regarding City business as follows:

- Well No. 8 is located at the Water Plant. The previous repair was a short-term fix because it was not budgeted for repair. More information will be presented at the next regular meeting.
- City staff is having productive conversations with the school system regarding shared resources including shared staff that have expertise in specific matters as well as work space.
- Granger will provide promotional information in the next two months, which will have information on requesting a cart size. Cart delivery will take place in December 2017. By January 2018 the plan is expected to be fully operational.
- Union Negotiations are taking place for Police Supervisory and Police Non-Supervisory units.
- She reminded Council that a retirement celebration is planned for City Clerk Deborah Cwiertniewicz on July 28.

Brown inquired about the timeline for Columbia Street sidewalk construction. Stuart stated that the construction timeline has been delayed and it is likely that the sidewalk project will take place in the fall. He also asked about receiving annual department reports. Stuart requested that Council would extend a bit of mercy at this time as departments are strapped and understaffed.

ADJOURN

The meeting adjourned at 8:17 p.m.

Deborah J. Cwiertniewicz, City Clerk

Russell W. Whipple, Mayor