



AGENDA - CITY COUNCIL MEETING

September 9, 2019

Mason City Hall, Sycamore Room, 7:30 p.m.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE AND INVOCATION**
- 4. PEOPLE FROM THE FLOOR**
- 5. CONSENT CALENDAR**
 - A. Minutes:
 1. Approve Minutes of Regular Council Meeting August 19, 2019
 - B. Correspondence:
 1. Receipt of City Attorney's Report Dated September 5, 2019
 - C. Financials:
 1. Approve Bills in the Amount of \$224,245.60
- 6. UNFINISHED BUSINESS**
 - A. Discussion on Staining and Sealing the Rayner Park Play Structure (Schaffer)
- 7. NEW BUSINESS**
- 8. COUNCILMEMBER'S REPORTS**
- 9. CITY MANAGER'S REPORT (09/06/19)**
- 10. ADJOURNMENT**

**CITY OF MASON
REGULAR CITY COUNCIL MEETING
MINUTES OF AUGUST 19, 2019**

Mayor Whipple called the meeting to order at 7:30 p.m. in the Council Chambers at 201 W. Ash Street, Mason, Michigan. Madden led the Pledge of Allegiance and offered the invocation.

Present: Councilmembers: Brown, Droscha, Ferris, Madden, Schaffer, Vogel, Whipple
Absent: None
Also present: Deborah S. Stuart, City Manager, Sarah J. Jarvis, City Clerk

PUBLIC COMMENT

None

CONSENT CALENDAR

MOTION by Vogel, second by Droscha, to approve the Consent Calendar as presented with a clerical correction to the regular Council Meeting Minutes of August 5, 2019.

- A. Minutes:
 - 1. Approve Minutes of Regular Council Meeting August 5, 2019
 - 2. Approve Minutes of Closed Session Council Meeting August 5, 2019
- B. Correspondence:
 - 1. Receipt of City Attorney's Report Dated August 15, 2019
- C. Financials:
 - 1. Approve Bills in the Amount of \$399,664.95
 - 2. Receipt of Monthly Revenue and Expenditure Report for Period Ending July 31, 2019
 - 3. Approve Motor Vehicle Pool Purchase of Two 2020 F-150 XL Trucks in the Amount of \$24,578 Each for a Total of \$49,156
- D. Right of Ways:
 - 1. Approve Use of Public Right-of-Way for the Mason Public School Homecoming Parade on October 11, 2019
- E. Other:
 - 1. Excuse Absence of City Manager Stuart for October 21, 2019 City Council Meeting
 - 2. Approval of Michelle Pietsch as the Officer Delegate and Sarah Jarvis as the Alternate to represent the City of Mason as the Municipal Employees' Retirement System of Michigan (MERS) Annual Retirement Conference

MOTION APPROVED UNANIMOUSLY

UNFINISHED BUSINESS

A. Receipt of Rayner Park Playground Assessment

MOTION by Brown, second by Droscha, to acknowledge receipt of the Rayner Park Playground Assessment.

MOTION APPROVED UNANIMOUSLY

NEW BUSINESS

A. Resolution 2019-23: Authorize City Manager to Execute Documents, Amend the Budget, and Be the Certifying Officer for the Michigan Community Development Block Grant (CDBG) Funding for the Rehabilitation of 124-130 West Ash Street

MOTION by Brown, second by Ferris,
to Authorize City Manager to Execute Documents, Amend the Budget, and Be the Certifying Officer
for Michigan Community Development Block Grant (CDBG) Funding for the Rehabilitation of 124-130
West Ash Street.

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2019-23

**AUTHORIZE CITY MANAGER TO EXECUTE DOCUMENTS, AMEND THE BUDGET, AND BE THE CERTIFYING OFFICER FOR MICHIGAN
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING FOR THE REHABILITATION OF 124-130 WEST ASH STREET**

August 19, 2019

WHEREAS, the City of Mason has been invited by the Michigan Strategic Fund to submit a CDBG application in the amount of \$280,000 plus any Administrative costs; and

WHEREAS, the City of Mason is required to use the CDBG funds for the West Ash LLC Project at 124-130 West Ash, including administration of the project; and

WHEREAS, the proposed project is consistent with the local community development plan as described in the application; and

WHEREAS, the proposed project will meet the CDBG national objective benefiting persons of low and moderate income (LMI) by reserving at least 51 percent of the rehabilitated residential units for LMI households for a minimum of one-year; and

WHEREAS, local funds and any other funds to be invested in the project have not been obligated and will not be obligated prior to a formal grant award, completion of the environmental review procedures and a formal written authorization to incur costs from the Michigan Strategic Fund.

NOW, THEREFORE, BE IT RESOLVED, that the City Council authorizes the City Manager to award a contract to a qualified Certified Administrator for a fee not to exceed what is provided by the Michigan Strategic Fund; and

BE IT FURTHER RESOLVED, that the City Council authorizes any necessary budget amendment to allow for the CDBG funding to flow through the City accounts to the applicant, as long as no additional City funds are utilized; and

BE IT FINALLY RESOLVED, that the City Council of Mason hereby designates the City Manager as the Certifying Officer, the person authorized to certify the Michigan CDBG Application, and the person authorized to sign the Grant Agreement, payment requests, and any other necessary documents to complete the project that do not negatively impact the City of Mason's budget.

Yes (7) Brown, Droscha, Ferris, Madden, Schaffer, Vogel, Whipple

No (0)

MOTION APPROVED

COUNCILMEMBER REPORTS

- Vogel reported that the Historic District Commission met on August 19 and approved the colors for the façade of 402 S. Jefferson Street and also approved a Certificate of Appropriateness for mural and five framed panels of Mason area art that will be attached to the Commercial Bank wall located at 322 S. Jefferson Street.
- Ferris reminded everyone that tree planting time is quickly approaching and that trees can still be purchased in honor or memory through the City.

- Mayor Whipple reminded everyone that the Sundried Music Festival will be taking place downtown this weekend August 23 – 25.
- Mayor Whipple also reminded Councilmembers that the September Council Meetings will be on the 2nd and 4th Mondays (September 9 and 23).
- Ferris reported that the Farmer’s Market will be held down at the Pavilion next to Austin Park this Saturday, August 24 due to the Sundried Music Festival

MANAGERS REPORT (8/16/2019)

None

The meeting adjourned at 7:53 p.m.

Sarah J. Jarvis, City Clerk

MEMORANDUM

TO: Mason City Council
FROM: Thomas M. Hitch, City Attorney
RE: **CITY ATTORNEY REPORT**
DATE: September 5, 2019

The following is my report to the City Council on issues in which our office has been engaged:

1. **ZBA - Franklin Farms**. I have been working with the Planning Director and preparing the documents necessary for the upcoming Zoning Board of Appeals meeting to finish the hearing on the appeal from the denial of building permits for Franklin Farms. The Zoning Board of Appeals meeting is scheduled for 5:30 p.m. on September 9, 2019.
2. **Gestamp Tax Appeal**. I will be seeking a voluntary dismissal of several of the properties from the Gestamp tax appeal. If it is not agreed to, I will be bringing a motion before the Tax Tribunal striking those properties from the appeal.
3. **August District Court Statistics**. There were seven pre-trials in August, and at this time there are no participants in any of the diversion programs.

TMH:ddy

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MASON
 INVOICE ENTRY DATES 08/20/2019-9/10/2019
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID
 COUNCIL APPROVAL REPORT
 Monday, September 09, 2019

| Vendor Code Invoice GL Number | Vendor Name Invoice Description GL Description | Amount |
|-------------------------------------|--|---------------|
| 07800 | BLUE CROSS BLUE SHIELD OF MICHIGAN | |
| SEPT 2019 750-000.00-231.015 | GROUP #007029499710 DIV #0000 HEALTH INS - CITY EXPENSE - SEPT 2019 | \$ 10,576.38 |
| Vendor Total: | | \$ 10,576.38 |
| 06474 | CONSUMERS ENERGY | |
| SEP 2019 101-265.00-920.000 | PUBLIC UTILITIES AUG GAS/ELECTRIC 7/29-8/26/19 | \$ 5,936.54 |
| Vendor Total: | | \$ 5,936.54 |
| 05016 | GRANGER | |
| AUGUST 2019 101-528.00-818.000 | REFUSE CHARGES - AUGUST 2019 AUG - REFUSE CHARGES - 2352 CUSTOMERS | \$ 31,587.36 |
| Vendor Total: | | \$ 31,587.36 |
| 05242 | MICHIGAN STATE OF | |
| PAY EST 1 202-000.00-202.001 | S JEFFERSON - PAY EST 1 | \$ 18,934.71 |
| 592-000.00-202.001 | S JEFFERSON - PAY EST 1 | \$ 10,780.00 |
| PAY EST 2 202-000.00-202.001 | S JEFFERSON - PAY EST 2 | \$ 54,493.47 |
| 592-000.00-202.001 | S JEFFERSON - PAY EST 2 | \$ 39,365.00 |
| PAY EST 3 202-451.00-970.211 | S JEFFERSON - PAY EST 3 | \$ 18,849.89 |
| 592-548.00-965.211 | S JEFFERSON - PAY EST 3 | \$ 11,066.25 |
| Vendor Total: | | \$ 153,489.32 |
| 08068 | MID MICHIGAN EMERGENCY EQUIPMENT | |
| 1962 661-901.00-970.002 | POLICE OUTFITTING, VEHICLE #05 LIGHTS & WIRING, #05 | \$ 1,468.00 |
| 661-901.00-970.002 | MOUNTS, REARSEAT, SCREEN, #05 | \$ 2,263.00 |
| 661-901.00-970.002 | LABOR, #05 | \$ 2,125.00 |
| Vendor Total: | | \$ 5,856.00 |

| | | | |
|----------------------|--------------------|--|---------------|
| 08375 | WATERTAP | | |
| 12293 | 2 - 16" LINE STOPS | | |
| 592-559.00-970.000 | 2 - 16" LINE STOPS | | \$ 16,800.00 |
| | | | |
| Vendor Total: | | | \$ 16,800.00 |
| <hr/> | | | |
| TOTAL - ALL VENDORS: | | | \$ 224,245.60 |

I hereby certify that I have reviewed the above bills and expenditures and to the best of my knowledge and belief, they cover expenditures of the City services and materials and are within current budget appropriations.



Deborah Stuart
City Manager



City Manager's Report: September 6, 2019

ACTIVE PROJECTS STATUS UPDATES (PROJECTS NOT COORDINATED BY THE CITY)

| Project Name | Status |
|--|--|
| ZONING AMENDMENTS | |
| C1 – Central Business District Text Amendment PENDING | Staff has received a request from Jamie Robinson to amend the text of the C1 District for the purpose of adding short-term rentals as an allowed use. A public hearing is scheduled at the Planning Commission meeting on Tuesday, September 10 at 6:30 p.m. City Council is expected to conduct a first reading on Monday, September 23, 2019. |
| ZONING PERMITS | |
| Temple St/Kipp Rd SPECIAL USE PERMIT/PRELIMINARY SITE PLAN REVIEW PENDING | Staff has received a request from Paul Davis for a Special Use Permit and Preliminary Site Plan Review to construct a 27,000 sq. ft. building on five acres of land owned by the City on the northeast corner of Temple St and Kipp Rd. A public hearing is scheduled at the Planning Commission meeting on Tuesday, September 10 at 6:30 p.m. or shortly thereafter. If approved, the next steps will be Final Site Plan review along with the re-zoning of the property from AG to M-1, and completion of the land division process to split the five acres from the larger city parcel. |
| Rayner Ponds Phase 4 Subdivision PRELIMINARY SITE PLAN REVIEW PENDING | Staff has received a request for Preliminary Site Plan Review of the Rayner Ponds Phase 4 Subdivision – 20 lots and one common area. The Planning Commission will consider the application at their meeting on Tuesday, September 10, at 6:30 pm or shortly thereafter. The subdivision has received both tentative and final Preliminary Plat approval by City Council, which followed two public hearings by the Planning Commission. The next steps following Preliminary Site Plan approval include Final Site Plan approval, construction of roads and utilities*, and Final Plat approval. *Building permits for the construction of homes may be issued, however, homes cannot be sold until the Final Plat approval process is complete. |
| LAND DIVISIONS/COMBINATIONS | |
| 202, 306 Mason St. and 332 Center St | Staff is administratively processing a land combination request from Doberman Technologies to combine three lots for development. Demolition is expected to occur this fall 2019, construction of a new building is anticipated for Spring of 2020. |
| 1926, 1966 W. Dansville Rd | Staff is administratively processing a land division request from Dennis Anderson and Thomas Fraser to reconfigure lots. |
| BUILDING PERMITS – COMMERCIAL PROJECTS UNDER CITY REVIEW | |
| 125 E. Kipp Rd – Dollar Tree PENDING | Building permit under review for a 5,460 sq. ft. addition to accommodate up to four new retailers. |
| 700 E. Ash – Ingham County Fairgrounds PENDING | Building permit under review for improvements in and around the horse barn including a gravel drive, sidewalks, storm sewer installation and plywood skirting. Pending the Soil Erosion permit from the County. |
| 652 Hull Rd- New Goodwill ACTIVE | Building permit application is active and construction has begun. A Groundbreaking Ceremony will be held on Friday, September 13 at 11 am (Council is welcome). |
| 600 Buhl St.- Ingham Animal Shelter ACTIVE – DEMO ONLY | The new shelter is complete. Demolition of the old structure in progress, pending the Soil Erosion permit from the County. |
| 801 N. Cedar St.- City Limits ACTIVE | Building permit is active to construct a 4,828 sq ft addition along with additional parking. |
| 322 S. Jefferson- Commercial Bank ACTIVE | Building permit is active for interior renovation of offices on the second floor. |
| 402 S. Jefferson (former Baja Grill) ACTIVE | Building permit is active for interior and exterior renovations. |
| 549 W. Ash- Dog Groomer | A Temporary Certificate of Occupancy has been issued to assist in opening the |

| | |
|--|---|
| TEMPORARY OCCUPANCY PERMIT ISSUED | business. Staff is working with owner on a revised parking plan to address safety requirements and pre-existing, non-conforming layout. Once the new parking area is complete, a final Certificate of Occupancy will be issued. |
| 525 N. Cedar- Timeless Treasures TEMPORARY OCCUPANCY PERMIT ISSUED | A Temporary Certificate of Occupancy has been issued for Timeless Treasures. The interior renovation is complete and new parking spaces have been striped on the lot. The remaining work includes the installation of the approved landscaping, repairs to parking lot lighting, and a site plan revision if the owner intends to include the outdoor flea market. |
| 322 S. Jefferson- Commercial Bank – Mural APPROVED | At their regular meeting on August 19, the Historic District Commission (HDC) approved a Certificate of Appropriateness to allow Arts Initiative Mason (AIM) to paint a mural and installation a sign display box on the south façade of Commercial Bank facing Ingham Court. |
| ZONING BOARD OF APPEALS | |
| 934 and 965 Franklin Farms Drive PENDING | Esquire Development and Construction, Inc., has submitted an appeal to an administrative decision to deny building permits for the construction of two new residential homes due to the lack of a properly maintained storm water system comprising of a detention pond at Lavonne/Franklin Farm Drive and a 25' easement along the rear of the residential properties fronting on Franklin Farm Drive. A public hearing with the Zoning Board of Appeal took place on August 14 at 5:30 p.m. The matter was continued to Monday, September 9 at 5:30 p.m. in the Maple Room. |

OPERATIONS AND COMMUNITY RELATIONS

- **October 12th:** City's Open House from 10 am - 2 pm.
- **HOLD DATE- October 26th:** The Mayor and Mayor Pro Tem have requested an MML facilitated discussion on how the Council can operate even more effectively. The meeting will be held in the 2nd floor Maple Room at City Hall tentatively from 8:30 am to 1:00 pm. The estimated cost for the training is \$3,000.
- We have been notified there will be a 6.54% increase in our health care cost this year due to age of our group, the area we are in, and taxes/fees. We had estimated a 6% increase in the budget and do not believe a budget amendment will be required.

Staffing Updates:

- New Hires/Promotions: Hayden Wildfong – Police Officer, Full-time, will be starting September 9, 2019.
- Open Positions: Custodian, Part-time- Applications are under review and interviews will be scheduled soon.

Traffic Updates:

| CONCERN | LOCATION / STATUS |
|--|--|
| Speed OPEN | Barnes Street between Ash Street and Bond Street Staff to place (2) additional 25-mph speed limit signs (already marked) in the area and trim back any obstructing branches for improved signage. Waiting for MISS DIG for flagging. |
| Speed CLOSED | Lansing Street between South Street and Jefferson Street (this is both a 25-mph and 35-mph zone) Staff placed the speed trailer in the area and officers were assigned to targeted enforcement. Construction on Jefferson Street has concluded which relieve some concerns. Pending final targeted enforcement. |
| Speed OPEN | Summerwood Subdivision T-C-O #19-02 was passed and staff will be placing (2) 25-mph speed limit signs (already marked) near both entrances. Waiting for MISS DIG for flagging. |
| Traffic Pattern, Speed OPEN | Cedar Street between Ash Street and South Street Staff developed a plan to improve the area for anticipated changes for Fall 2019 school year. The speed trailer will be placed in the area when available. Staff to change the location of (1) 25-mph speed limit sign, place (2) additional 25-mph speed limit signs (already marked) and trim back any obstructing branches for improved signage in the area. We are awaiting MISS DIG for flagging. Sgt. Budd has been assigned special attention to the area to work with crossing guards and Mason Public School District partners on August 26th and 27th – the first 2 days of school. |

LARGE CITY PROJECTS

| FY 2018-2019 – CONTINUING PROJECTS | | | |
|--|------------------------------------|---|------------------|
| Project | Project Name/Description | Status | Completed |
| STREETS, SIDEWALKS, BRIDGES (S) | | | |
| 2018-S1 | MDOT- Temple Street Safety Grant | Late Summer/Fall bid letting and Spring 2020 construction. | |
| PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P) | | | |
| 2017-P8 | Laylin Park Improvements | Building permits are active for the repair of the bridges within the park. | |
| 2018-P2b | Planning: 5-year Parks Plan | Technical work is underway. Community engagement will include input received at the City Open House. There will be display boards, handouts and staff will be onsite to answer questions and receive input. A survey will be available on paper or on-line. | |
| BUILDING, PROPERTY, EQUIPMENT (B) | | | |
| 2017-B4 | City Hall Landscaping and Lighting | Phase 1 completed. Phase 2/3 progressing, upper LED lights on front of City Hall and perimeter wall pack lights have been replaced. Parking lot pole lights have been replaced with LEDs. | |

| FY 2019-2020 | | | |
|---|--|--|------------------|
| Project | Project Name/Description | Status | Completed |
| STREETS, SIDEWALKS, BRIDGES (S) | | | |
| 2017-S5 | Walnut- Columbia St. to North End | Will begin after Park & Elm are completed. | |
| 2017-S10 | Sidewalk Program- NW Quadrant | Anticipated bid process beginning Spring 2020 | |
| 2017-S11/ 2017-U19/ 2018-P3 | Kerns Road- Cedar Street to Howell Rd./ Hayhoe Riverwalk Trail Extension | Contractor in place. Plans and permit request submitted to ICRD for Howell Road crossing. Project is on hold until Spring 2020 | |
| 2017-S12/ 2017-U20 | W. Elm St.- Henderson St. to Jefferson St. | Concrete work underway. Paving anticipated week of September 16. | |
| 2017-S13/ 2017-U21 | Park St.- Elm Street to Oak St. | Park St planned to be paved with Elm St. | |
| UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U) | | | |
| 2017-U11 | Turbine Aeration Blower at POTW | Final comments received from manufacturer, plans to be revised and bid package developed for advertisement. | |
| 2017-U15 | Replace Hydrants at Mason Plaza | Securing easement for project | |
| 2017-U23 | Well No. 6 Rebuild | Bid process to start August/September | |
| 2017-U24 | Study of Sewer Flow on Mason St. | Data collection underway with Wolverine Engineering & Surveyors | |
| 2017-U25 | Gutters for Water Treatment Plant | Not started | |
| 2019-U1 | WWTP- Design | Not started | |
| 2019-U2 | DPW- Design | Not started | |
| PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P) | | | |
| 2017-P8 | Laylin Park - Phase II | Not started | |
| MOTOR VEHICLE POOL (MVP) | | | |
| 2017-MVP11 | Vehicle No. 13 Replacement | Seeking Council approval on August 19 | |
| 2017-MVP12 | Mower No. 75 Replacement | Complete | July |
| 2017-MVP13 | Vehicle No. 6 Replacement | Seeking Council approval on August 19 | |
| 2019-MVP1 | Vehicle No. 25 Equipping | Not started | |

| BUILDING, PROPERTY, EQUIPMENT (B) | | | |
|--|---|--|--|
| 2017-B5 | Library Improvements, Phase 1 | Preparing Request for Proposals for the final design and construction of Phase 1 improvements. | |
| 2017-B7 | City Hall Parking Lot Repairs | Not started | |
| 2017-B10 | Fire Station 1- Furnace/AC | Not started | |
| 2017-B11 | Fire Station 1- Washer/ Dryer | Not started | |
| 2017-B12 | City Hall New Servers | Not started | |
| 2018-B10 | BS&A Module for Online Permitting | Not started | |
| 2018-B12 | City Hall Carpet Replacement | Not started | |
| 2018-B13 | Extrication Tools Replacement | Committee of Firefighters has been formed to bring back a recommendation. | |
| 2018-B15 | Sprinkler System in Truck Bay | Not started | |
| 2018-B16 | Station 1 Rear Approach | Not started | |
| 2018-B19 | Wireless Connectivity- City Hall to Jefferson St (DPW and POTW) | Staff evaluating options available and cost estimates in process. | |
| 2019-B1 | Election Tabulator Machines | Not started | |
| 2019-B2 | City Hall- Phase 1 | Not started | |