



CITY COUNCIL MEETING AGENDA – January 4, 2021

Electronic Meeting, 7:30 p.m.

In accordance with State Law, which has authorized remote participation in public meetings for a defined reason, it has been determined by the City of Mason that an electronic meeting is necessary to protect the public health. Public participation is encouraged and procedures facilitating that participation are outlined in supplemental materials attached.

- 1. OATH OF OFFICE**
- 2. CALL TO ORDER**
- 3. ROLL CALL**
- 4. PLEDGE OF ALLEGIANCE AND INVOCATION**
- 5. ELECTION OF MAYOR AND MAYOR PRO TEM**
- 6. PUBLIC COMMENT**
- 7. CONSENT CALENDAR**
 - A. Minutes:
 1. Approve Minutes of Regular Council Meeting December 21, 2020
- 8. UNFINISHED BUSINESS**
- 9. NEW BUSINESS**
 - A. Resolution 2021-01: Approve City Council Ex-Officio Appointments to City Boards and Commissions
 - B. Resolution 2021-02: Approve Mayoral Ex-Officio Appointments to City Boards and Commissions
- 10. COUNCILMEMBERS' REPORTS**
- 11. CITY MANAGER'S REPORT (Verbal)**
- 12. ADJOURNMENT**



CITY COUNCIL MEETING ELECTRONIC MEETING INFORMATION

PLEASE TAKE NOTICE that the meeting of the City of Mason City Council scheduled for **January 1, 2021, starting at 7:30 p.m.**, will be conducted virtually (online and/or by phone) due to health concerns surrounding Coronavirus/COVID-19.

The City of Mason will be using Zoom to host this meeting. A free account is required to use Zoom. Please take the time to download and set-up Zoom prior to the meeting. Zoom may be accessed here: <https://zoom.us/>

MEETING INFORMATION:

Topic: **City Council Meeting**

Time: **January 1, 2021 at 7:30 p.m.** Eastern Time

Meeting ID: 780 280 231

Video Conference Information: **Link to join online:** <https://zoom.us/j/780280231>

- You may also join a meeting without the link by going to join.zoom.us on any browser and entering the Meeting ID provided above.

Phone Information: **Dial 301.715.8592**

To comply with the **Americans with Disabilities Act (ADA)**, any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact Michigan Relay at <https://hamiltonrelay.com/michigan/index.html>.

NOTE ON PUBLIC COMMENTS:

If you would like to provide comments beforehand, please send those comments in an email by 6:00 p.m. on the day of the meeting to masonclerk@mason.mi.us. They will be read aloud by the Mayor. If you would like to speak during the meeting, you may. Please follow the guidelines under Electronic Meeting Procedures for Public on the following page.

Resources: More Questions? Please Contact our Customer Service Desk at 517.676.9155.



General Procedures Related to Electronic Meetings

As required under Public Act 228 of 2020, the following procedures outline the accommodation of meetings held, in whole or in part, electronically by City Council or a City Board or City Commission. Additional procedures will be adopted at a later date, by the Council, to accommodate members that are eligible and cannot attend in person for meetings held on or after January 1, 2021.

Electronic Meeting Procedures for City Council, City Board or City Commission Members

- All attendees including City Council, City Board or City Commission Members will enter the meeting with a muted microphone.
- The meeting Chair's microphone will be unmuted to call the meeting to order.
- During initial roll call, each member will announce the physical location they are participating from by stating the county, city, township, or village and state which they are attending the meeting from.
- The meeting Chair will call for a motion and members will signify making a motion by either voice or the "Raise Hand" feature. The same process will be followed for a second to a motion. The meeting Chair will then acknowledge which member made the motion and which member seconded the motion.
- The meeting Chair will then ask if there is any discussion on the motion. Members will indicate a desire to discuss by either voice or the "Raise Hand" feature. The meeting Chair will then acknowledge the particular member granted the floor for discussion by name.
- Votes shall be taken by roll call.

Electronic Meeting Procedures for Public

- All public participants entering the meeting will automatically be muted upon entering.
- All public participants should either turn off or leave off their video camera. Only City Council, City Board or City Commission Members will be allowed to have their video cameras on. Your video camera will be turned off for you if you do not turn it off yourself.
- Public comment:
 - Public only will be allowed to address the members during Public Comments
 - Public is allowed three (3) minutes to speak.
 - Public must state the name and address slowly and clearly before they start to address the Council.
 - Public comments will be addressed in the following order:
 1. Those provided the day of the meeting and sent to the designated person in the meeting instructions by a certain time will be read during the meeting.
 2. Those using the Video Conference Portion (not calling on a telephone) will be asked to use the "Raise Your Hand" Feature in Zoom. The meeting Chair will call on individuals to speak and they will be unmuted at that time.
 3. Participants that are available only by phone, after the meeting Chair requests.
- Inappropriate or disruptive participants will not be allowed or tolerated and will be removed from the meeting.
- Due to the electronic nature of this type of meeting the meeting Chair, at his discretion, may adjourn the meeting with or without notice for any reason. Every attempt will be made to remain connected to the meeting, however two examples of abrupt adjournment may be computer connectivity issues or lack of appropriate participation.

ADDITIONAL ZOOM INSTRUCTIONS FOR PARTICIPANTS:

PHONE INSTRUCTIONS - to join the conference by phone

1. On your phone, dial the teleconferencing number provided above.
2. Enter the **Meeting ID number** (provide with agenda) when prompted using your touch- tone (DTMF) keypad.

VIDEOCONFERENCE INSTRUCTIONS – to watch and speak, but not to be seen

Before a videoconference:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provided above. The details include a link to “Join via computer” as well as phone numbers for a conference call option. It will also include the 9- digit Meeting ID.

To join the videoconference:

1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided above.
2. Enter the **Meeting ID number** when prompted using your touch- tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2- digit participant ID to be associated with your computer.

Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a **“Raise Hand”** icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants.

**CITY OF MASON
REGULAR CITY COUNCIL MEETING
MINUTES OF DECEMBER 21, 2020**

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

Present:

Roll Call		Present	Absent	Location
<i>Mayor</i>	Whipple	X		Mason, Michigan
<i>Mayor Pro Tem</i>	Brown	X		Mason, Michigan
<i>Council Member</i>	Droscha	X		Mason, Michigan
<i>Council Member</i>	Ferris	X		Mason, Michigan
<i>Council Member</i>	Madden	X		Leslie Township, Michigan
<i>Council Member</i>	Schaffer	X		Mason, Michigan
<i>Council Member</i>	Vogel	X		Mason, Michigan

Also present: Deborah S. Stuart, City Manager, Sarah J. Jarvis, City Clerk, Thomas Hitch, City Attorney, Michelle Pietsch, Finance Director

PUBLIC COMMENT

Jean Karlake of 410 E. Maple Street stated she had provided a copy of the report from forensic engineer that she hired. Karlake pointed out that the report is vastly different than Mr. Elliott's report. Karlake said that she has various problems over the 40+ years that she has lived in this house that she has notified the City. Karlake feels that the drain was neglected and that it's not right and feels it has caused multiple issues to her home.

CONSENT CALENDAR

MOTION by Schaffer, second by Madden,
to approve the Consent Calendar as presented

- A. Minutes:
 1. Approve Minutes of Regular Council Meeting December 7, 2020
 2. Approve Minutes of Closed Session during Regular Council Meeting December 7, 2020 (Provided Separately)
- B. Correspondence:
 1. Receipt of City Attorney's Report Dated December 17, 2020
 2. Receipt of Public Notice 2021 Mason Public Meetings
- C. Financials:
 1. Approve Bills in the Amount of \$45,425.18
 2. Receipt of Monthly Revenue and Expenditure Report for Period Ending November 30 2020
 3. Authorize the Two-Year Extension Option of the Contract with Maner Costerisan (SK&T, PC) for Auditing Services for Fiscal Years Ending, June 30, 2021 and June 30, 2022
 4. Authorize the Mayor and the City Clerk to Execute Grant Agreement Extension with Ingham County for the Hayhoe Riverwalk Trail Extension and Trailhead Project (Howell Road Extension)
- D. Resolutions:
 1. Resolution 2020-32: Approval of Mayoral Appointments to City Boards and Commissions

MAYORAL APPOINTMENTS TO CITY BOARDS AND COMMISSIONS

December 21, 2020

BE IT HEREBY RESOLVED, that the Mayor, with approval from the City Council, does hereby make the following appointments/reappointments to the specified boards and commissions of the City with the following terms:

Board or Commission	Appointment (<i>Reappointment</i>)	Term Expires
Board of Ethics	Scott Preadmore (Reappointment)	2023
Board of Ethics	Pat Price (Reappointment)	2023
Building Code/ Sign Board of Appeals	Thomas Husby (NEW)	2023
Downtown Development Authority	Kassie Rhodes (Reappointment)	2024
Downtown Development Authority	Jamie Robinson (Reappointment)	2024
Downtown Development Authority	Sarah Russell (NEW)	2024
Historic District Commission	Doug Klein (Reappointment)	2023
Local Officers Compensation Commission	Margo Burrage (Reappointment)	2025
Planning Commission	Megan Wren (Reappointment)	2023
Planning Commission	Anne Klein Barna (Reappointment)	2023
Planning Commission	Thomas Husby (NEW)	2022

2. Resolution 2020-33: Approval of City Council Appointments to City Boards and Commissions

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2020-33**

CITY COUNCIL APPOINTMENTS TO CITY BOARDS AND COMMISSIONS

December 21, 2020

BE IT HEREBY RESOLVED, that the City Council, does hereby make the following appointments/ reappointments to the specified boards and commissions of the City with the following terms:

Board or Commission	Appointment	Term Expires
Board of Review	Thomas Husby (NEW)	2023
Building Authority	Scott Preadmore (Reappointment)	2023
Zoning Board of Appeals	Ward Harris (Reappointment)	2023
Zoning Board of Appeals	John Sabbadin (Reappointment)	2023

3. Resolution 2020-34: Authorize the Execution of an Interlocal Agreement for the Ingham County Designated Assessor

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2020-34**

AUTHORIZATION OF THE EXECUTION OF AN INTERLOCAL AGREEMENT FOR THE INGHAM COUNTY DESIGNATED ASSESSOR

DECEMBER 21, 2020

WHEREAS, MCL 211.10g establishes the requirement for a designated assessor in each county and that such designation should be made before December 31, 2020; and,

WHEREAS, to meet the requirement of appointing a Designated Assessor for Ingham County, the assessing districts in Ingham County and the Ingham County Board of Commissioners have agreed to designate William E. Fowler as Designated Assessor; and,

WHEREAS, the Interlocal Agreement naming the Designated Assessor shall be binding upon all assessing districts upon its approval by the County Board of Commissioners, William E. Fowler, a majority of the assessing districts, and the State Tax Commission; and,

WHEREAS, the Designated Assessor shall only act as the assessor of record for an assessing district when required to by the State Tax Commission pursuant to MCL 211.10g.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Mason approves the Interlocal Agreement naming William E. Fowler, an individual qualified and certified by the State Tax Commission as a Michigan Master Assessing Officer, to be the County Designated Assessor for Ingham County; and,

BE IT FURTHER RESOLVED THAT, the City of Mason Manager is authorized to sign the Interlocal Agreement and any other Necessary Documents.

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

No (0)

Absent (0)

MOTION APPROVED BY ROLL CALL VOTE

UNFINISHED BUSINESS

A. Approve Emergency Expenditures in an Amount Not to Exceed \$24,000, Authorization of Infrastructure Relation Costs and Authorize the Necessary Budget Amendments Related to 410 E. Maple.

MOTION by Brown, second by Madden,
to approve Emergency Expenditures in an Amount Not to Exceed \$24,000, Authorization of Infrastructure Relation Costs and Authorize the Necessary Budget Amendments Related to 410 E. Maple.

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

No (0)

Absent (0)

MOTION APPROVED BY ROLL CALL VOTE

B. Discussion on Unresolved Issues Regarding 410 E. Maple Street

Discussion took place in regards to the concept of Municipal Immunity and whether this particular situation is subject to that. It was also discussed that an Insurance Claim has currently not been filed by the homeowners of 410 E. Maple Street and how they should go about doing this. It was concluded in the discussion that the homeowners will be encouraged to file a claim and that we will let the insurance process play out. However, this does not prevent the homeowner on moving forward to make repairs and for the City to start making repairs when the time is right as well.

NEW BUSINESS

A. Ordinance 232: First Reading and Adoption of Emergency Ordinances to Continue an Omnibus Moratorium in

Order to Suspend the Requirement for Special Use Permits Related to Temporary Outdoor Uses, to Allow the City Manager to Approve Temporary Outdoor Use of Property, and to Suspend Minimum Parking Requirements for Businesses Seeking Temporary Outdoor Uses

MOTION by Brown, second by Madden,
to Read and Adopt Emergency Ordinances to Continue an Omnibus Moratorium in Order to Suspend the Requirement for Special Use Permits Related to Temporary Outdoor Uses, to Allow the City Manager to Approve Temporary Outdoor Use of Property, and to Suspend Minimum Parking Requirements for Businesses Seeking Temporary Outdoor Uses

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

No (0)

Absent (0)

MOTION APPROVED BY ROLL CALL VOTE

COUNCILMEMBER REPORTS

- Mayor Whipple recognized Council Member Angela Madden for her years of service and insight to the Mason City Council. Whipple expressed that it was a pleasure to work with Madden. Whipple presented a plaque to Madden recognizing her four (4) years of service as a Council Member for the City of Mason.
- Council Member Vogel – Congratulated Madden on her service to the City of Mason.
- Mayor Pro Tem Brown expressed to Madden that it was a pleasure to work with her and to be her seat mate on the Council for the last four (4) years. Brown expressed that he has enjoyed Madden’s perspective on issues and the friendship that they have developed.
- Council Member Droscha expressed that it has been a delight to sit next to you on Council for the last four (4) years.
- City Manager Stuart wanted to thank Madden for her years of service on behalf of the City. Stuart commended Angela on her thoughtful approach to City Council matters and the amount of research into legislation regarding City issues.
- Council Member Madden thanked the Council, City Manager and City Clerk individually and expressed her gratitude to the City of Mason residents for electing her to represent them on the City Council and that she was honor to do so.
- Council Member Vogel thanked City Manager Stuart for her Leadership through this difficult year and Clerk Jarvis for administering an Election during a difficult year.

MANAGERS REPORT (12/03/2020)

A. Update Regarding Water Shut Offs and Late Fees – There has been a moratorium put on water Shut Offs until March 31, 2021 and should be signed by the Governor soon.

Manager Stuart also reported that approval for virtual meetings not reason has been extended through March 31, 2021 and should be signed by the Governor soon. Stuart also reported that more legislation in regards to infrastructure workers may be coming out soon, however this does not affect us here at the City as much. Stuart also reported that we were involved with the Consumer Energy gift card contribution program that was done by the Chamber of Commerce and that they used our DDA Gift Program as a model. Stuart reported that COVID Vaccine roll out is under way at this point the vaccine is voluntary for City Employees, but we are working to provide numbers to prioritize those who want to receive it with the Police Department probably being the first.

SINE DIE ADJOURNMENT 2019/2020 COUNCIL

MOTION by Madden, second by Schaffer,
to have the 2019/2020 City Council adjourn sine die at 9:01 p.m., allowing for the City Manager to reconvene the 2019/2020 City Council if warranted prior to January 1, 2021.

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

No (0)

Absent (0)

MOTION APPROVED BY ROLL CALL VOTE

Sarah J. Jarvis, City Clerk

Introduced:
Second:

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2021-1**

**APPROVE CITY COUNCIL EX-OFFICIO APPOINTMENTS TO
CITY BOARDS AND COMMISSIONS**

January 4, 2021

WHEREAS, Section 3.15 of the Mason City Charter designates one Councilmember as a member of the Election Commission, who shall serve ex-officio from the City Council provided the Councilmember shall not be a candidate for elective office at the election for which he/she serves as a member of the Election Commission;

WHEREAS, Section 50-32 of the Mason City Code designates that one member of the Planning Commission shall serve ex-officio from the City Council; and

WHEREAS, Section 94-361 of the Mason City Code designates that one member of the Zoning Board of Appeals may serve ex-officio from the City Council.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Mason does hereby make the following City Council liaison appointments/reappointments to the specified boards and commissions of the City and that each term shall commence January 1, 2021 and expire on December 31, 2021:

Election Commission	<i>to be named at meeting</i>
Planning Commission	<i>to be named at meeting</i>
Zoning Board of Appeals	<i>to be named at meeting</i>

BE IT FURTHER RESOLVED, that any prior City Council ex-officio appointments are hereby declared null and void.

YES: (0)
NO: (0)
ABSENT: (0)

CLERK'S CERTIFICATION: I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the City Council at its regular meeting held Monday, January 4, 2021, the original of which is a part of the meeting minutes.

Sarah J. Jarvis, City Clerk
City of Mason, Ingham County, Michigan

Introduced:
Second:

**CITY OF MASON
CITY COUNCIL RESOLUTION No. 2021-2**

**APPROVE MAYORAL EX-OFFICIO APPOINTMENTS TO
CITY BOARDS AND COMMISSIONS**

January 4, 2021

WHEREAS, Section 31-3 of the Mason City Code designates that one member of the Historic District Commission may serve ex-officio from the City Council; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council approves the Mayor's appointments to the following specified boards and commissions of the City and that each term shall commence January 1, 2021 and expire on December 31, 2021:

Historic District Commission *to be named at meeting*

BE IT FURTHER RESOLVED, that any prior City Council ex-officio appointments are hereby declared null and void.

YES: (0)
NO: (0)
ABSENT: (0)

CLERK'S CERTIFICATION: I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the City Council at its regular meeting held Monday, January 4, 2021, the original of which is a part of the meeting minutes.

Sarah J. Jarvis, City Clerk
City of Mason, Ingham County, Michigan