

**CITY OF MASON
REGULAR CITY COUNCIL MEETING
MINUTES OF JANUARY 4, 2016**

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

Present: Councilmembers: Brown, Bruno, Clark, Droscha, Ferris, Mulvany, Waltz
Absent: Councilmember: None
Also present: Deborah S. Stuart, City Administrator
Deborah J. Cwierniewicz, City Clerk
Eric Smith, Finance Director/Treasurer

ANNOUNCEMENTS

- Councilmember Ferris was congratulated by Council for her selection as Mason Area Chamber of Commerce 2016 Citizen of the Year Award.
- Councilmember Bruno stated that the American Legion will remove the scarves from the statues this Friday and will replace them on Veterans Day.

PEOPLE FROM THE FLOOR

None.

CONSENT AGENDA

MOTION by Droscha, second by Ferris,
to approve the Consent Agenda as follows:

- A. Motion – Approval of Minutes – Regular Council Meeting: December 21, 2015
- B. Motion – Approval of Bills - \$84,358.43

MOTION APPROVED UNANIMOUSLY

REGULAR BUSINESS

Resolution – Approve Award of Ash Street Well Rehabilitation to Northern Pump & Well

Waltz stated that this item had been introduced and tabled from the last Council meeting.

MOTION by Brown, second by Droscha,
to remove City Council Resolution, Approval of Award of Ash Street Well
Rehabilitation to Northern Pump & Well, from the table.

MOTION APPROVED UNANIMOUSLY

Stuart informed Council that the original work performed on the Ash Street Well did not include evaluation the pump.

Introduced by Droscha, second by Ferris, City Council Resolution – Approval of Award of Ash Street Well Rehabilitation to Northern Pump & Well

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2016-01
APPROVE AWARD OF ASH STREET WELL REHABILITATION
TO NORTHERN PUMP & WELL
January 4, 2016**

WHEREAS, it is necessary, due to falling production, for the City of Mason to rehabilitate each of the Mason Water Wells every five to seven years to increase production; and

WHEREAS, it was determined that the Ash Street Well had lost substantial production and was in need of rehabilitation; and

WHEREAS, bid documents were prepared and bids were solicited.

NOW THEREFORE BE IT RESOLVED, that the Mason City Council does hereby accept the bid of Northern Pump & Well in the amount not to exceed \$22,752.00; and

BE IT FURTHER RESOLVED, that the Director of Public Works is hereby authorized to execute the contract between the City and Northern Pump & Well.

RESOLUTION APPROVED

Resolution – Establishment of City Council and Planning Commission Meeting Dates for the Year 2016

A brief discussion was held regarding the conflict of regular meeting dates and holding local, county, state, and federal elections. When an election is called, all available space is used in the building to facility an election, including the Council Chambers. The election arrangement is completed within the week before Election Day. The City Clerk presented the meeting date resolution in accordance with the City Charter, listing two regular meeting dates each month. Prior to each election, the City Clerk will present a recommendation to Council regarding the specific meeting date effected by a specific election.

MOTION by Brown, second by Droscha,
to consider City Council Resolution – Establishment of City Council and Planning
Commission Meeting Dates for the Year 2016

MOTION APPROVED UNANIMOUSLY

Introduced by Droscha, second by Mulvany, City Council Resolution – Establishment of City Council and Planning Commission Meeting Dates for the Year 2016.

**CITY OF MASON
CITY COUNCIL RESOLUTION
ESTABLISHMENT OF CITY COUNCIL AND PLANNING COMMISSION
MEETING DATES FOR THE YEAR 2016
January 4, 2016**

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 2016, and January 3, 2017, and that said meetings are to be held on the first and third Mondays of each month, with the exception of three holidays, scheduled as a *Tuesday meeting,

January 4 and 18	July 5* and 18
February 1 and 15	August 1 and 15
March 7 and 21	September 6* and 19
April 4 and 18	October 3 and 17
May 2 and 16	November 7 and 21
June 6 and 20	December 5 and 19
	January *3, 2017; now

BE IT FURTHER RESOLVED, that the following are the dates of the regular **Planning Commission** meetings for the calendar year 2016, and that said meetings are to be held on the second Tuesday after the first Monday of the respective months,

January 12	May 10	September 13
February 9	June 14	October 11
March 15	July 12	November 15
April 12	August 9	December 13
		January 10, 2017; now

BE IT FURTHER RESOLVED, that these meetings will be held in the City Council Chamber, City Hall, 201

West 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.; now

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

RESOLUTION APPROVED

UNFINISHED BUSINESS

None.

NEW BUSINESS

Discussion was held to ask the City Administrator to research making arrangements for police cars to go through the local car wash.

CORRESPONDENCE

All correspondence was distributed.

LIAISON REPORTS

None.

COUNCILMEMBER REPORTS

None.

ADMINISTRATOR'S REPORT

Stuart informed Council regarding city business. Former Acting City Administrator Pat Price spoke regarding the memorandum he prepared for Council about a proposed Twenty-Year Capital Maintenance Program. A brief discussion was held concerning the report prepared by Great Lakes Engineering Group, LLC., regarding the proposed sidewalk on the West Columbia overpass.

ADJOURNMENT

The meeting adjourned at 7:58 p.m.

Deborah J. Cwiertniewicz, City Clerk

Michael F. Waltz, Mayor

01/15/2016 11:12 AM
 User: TF
 DB: Mason City

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MASON
 EXP CHECK RUN DATES 01/18/2016 - 01/20/2016
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID
 COUNCIL REPORT

MONDAY, JANUARY 18, 2016

Vendor Code Invoice GL Number	Vendor Name Invoice Description GL Description	Invoice Date	Amount
07800	BLUE CROSS BLUE SHIELD OF MICHIGAN		
GRP#702949710DIV#000 750-000.00-231.015	FEB HEALTH INS ~ CITY CITY EXPENSE FEB HEALTH INS ~ CITY CITY EXPENSE	01/18/2016	15,968.31
GRP#7029499DIV#001 101-855.00-874.001	RETIREES HEALTH INS ~ CITY EXPENSE RETIREES HEALTH INS ~ CITY EXPENSE	01/18/2016	6,327.66
VENDOR TOTAL:			22,295.97
06474	CONSUMERS ENERGY		
JAN 2016 101-448.00-926.000 592-555.00-920.000	ELECTRICITY 11/20 - 12/31 STREET LIGHTING 12/1 - 12/31 ELECTRICITY 11/20 - 12/22	01/18/2016	6,312.07 8,250.43
VENDOR TOTAL:			14,562.50
07926	DETROIT PUMP & MFG CO		
1038216 592-555.00-970.000	NEW EFFLUENT 10.7HP PUMP NEW EFFLUENT 10.7 HP PUMP	01/18/2016	5,625.00
VENDOR TOTAL:			5,625.00
05887	INGHAM COUNTY		
201521 101-305.00-818.000 101-305.00-970.013	JULY-DEC ADMIN FEE ON 20 NETWORKS AND CIP FUND CHARGES ON 2 JULY-DEC ADMIN FEE ON 20 NETWORKS JULY-DEC CIP FUND CHARGES ON 20 PC'S	01/18/2016	3,750.00 2,500.00
VENDOR TOTAL:			6,250.00
05221	MCGINTY, HITCH, HOUSEFIELD, PERSON,		
JAN 2016 101-266.00-826.000	DEC 2015 LEGAL FEES DEC 2015 LEGAL FEES	01/18/2016	11,917.10
VENDOR TOTAL:			11,917.10
05242	MICHIGAN STATE OF		
AP 383540 3 202-451.00-970.211	BOX SPAN SIGNALS KIPP AT S JEFFERSON & CEDAR BOX SPAN SIGNALS KIPP @ S JEFFRSN/ CEDAR	01/18/2016	17,872.71
VENDOR TOTAL:			17,872.71
05363	WOLVERINE ENGINEERS INC		
20160016 202-451.00-970.211	W COLUMBIA RD SIDEWALK STUDY W COLUMBIA RD SIDEWALK STUDY	01/18/2016	10,000.00
VENDOR TOTAL:			10,000.00
TOTAL - ALL VENDORS:			88,523.28

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 Administrator

CITY OF MASON
STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: January 18, 2016

Agenda Item: 8 (A-B)

AGENDA ITEM

2016 Sidewalk Special Assessment Resolution No. 3, Project 2016-1
2016 Sidewalk Special Assessment Resolution No. 4, Project 2016-1

EXHIBITS

- Special Assessment Roll 2016-1

STAFF REVIEW

Finance Director/City Treasurer

SUMMARY STATEMENT

Special Assessment Resolution Number 3 determines that the Council agrees to make the improvements. It further orders the Assessor to prepare a special assessment roll which will include the cost to be assessed to each property owner.

Special Assessment Resolution Number 4 orders the City Clerk to give notice to all persons on the Special Assessment roll of the review of said special assessment roll at a public hearing. This notice is sent by certified mail. This will be the "Hearing of Apportionment" and is scheduled for March 21, 2016.

RECOMMENDED ACTION

Approve Special Assessment Resolution No. 3 Project No. 2016-1
Approve Special Assessment Resolution No. 4 Project No. 2016-1

Introduced:
Second:

CITY OF MASON
2016 SIDEWALK IMPROVEMENTS
SPECIAL ASSESSMENT RESOLUTION NO. 4
PROJECT NO. 2016-1

January 18, 2016

WHEREAS, by resolution adopted Monday, January 18, 2016, the City Council of the City of Mason determined to install and construct the more particularly hereinafter-described sidewalk improvements (the "Project") and assess all or a portion of the cost thereof against the property deemed benefited by the Project, all in accordance with Chapter 66 of the City's Code of Ordinances and the relevant provisions of the City Charter; and

WHEREAS, the City Assessor has prepared and reported to the City Council a special assessment roll assessing all or a portion of the cost of the Project to the property benefited thereby with his certificate attached thereto pursuant to Section 66-9 of the City's Code of Ordinances; and

WHEREAS, the City Council desires to schedule a public hearing to review and hear objections to the special assessment roll.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The special assessment roll shall be filed with the office of the City Clerk and shall be available for public examination during regular business hours on regular business days.
2. The City Council shall meet at 7:30 o'clock in the p.m., on Monday, the 21st day of March, 2016, in the City Council Chambers, City Hall, 201 West Ash Street, Mason, Michigan 48854, for the purpose of reviewing and hearing objections to the special assessment roll.
3. The City Clerk shall cause notice of the hearing and the filing of the special assessment roll to be given to all interested property owners as provided by Chapter 66 of the City's Code of Ordinances and the relevant provisions of the City Charter. The notice as published and mailed shall be in substantially the following form:

NOTICE OF HEARING

**CITY OF MASON
INGHAM COUNTY, MICHIGAN**

**NOTICE OF PUBLIC HEARING ON THE
SPECIAL ASSESSMENT ROLL FOR THE
2016 SIDEWALK IMPROVEMENTS SPECIAL ASSESSMENT DISTRICT 2016-1**

TO THE RESIDENTS AND PROPERTY OWNERS OF THE CITY OF MASON, INGHAM COUNTY, MICHIGAN, the owners of the land described below within the 2016 Sidewalk Improvements Special Assessment District 2016-1, and any other interested persons:

PLEASE TAKE NOTICE that the City Assessor has reported to the City Council and filed in the office of the City Clerk for public examination a special assessment roll prepared by him, which roll includes all properties that are within the 2016 Sidewalk Improvements Special Assessment District 2016-1, and are benefited by the proposed sidewalk improvement project generally described as follows:

The installation and/or replacement of sidewalks in the public right-of-way of the following properties and along and adjacent to the following streets: V/L Cedar St, Hartwell Terrace, 201 E Ash, 306 E Ash, 314 E Ash, 315 E Ash, 322 E Ash, 323 E Ash, 328 E Ash, 333 E Ash, 400 E Ash, 403 E Ash, 405 E Ash, 423 E Ash, 430-432 E Ash, 435 E Ash, 438 E Ash, 522 E Ash, 534 E Ash, 540 E Ash, 544 E Ash, 549 E Ash, 621 E Ash, 625 E Ash, 703 E Ash, 715 E Ash, 732 E Ash, 739 E Ash, 759 E Ash, 809 E Ash, 819 E Ash, 831 E Ash, 837 E Ash, 755-757 W Ash, 803 W Ash, 809 W Ash, 624 S Barnes, 625 S Barnes, 702 S Barnes, 1100 S Cedar, 1103 S Cedar, 100-102 E Cherry, 122 E Cherry, 126 E Cherry, 210 E Cherry, 223 E Cherry, 226 E Cherry, 227 E Cherry, 232 E Cherry, 615 S Jefferson, 144 W Kipp, 216 W Kipp, 1010 S Lansing, 216 E Oak, 305 E Oak, 401 Peachtree, 405 S Rogers, 415 S Rogers, 518 S Rogers, 519 S Rogers, 703 S Rogers, 316 Walnut; and

The special assessment roll has been prepared for the purpose of assessing a portion of the costs of the acquisition and construction of the sidewalk improvement project and work incidental thereto within the special assessment district, as more particularly shown on the plans of the City's engineers, which are on file and available for public examination with the City Clerk at the City Hall, 201 West Ash Street, Mason, Michigan, within the City. The total estimated assessment there under is \$28,895.63.

PLEASE TAKE FURTHER NOTICE that the City Assessor has further reported that the assessment against each parcel of land within the special assessment district is such relative portion of the whole sum levied against all parcels of land in the special assessment district as the benefit to such parcel bears to the total benefit to all parcels of land in the district.

PLEASE TAKE FURTHER NOTICE that the City Council will meet on Monday, the 21st day of March, 2016, at 7:30 o'clock, p.m., in the City Council Chambers, City Hall, 201 West Ash Street, Mason, Michigan 48854, for the purpose of reviewing the proposed special assessment roll and hearing any objections thereto. The special assessment roll may be examined at the office of the City Clerk during regular business hours of regular business days until the time of the hearing and may further be examined at the hearing.

Appearance and protest at the hearing, in person or in writing, are required in order to appeal the action of the City Council in approving the special assessment roll, and/or the amount of an assessment, to the state tax tribunal. A property owner or party in interest, or his or her agent, may appear in person at the hearing to protest the special assessment proceedings or may file his or her appearance and protest by letter and his or her personal appearance will not be required. The owner or any person having an interest in the real property who protests in person or in writing at the hearing may file a written appeal of a special assessment with the state tax tribunal within 35 days of the date the special assessment roll is confirmed by the City Council.

Further information regarding the 2016 Sidewalk Improvements special assessment project is available at the City Clerk's office, City Hall, 201 West Ash Street, Mason, Michigan 48854.

Dated: January 18, 2016

Deborah Cwierniewicz, City Clerk
City of Mason
Ingham County, Michigan

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be, and the same are, hereby rescinded.

Yes ()

No ()

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 on Monday, January 18, 2016, the original of which is part of the City Council minutes.

Deborah Cwierniewicz, City Clerk
City of Mason
Ingham County, Michigan