CITY OF MASON

201 West Ash St.
Mason, MI 48854-0370

City Hall 517-676-9155
Fax 517-676-1330

CITY COUNCIL MEETING - COUNCIL CHAMBER

Monday, May 5, 2014

7:30 p.m.

AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance and Invocation
4. Announcements
5. People from the Floor
6. Consent Agenda
   A. Approval of Minutes
      - Regular Council Meeting: April 21, 2014
   B. Approval of Bills
7. Regular Business
   A. Resolution No. 2014-23—Accept Change Order No. 4 to Mason 2013/2014 Local Streets
   B. Resolution No. 2014-24—A Resolution Adopting an Inspection of Records Policy
   C. Motion – Street Closure Request to Hold the Annual Car Show
8. Unfinished Business
9. New Business
10. Correspondence
    - Quarterly Investment Report for Period Ending 3/31/2014
11. Liaison Reports
12. Councilmember Reports
13. Administrator's Report
    - Mason Public Schools Volunteer Day
14. Adjournment

CITY OF MASON
REGULAR CITY COUNCIL MEETING
MINUTES OF APRIL 21, 2014

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

Present: Councilmembers: Brown, Bruno, Clark, Droscha, Ferris, Naeyaert
Absent: Councilmember: Mulvany
Also present: Martin A. Colburn, City Administrator
Deborah J. Cwiertniewicz, City Clerk
Eric Smith, Finance Director/Treasurer
David Haywood, Zoning & Development Director
Ken Baker, DPW Superintendent
John Stressman, Chief of Police
Tom Yeadon, City Attorney

ANNOUNCEMENTS

- Good Morning Mason – Ingham County Fairgrounds – April 22, 2014
- Mason State Bank 5K Run/Walk – May 2, 2014
- Arbor Day Celebration – April 25, 2014 – Hayes Park

PEOPLE FROM THE FLOOR

Roger Bauer of 608 East Maple Street commented that the record of his comments at the April 7, 2014 meeting were incorrect and he restated his comment.

Presentations

Cheryl Lyons, Mason Branch – Capital Area District Library (CADL) 2013 Annual Report

Cheryl Lyons, Head Librarian of the Mason Branch of the Capital Area District Libraries introduced Library Director Maureen Hirten, and Board Members Sally Trout and Debora Bloomquist. She highlighted 2013 events celebrated in honor of the fifteenth anniversary with CADL as well as the 75th anniversary of the building.

CONSENT AGENDA

By consensus of Council, the Minutes dated April 7, 2014 were removed from the Consent Agenda.

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

A. Motion – Approval of Bills - $46,457.04

MOTION APPROVED UNANIMOUSLY

REGULAR BUSINESS

Motion – Approval of Minutes – Regular Council Meeting: April 7, 2014

MOTION by Naeyaert, second by Droscha,
to amend the Minutes of April 7, 2014 under "People from the Floor, Roger Bauer," last line, by striking "improvements for Maple Street be included in the 2014-2015 FY Budget." and insert, "Council review street construction specs to prolong the life of the streets."
MOTION APPROVED UNANIMOUSLY

MOTION by Naeyaert, second by Droscha,
to approve the amended Minutes of April 7, 2014.
MOTION APPROVED UNANIMOUSLY

Resolution 2014-17—A Resolution to Accept Evans Street, Goodman Street, Price Street and Ware Street as Public Streets

MOTION by Naeyaert, second by Droscha
to consider Resolution No. 2014-17 read.
MOTION APPROVED UNANIMOUSLY

Resolution No. 2014-17 was introduced by Droscha and seconded by Naeyaert.

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2014-17
A RESOLUTION TO ACCEPT EVANS STREET, GOODMAN STREET, PRICE STREET AND WARE STREETS AS PUBLIC STREETS
April 21, 2014

WHEREAS, the City of Mason held a regular meeting in the Council Chambers of City Hall on April 21, 2014; and

WHEREAS, the City of Mason did acquire title to Evans Street, Goodman Street, Price Street, and Ware Street on October 15, 2012; and

WHEREAS, the Mason City Council did accept the streets and utilities in the Summerwood Subdivision on August 20, 2012, by Resolution No. 2012-24; and

WHEREAS, it is necessary to furnish certain information to the State of Michigan to place these streets within the City of Mason Streets System for the purpose of obtaining funds under Act 51, PA. 1951 as amended; now

Therefore Be It Resolved,

1. That the center line of said street is described as:

A parcel of land in the Northeast 1/4 of Section 7, T2N, R1W, Vevay Township, Ingham County, Michigan, the boundary of said parcel described as: Commencing at the Northeast corner of said Section 7; thence N89°45'11"W along the North line of said Section 7 a distance of 990.00 feet; thence S00°03'53"E along the West line of Coventry Woods Condominium as recorded in Liber 2808, Page 158, Ingham County Records 33.00 feet to the South line of Columbia Road and the point of beginning of this description; thence continuing S00°03'53"E 17.00 feet; thence N89°45'11"W parallel with said North line 0.89 feet; thence Southeasterly 216.58 feet along a curve to the right, said curve having a radius of 183.00 feet, a delta angle of 67°47'05" and a chord length of 204.09 feet bearing S39°28'10"W; thence S00°03'53"E 1114.14 feet; thence N89°46'13"W 66.00 feet; thence N00°03'53"W 120.00 feet; thence N89°46'13"W 377.81 feet; thence Northwesterly 42.81 feet along a curve to the right, said curve having a radius of 183.00 feet, a delta angle of 13°24'12" and a chord length of 42.71 feet bearing N83°04'07"W; thence Northeasterly 70.54 feet along a curve to the left, said curve having a radius of 183.00 feet, a delta angle of 22°05'07" and a chord length of 70.10 feet bearing N29°13'03"E; thence Southeasterly 8.45 feet along a curve to the left, said curve having a radius of 117.00 feet, a delta angle of 4°08'24" and a chord length of 8.45 feet bearing S87°42'01"E; thence S89°46'13"E 377.17 feet; thence N00°03'53"W 920.27 feet; thence N11°13'37"E 67.23 feet; thence Northeasterly 166.72 feet along a curve to the left, said curve having a radius of 117.00 feet, a delta angle of 81°38'43" and a chord length of 152.97 feet bearing N49°25'27"E; thence N00°14'49"E 17.00 feet to said South line of Columbia Road; thence S89°45'11"E 67.24 feet to the point of beginning; Also a parcel of land in the Northeast 1/4 of Section 7, T2N, R1W, Vevay Township, Ingham County, Michigan, the boundary of said parcel described as: Commencing at the Northeast corner of said Section 7; thence N89°45'11"W along the North line of said Section 7 a distance of 990.00 feet; thence S00°03'53"E 33.00 feet to the South line of Columbia Road; thence N89°45'11"W along said South line 67.24 feet to the point of beginning of this description; thence S00°14'49"W 17.00 feet; thence N89°45'11"W parallel with said North line 833.98 feet; thence Southeasterly 166.72 feet along a curve to the left, said curve having a radius of 117.00 feet, a delta angle of 81°38'43" and a chord length of 152.97 feet bearing S49°25'27"E; thence S89°46'13"E parallel with said North line 902.48 feet; thence S11°13'37"W 67.23 feet; thence N89°45'11"W parallel with said North line 378.13 feet; thence S00°01'16"W 863.02 feet; thence Southwesterly 130.66 feet along a curve to the right, said curve having a radius of 183.00 feet, a delta angle of 40°53'31" and a chord length of 127.80 feet bearing S20°27'32"W; thence S40°53'47"W 1.60 feet; thence Southwesterly 66.40 feet along a curve to the left, said curve having a radius of 187.00 feet, a delta angle of 20°20'07" and a chord length of 67.03 feet bearing S29°39'44"W; thence West 68.20 feet; thence Northeasterly 79.19 feet along a curve to the right, said curve having a radius of 233.00 feet, a delta angle of 19°28'11" and a chord length of 78.82 feet bearing N22°07'51"E; thence N89°58'44"W 79.47 feet; thence N00°01'16"E 86.00 feet; thence S89°58'44"E 89.83 feet; thence Southeasterly 22.94 feet along a curve to the right, said curve having a radius of 183.00 feet, a delta angle of 7°10'58" and a chord length of 22.93 feet bearing S56°23'15"E; thence Northeasterly 43.73 feet along a curve to the left, said curve having a radius of 117.00 feet, a delta angle of 21°24'04" and a chord length of 43.51 feet bearing N10°44'18"E; thence N00°01'16"E 608.68 feet; thence N89°58'44"W 130.80 feet; thence N00°01'16"E 86.00 feet; thence S89°58'44"E 130.80 feet; thence N00°01'16"E 595.00 feet; thence Northwesterly 218.22 feet along a curve to the right, said curve having a radius of 183.00 feet, a delta angle of 68°19'18" and a chord length of 205.52 feet bearing N36°14'40"W; thence N89°45'11"W parallel with said North line 0.73 feet; thence N00°01'16"E 17.00 feet to said South line of Columbia Road; thence S89°45'11"E along said South line 701.22 feet to the point of beginning; said parcel containing 5.82 acres more or less; said parcel subject to all easements and restrictions if any.

2. That said streets are located within a City right-of-way and is under the control of the City of Mason.

3. That said streets are public streets and are for public street purposes.

4. That said streets are accepted into the City of Mason Local Street System and were open to the public on October 15, 2012.

RESOLUTION APPROVED UNANIMOUSLY

Resolution 2014-18—A Resolution to Adopt the City of Mason Community Development Block Grant (CDBG) Rental Rehabilitation Program Guidelines

MOTION by Naeyaert, second by Droscha,
to consider Resolution Nos. 2014-18, 2014-19, and 2014-20 read.
MOTION APPROVED UNANIMOUSLY

Resolution No. 2014-18 was introduced by Naeyaert and seconded by Droscha.

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2014-18
RESOLUTION TO ADOPT THE CITY OF MASON COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) RENTAL REHABILITATION PROGRAM GUIDELINES
April 21, 2014

WHEREAS, the City of Mason is working with the Michigan State Housing Development Authority (MSHDA), and the Michigan Economic Development Corporation (MEDC) to obtain grant funding to rehabilitate the properties at 124 and 140 E. Ash Street; and

WHEREAS, as part of the grant application process, new policies and guidelines must be in place, including Community Development Block Grant (CDBG) Rental Rehabilitation Program Guidelines; and

WHEREAS, these guidelines are intended to set forth the policies and identify the priorities of the City of Mason's Community Development Block Grant (CDBG) Rental Rehabilitation Program (Program) and set forth the format that will cover general policies of the Program; and

WHEREAS, the primary emphasis of this Program is to provide safe, decent, sanitary, and affordable rental housing to lower income residents of the City of Mason within the targeted Downtown Development Area; and

WHEREAS, Financial Assistance will be provided to eligible landlords to upgrade existing rental units or rehabilitate vacant space into rental units by improving energy efficiency, repairing health and safety deficiencies, and improving basic livability standards.

BE IT HEREBY RESOLVED, that the Mason City Council of the City of Mason approves adopting the Community Development Block Grant Rental Rehabilitation Program Guidelines.

RESOLUTION APPROVED UNANIMOUSLY

Resolution 2014-19—A Resolution to Adopt the City of Mason Section 3 Policy and Handbook

Resolution No. 2014-19 was introduced by Droscha and seconded by Naeyaert.

Bruce Johnston, City Housing Consultant, responded to Council questions regarding the City of Mason Section 3 Policy.

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2014-19
RESOLUTION AUTHORIZING THE CITY OF MASON TO ADOPT THE SECTION 3 POLICY AND HANDBOOK
April 21, 2014

WHEREAS, the City of Mason is working with the Michigan State Housing Development Authority (MSHDA), and the Michigan Economic Development Corporation (MEDC) to obtain grant funding to rehabilitate the properties at 124 and 140 E. Ash Street; and

WHEREAS, as part of the grant application process, new policies and guidelines must be in place, including a Section 3 Policy and Handbook; and

WHEREAS, Section 3 of the Housing and Urban Development Act of 1968 is a legislative directive that requires recipients of government financial assistance from the United States Department of Housing and Urban Development (HUD) for housing and community development programs to provide economic opportunities to low- and very low-income persons (regardless of race or gender); and

WHEREAS, Section 3 is activated when construction and rehabilitation projects create the need for new employment, contracting, or training opportunities; and

WHEREAS, recipients and contractors are not required to hire Section 3 Residents or award contracts to Section 3 Business Concerns other than what is needed to complete a covered project, however recipients and contractors should attempt to meet the required numerical goals for hiring and retaining low- and very low-income persons; and

WHEREAS, if the expenditures of the project do not result in new employment, contracting, or training opportunities, the requirement of Section 3 is not activated.

BE IT HEREBY RESOLVED, that the Mason City Council of the City of Mason approves adopting the Section 3 Policy and Handbook.

RESOLUTION APPROVED UNANIMOUSLY

Resolution 2014-20—A Resolution to Adopt the City of Mason Fair Housing Policy

Resolution No. 2014-20 was introduced by Ferris and seconded by Naeyaert.

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2014-20
RESOLUTION AUTHORIZING THE CITY OF MASON TO ADOPT
THE FAIR HOUSING POLICY
April 21, 2014

WHEREAS, the City of Mason is working with the Michigan State Housing Development Authority (MSHDA), and the Michigan Economic Development Corporation (MEDC) to obtain grant funding to rehabilitate the properties at 124 and 140 E. Ash Street; and

WHEREAS, as part of the grant application process, new policies and guidelines must be in place, including the City of Mason Fair Housing Policy; and

WHEREAS, the Fair Housing policy confirm that the City of Mason is committed to fair housing ad will work aggressively to ensure that the City of Mason's housing development comply fully with all state, federal and local fair housing laws; and

WHEREAS, this policy designates Martin Colburn as the appointed fair housing contact person and establishes the requirement of a Fair Housing Log, which will be maintained by the City of Mason and will disclose information regarding any and all fair housing concerns and their outcomes; and

WHEREAS, fair housing issues identified in the community, such as in the newspaper, will be recorded in the log. Persons wishing to file a housing related complaint or concern will be referred to the Michigan Department of Civil Rights, HUD, and their local Fair Housing Center; and

WHEREAS, persons wishing to file a housing related complaint or concern will be referred to the Michigan Department of Civil Rights, HUD, and their local Fair Housing Center, and persons wishing to file a complaint or concern that is employment related will be referred to the Equal Employment Opportunity Commission and the Michigan Department of Civil Rights.

BE IT HEREBY RESOLVED, that the City Council of the City of Mason approves adopting the City of Mason Fair Housing Policy.

RESOLUTION APPROVED UNANIMOUSLY

Resolution 2014-21—A Resolution Accepting the MSHDA Community Development Block Grant #MSC-2012-06454-HO for Rental Rehabilitation for 124 and 140 East Ash Street, Mason, Michigan

MOTION by Naeyaert, second by Droscha,
to consider Resolution No. 2014-21 read.
MOTION APPROVED UNANIMOUSLY

Resolution No. 2014-21 was introduced by Droscha and seconded by Naeyaert.

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2014-21
A RESOLUTION ACCEPTING THE MSHDA COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) #MSC-2012-6454-HO FOR RENTAL REHABILITATION FOR 124 AND 140 EAST ASH STREET, MASON, MICHIGAN
April 21, 2014

WHEREAS, on August 19, 2013 the Mason City Council authorized forwarding an application to the Michigan State Housing Development Authority for a Rental Rehabilitation grant for 124 and 140 East Ash Street through the Community Development Block Grant Program; and

WHEREAS, the City of Mason, Ingham County Landbank and Ash Street Redevelopment, LLC have entered into a development agreement, working cooperatively to remove blight and rehabilitate the properties; and

WHEREAS, MSHDA has announced on April 2, 2014 the approval of our request for MSHDA funds in the amount of $426,800 to be used for the creation of ten (10) new rental units including administrative costs at 124 and 140 East Ash Street, in downtown Mason (Ingham County); and

WHEREAS, to initiate and manage the grant, signature authority is necessary for the Chief Elected Official Mayor Leon Clark and City Administrator Martin Colburn for implementation and managing the grant; and

WHEREAS, a Public Hearing was held on April 7, 2014 to review the grant application and relevant aspects of the grant request, allowing public input.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Mason hereby accepts MSHDA Community Development Block Grant #MSC-2012-6454-HO for rental rehabilitation at 124 and 140 East Ash Street and provide signature authority to Mayor Leon Clark and City Administrator Martin Colburn to implement the grant.

RESOLUTION APPROVED UNANIMOUSLY

Resolution 2014-22—A Resolution to Amend the Budget to Move Funds from the Sewer Fund to the Water Fund and Waive the Bid Process to Set a New Screen in Well No. 8 and Rebuild the Pump

Baker spoke regarding the issue of preventing Well No. 8 caving in to use it as a producing well for the city.

MOTION by Naeyaert, second by Droscha,
to consider Resolution No. 2014-22 read.
MOTION APPROVED UNANIMOUSLY

Resolution No. 2014-22 was introduced by Naeyaert and seconded by Droscha.

MOTION by Brown, second by Naeyaert,
to amend Resolution No. 2014-22 in the last Whereas clause by inserting "to amend the FY 2013-2014 Budget and" between the words "requesting" and "to" in the first line.
Yes (5) Brown, Clark, Droscha, Ferris, Naeyaert
No (1) Bruno

Absent: (1) Mulvany
MOTION APPROVED

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2014-22
RESOLUTION AUTHORIZING THE CITY OF MASON APPROVE WAIVING THE BID PROCESS TO SET A NEW SCREEN IN WELL NO. 8 AND REBUILD THE PUMP
April 21, 2014

WHEREAS, the City of Mason's Well Number 8 was found to have a cave in at 300 feet in 2012 which caused a loss in production; and

WHEREAS, the City has a budget of $30,000 to clean out the well and put it back in service; and

WHEREAS, the contractor Northern Pump and Well worked on trying to clean out this well for 50 hours with no success—they cleaned out the material down to 360 feet then the well caved back in again; and

WHEREAS, staff found that a type of drilling rig—Barber Rig—drills out debris and sets casing at the same time and this process has a proven track record for fixing these types of issues; and

WHEREAS, staff has obtained a quote from the only company that has one of these drilling rigs in Michigan—Brikmeier Well Drilling—to set a screen in Well No.8, repair the well and reinstall the pump; and

WHEREAS, staff is requesting to amend the FY 2013-2014 Budget and to waive the bid process and award the work to Birkmeier Well Drilling for $28,829.00.

BE IT HEREBY RESOLVED, that the City Council of the City of Mason approves waiving the bid process and awarding the well and pump repair to Birkmeier for well drilling.

RESOLUTION APPROVED UNANIMOUSLY

Motion – Enter into Contract for Services with Revitalize, LLC
Bruce Johnston, City Housing Consultant, informed Council that funding compliance for all funding sources on the project will be staff's responsibility.

MOTION by Naeyaert, second by Brown,
to enter into a Contract for Services with Revitalize, LLC.

Discussion was held whether to take action to enter into a Contract for Services with Revitalize, LLC, or Bruce Johnston, the sole member of the Limited Liability Company (LLC). Yeadon stated that for the purposes of assignment, the action should be to enter into a contract with Mr. Johnston. Mr. Johnston stated that the procurement was approved by Michigan State Housing Development Authority (MSHDA) and the selection of Revitalize LLC as the third party administrator through the original contract that was signed in development of these programs and bringing them to this point.

MOTION by Naeyaert, second by Brown,
to amend the motion to enter into a Contract for Services with Revitalize, LLC by inserting "Bruce Johnston" prior to "Revitalize, LLC."
MOTION APPROVED UNANIMOUSLY

VOTE ON MAIN MOTION:
MOTION APPROVED UNANIMOUSLY

Motion – Approve Purchase of Required Parts to Fix Dehumidifier
Baker informed Council regarding parts needed to upgrade the existing dehumidifier at the Water Treatment Plant. Staff provided three quotes received to install the parts and perform a start-up

for the project and recommended awarding the project to the low bidder, Anderson Air Conditioning Inc. It was the consensus of Council that staff would contact the original project engineering firm to see if they would guarantee their work. Bruno stated that the work needs to be done; however, he voted against the motion because it is the principle of the matter.

MOTION by Droscha, second by Brown,
to approve the purchase of the required parts from the manufacturer for $6,960.00, electrical work for $1,500.00, and to award the installation and startup work to the low bidder, Anderson Air Conditioning Inc. for $5,123.00 for a total project cost of $13,583.00 to upgrade the dehumidifier at the Water Treatment Plant.
Yes (5) Brown, Clark, Droscha, Ferris, Naeyaert
No (1) Bruno
Absent: (1) Mulvany
MOTION APPROVED

Discussion—City Hall Landscape Estimate

Haywood reported to City Council regarding its request for Blue Grass Lawn and Landscape Service to revise their scope of work for the City Hall landscape estimate to less than $20,000. He stated that it has been reduced to $19,995. However, the estimate does not include costs for pavers ($800), colored mulch ($400) and the first year maintenance ($1,800). Bruno informed Council that installation of the military statues planned for the front of City Hall is estimated to be completed in thirty days. A brief discussion ensued.

MOTION by Naeyaert, second by Mulvany,
to direct administration to provide Council with a budget amendment to enter into a contract with Blue Grass Lawn and Landscape Service in the amount of $19,995 for the installation of landscaping in front of City Hall.
Yes (4) Bruno, Clark, Droscha, Naeyaert
No (2) Brown, Ferris
Absent: (1) Mulvany
MOTION APPROVED

UNFINISHED BUSINESS

It was the consensus of Council to change the April 28, 2014, Budget Workshop meeting time from 6:00 p.m. to 7:00 p.m.

NEW BUSINESS

MOTION by Droscha, second by Brown
to excuse the absence of Councilmember Mulvany from the April 21, 2014 meeting.
MOTION APPROVED UNANIMOUSLY

CORRESPONDENCE

All correspondence was distributed

LIAISON REPORTS

- Ferris informed Council regarding Tree Commission business
- Brown informed Council regarding the Sesquicentennial Committee business

COUNCILMEMBER REPORTS

None.

ADMINISTRATOR'S REPORT
Colburn informed Council regarding city business.

ADJOURNMENT
The meeting adjourned at 9:03 p.m.

Deborah J. Cwiertniewicz, City Clerk

Leon R. Clark, Mayor

05/02/2014 08:57 AM
User: TF
DB: Mason City

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MASON
EXP CHECK RUN DATES 05/01/2014 - 05/07/2014
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID
COUNCIL REPORT
MONDAY MAY 5, 2014

Vendor Code / Invoice / GL Number	Vendor Name / Invoice Description / GL Description	Invoice Date	Amount	
06474	CONSUMERS ENERGY			
MAY 2014	ELECTRICITY 3/25 - 4/23	05/02/2014		
592-555.00-920.000	ELECTRICTY 3/25 - 4/23		9,352.41	
		VENDOR TOTAL:		9,352.41
05016	GRANGER			
APRIL 2014	APRIL REFUSE #2288 CUSTOMERS	05/02/2014		
101-528.00-818.000	APRIL REFUSE FOR #2288 CUSTOMERS		27,204.32	
		VENDOR TOTAL:		27,204.32
05050	LANSING ICE & FUEL			
1412001 I-83053	APRIL DPW FUEL 1731.8 GALLONS	05/02/2014		
661-568.00-731.000	APRIL DPW FUEL 1731.8 GALLONS		5,484.11	
		VENDOR TOTAL:		5,484.11
		TOTAL - ALL VENDORS:		42,040.84

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

Martin A. Colburn
City Administrator

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: May 5, 2014 **Agenda Item:** 7 (A)

AGENDA ITEM

Resolution No. 2014-23– A Resolution to Accept Change Order No. 4 for Mason 2013/2014 Local Streets

EXHIBITS

- Change Order No. 4 dated May 2, 2014

STAFF REVIEW

Administration

SUMMARY STATEMENT

After pulverizing , grading and compacting the streets, poor sub grade was identified in several areas in each street of the Hunting Meadows Subdivision. The appropriate corrective action is to excavate the poor materials and replace them with an engineered fill, in this case, utilizing geo-textile fabric, with material meeting MDOT 21AA, which is a coarse aggregate. This is necessary to build to proper standards.

The additional charge for this corrective action totals $57,000.00.

RECOMMENDED ACTION

Move to approve Resolution No. 2014-23.

CHANGE ORDER NO. 4

PROJECT: Mason-2013 Local Streets-North St. and Temple St., Hunting Meadow Drive, Stag Thicket Lane, Eagles Nest Court, Monroe Street, W. Columbia Street

DATE: 5/2/144

OWNER: City of Mason, 201 W. Ash Street, Mason, MI 48854

CONTRACTOR: Rieth-Riley Construction Co. Inc.
4150 S. Creyts Road
Lansing, MI 48917

ENGINEER: Wolverine Engineers and Surveyors, Inc.
312 North Street
Mason, MI 48854

CONTRACT: Mason-2013 Local Streets-North St. and Temple St.

PROJECT NO. 13-0002

Description of Changes - These streets must be completed & billed before 6/30/14

Item No.	Description	Quantity	Unit	Unit Price	Total
Hunting Meadow Dr.- South St. to Stag Thicket					
	Subgrade Undercut, replace w/21AA Crushed Aggregate and Fabric	400	cyd	$30.00	$12,000.00
	Total Amount of Construction-Hunting Meadow Dr.- South St. to Stag Thicket				**$12,000.00**
Stag Thicket Lane					
	Subgrade Undercut, replace w/21AA Crushed Aggregate and Fabric	400	cyd	$30.00	$12,000.00
	Total Amount of Construction-Stag Thicket Lane				**$12,000.00**
Eagles Nest Ct.					
	Subgrade Undercut, replace w/21AA Crushed Aggregate and Fabric	1,100	cyd	$30.00	$33,000.00
	Total Amount of Construction-Eagles Nest Ct.				**$33,000.00**
	Total Increase Change Order No. 4				**$57,000.00**

CHANGES IN CONTRACT PRICE:		CHANGE IN CONTRACT TIME:	
Original Contract Price:	$ 521,502.29	Original Contract Time:	180 Days
Previous Change Orders:	$ 333,621.98	Net Change from Previous Change Orders:	58 Days
Contract Price prior to this Change Order:	$ 855,124.27	Contract Time Prior to this Change Order:	238 Days
Net Increase of this Change Order:	$ 57,000.00	Net Increase of this Change Order:	0 Days
Contract Price with all approved Change Orders:	$ 912,124.27	Contract Time with all approved Change Orders:	6/30/2014

CHANGE ORDER NO. 4

RIETH-RILEY CONSTRUCTION CO., INC.
Contractor

By: _____

Date: 5/2/14

Wolverine Engineers and Surveyors, Inc.
Engineer

By: _____

Date: 5/2/14

CITY OF MASON
Owner

By: _____

Date: _____

Introduced:
Second:

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2014-23

ACCEPT CHANGE ORDER NO. 4 FOR MASON 2013/2014 LOCAL STREETS

May 5, 2014

WHEREAS, the City of Mason went out for public bids for the construction of the local streets of North Street from Mason Street to Cedar Street, Temple Street from East Columbia Street to Ash Street and are now addressing Change Order No. 4 for Hunting Meadows Drive, Stag Thicket Lane, Eagles Nest Court; and

WHEREAS, bids were received and publicly opened on May 14, 2013; and

WHEREAS, the low bidder was Reith-Riley Construction with an original bid of $521,502.29; and

WHEREAS, Change Order No. 4 to the above-referenced Local Streets project reflects the prices to excavate poor materials and replace them with an engineered fill—geo-textile fabric—in portions of all streets in the Hunting Meadows Subdivision; and

BE IT HEREBY RESOLVED, that the Mason City Council approves the expenditures as part of the Fiscal Year 2013-2014 budget, with the Change Order No. 4 increase of $57,000.00 and authorizes the City Administrator signature authority.

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 Monday, May 5, 2014, the original of which is part of the City Council minutes.

_____
Deborah J. Cwiertniewicz, City Clerk
City of Mason
Ingham County, Michigan

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: May 5, 2014 **Agenda Item:** 7 (B)

AGENDA ITEM
Resolution No. 2014-24—A Resolution Adopting an Inspection of Records Policy

EXHIBITS
None

STAFF REVIEW
Finance Department

SUMMARY STATEMENT
The Michigan State Tax Commission (STC) conducted an audit of the City of Mason's Assessing office. They review practices and documents and provide direction to keep the office updated. A deficiency identified by the STC was that the City needs to have an established "Inspection of Records Policy." While reading the attached Resolution, it has every appearance and similarity to our Freedom of Information Act (FOIA) policy, however, the Michigan State Tax Commission is requiring a specific Records Policy Enacted by the Mason City Council. This resolution and language should satisfy the STC in accordance with communications received from Scott Cunningham/City Assessor.

RECOMMENDED ACTION
Move to approve Resolution No. 2014-24.

Introduced:
Second:

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2014-24

A RESOLUTION ADOPTING AN INSPECTION OF RECORDS POLICY

May 5, 2014

WHEREAS, the City of Mason adopted City Council Resolution No. 2000-06 – FREEDOM OF INFORMATION ACT (FOIA) POLICY, April 3, 2000, in accordance with Public Act 442 of 1976; and

WHEREAS, public records subject to FOIA may be accessed for inspection and examination at the Mason City Hall, 201 West Ash Street, Mason, Michigan, during regular business hours, Monday – Friday, 8:00 a.m. – 5:00 p.m.; and

WHEREAS, reasonable efforts are made during these hours to accommodate in-person requests for immediate access to available records; however, the City of Mason reserves the right to require a written request and may require additional time to process the request in accordance with FOIA; and

WHEREAS, copies of records may be requested in person or in writing per FOIA, and a fee for copies will applied per the request; and

WHEREAS, in accordance with FOIA, the City of Mason charges a fee to cover its costs for search, examination, and review and the separation of exempt information in those instances where failure to charge a fee would result in unreasonably high costs to the City. The fee is limited to actual duplication, mailing and labor costs. The first $20.00 of a fee will be waived for a person who submits an affidavit stating that he/she is receiving public assistance or, if not receiving public assistance, stating facts showing inability to pay the cost because of indigency. if it is estimated that the cost of a public record or series of public records will exceed $50.00, a good faith deposit for half the estimated fee will be required. These fees do not apply to public records prepared under an act or statute specifically authorizing the sale of those public records to the public, or if the amount of the fee for providing a copy of the public record is otherwise specifically provided by an act or statute; now

THEREFORE BE IT RESOLVED, that the City Council of the City of Mason hereby confirms that the City of Mason shall protect public records from loss, unauthorized alteration, mutilation or destruction. Only pencils, no pens or ink, may be used to take notes when inspecting public records. Records may be scanned or photographed. City staff may be assigned to watch over records. Books, records or files cannot be removed from Mason City Hall for inspection.

THEREFORE BE IT FINALLY RESOLVED, that the designated FOIA Coordinator is City Clerk Deborah J. Cwiertniewicz, by virtue of her appointment on May 17, 2010 by the Mason City Council as an Administrative Officer to the office of City Clerk, of which she was charged with performing the duties and responsibilities of City Clerk, effective July 1, 2010.

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 Monday, May 5, 2014, the original of which is part of the City Council minutes.

_____
Deborah J. Cwiertniewicz, City Clerk
City of Mason
Ingham County, Michigan

CITY OF MASON
STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: May 5, 2014 **Agenda Item:** 7 (C)

AGENDA ITEM
Motion – Street Closure Request to Hold the Annual Car Show

EXHIBITS
- Letter of Request
- Memorandum dated April 4, 2014 from Sgt. Edward Hude

STAFF REVIEW
City Clerk

SUMMARY STATEMENT
The County Seat Old Car Club is requesting street closures to hold the annual car show on Friday, July 4, 2014 in conjunction with the Independence Day Celebration. In addition, they are requesting the use of electricity around the Court House and in front of the Hilliard building, as well as a waiver for all fees.

Mr. Jeff Ryan, County Seat Old Car Club President, will be available to respond to questions.

RECOMMENDED ACTION
Move to approve street closures, Jefferson Street from Ash Street to Sycamore Street; Maple Street from Barnes Street to the Mason State Bank parking lot entrance; and the west lane of Barnes Street form Maple Street to Ash Street between the hours of 8:00 a.m. – 5:00 p.m.

Jeff ~~King~~ Ryan, President
County Seat Old Car Club
715 Fred Street
Lansing, MI 48911
(517) 528-2303

COUNTY SEAT OLD CAR CLUB
MASON MI

March 19, 2014

RECEIVED
APR 04 2014
MASON CITY CLERK

Mr. Martin Colburn, Administrator
City of Mason
P.O. Box 370
Mason, MI 48854

Dear Mr. Colburn,

Mason's Independence Day Celebration will be on Friday, July 4. Our County Seat Old Car Club is seeking to host our 16th annual Car Show around the Courthouse square and downtown throughout the day. The cars will begin lining up about 8 AM and the show will conclude about 5 PM. In previous years we have used the city trash receptacles and request them again this year.

We request the same street closures as we have in the past eight years: Jefferson Street from Ash Street to Sycamore Street from 8 AM to 5 PM. Maple Street from Barnes Street to the Mason State Bank parking lot entrance from 8 AM to 5 PM. The west lane of Barnes Street from Maple Street to Ash Street closed from 8 AM to 5 PM. We also request that the electricity around the Courthouse and in front of the Hilliard Building be turned on (including the tree grates on Maple Street) on or before the day of Thursday, July 3.

We respectfully request that the City waive the fees for the event. The car show is an investment in the quality of life in our community and attracts large crowds. Hosting a car show in downtown Mason generates community pride and outside interest in our area attractions and businesses. Thanks again for the City's continuing support of community events and activities. I am always available if you have any questions.

Sincerely,

Jeff Ryan

~~Jeff King~~ Ryan, President
County Seat Old Car club

Mason Police Department

201 W. Ash St.
P.O. Box 370
Mason, MI 48854-0370

JOHN STRESSMAN
Chief of Police

Office: (517) 676-2458
Fax: (517) 244-9024
MASON_PD@ingham.org

MEMORANDUM

To: Deborah Cwiertniewicz
City Clerk

From: Sgt Edward Hude EH

Date: April 4, 2014

Ref: County Seat Old Car Club street closure request for July 4, 2014.

I have reviewed the street closure request made by the County Seat Old Car Club dated March 19, 2014 and received on April 4, 2014, requesting street closures on July 4, 2014, as defined in the request.

After discussion with Chief John Stressman, the Mason Police Department has no objection to the closure of the requested City Streets provided that none of the affected street cross walks, city side walks to include the entrance to Ingham Court from Jefferson Street are blocked. In addition, there must be space allowed on the closed streets to allow for the safe passage of emergency vehicles and personnel to respond to any emergency that may arise on the portions of or adjacent to the closed streets.

If approved, the Club will be required to make the necessary arrangements with the Department of Public Works to acquire and set up as well as take down the traffic control barricades on the affected City streets.

Since this activity no longer falls under the sponsorship of the Mason Chamber of Commerce, there is a need for the Club to inquire as to the need for liability insurance as determined by the City Clerk and Kathy Revels, Administrative Services Director.

QUARTERLY INVESTMENT REPORT FOR PERIOD ENDING 3/31/14

ACCOUNTS	CASH	GENERAL FUND INVESTMENT	DART MONEY MARKET	*CUTWATER	TOTAL PRINCIPAL INVESTED	QUARTERLY INTEREST EARNED
MSB						
Cemetery Trust	16,994.52	221,856.29		100,484.25	339,335.06	182.32
Current Tax	2.63				2.63	
D.D.A.	47,279.95		146,894.25	48,779.82	242,954.02	124.53
E.D.C.	1,642.09	20,167.03			21,809.12	15.27
General Fund	1,541,341.46		721,903.14	63,338.50	2,326,583.10	1,980.72
General Fund - Checking	229,951.14				229,951.14	
L.D.F.A.	384,013.02	753,286.22	1,567,462.63		2,704,761.87	1,763.40
Rayner Bond	36,537.81	286,892.54		317,324.10	640,754.45	246.50
Water & Sewer	142,707.97				142,707.97	26.60
DNB						
Capital Improvement	387.20				387.20	
Local Streets	17,294.30		105,312.99	10,280.99	132,888.28	79.38
Major Streets	60,183.99		585,132.12	65,194.94	710,511.05	378.08
M.V.P	47,350.21		345,625.24	56,027.59	449,003.04	263.83
Mason Building Authority	539.14				539.14	3.48
Special Assessments	116,515.58		403,550.27	19,355.16	539,421.01	320.41
Water & Sewer	125,899.38		3,129,416.29	151,994.18	3,407,309.85	2,336.60
TOTALS INVESTED	2,768,640.39	1,282,202.08	7,005,296.93	832,779.53	11,888,918.93	7,721.12
AVERAGE INT RATE	.23%-AVG	.30%-AVG	.30%-AVG	.06%-AVG		
TERM	LIQUID	LIQUID	LIQUID	LIQUID		
MATURITY DATE	N/A	N/A	N/A	N/A		
% INVESTED	23.29%	10.78%	58.92%	7.00%	100.00%	

% IN DART	62.02%
% IN MSB	30.98%
% IN CUTWATER	7.00%
	100.00%

*(formerly MBIA)

City of Mason

201 W. Ash St.
P.O. Box 370
Mason, MI 48854-0370
www.mason.mi.us

City Hall 517 676-9155
Police 517 676-2458
Fax 517 676-1330
TDD 1-800-649-3777

MEMORANDUM

TO: **Honorable Mayor and Council Members**

FROM: **Martin Colburn, City Administrator**

DATE: **May 5, 2014**

RE: **City Administrator's Report**

Mason Public Schools Volunteer Day

On Wednesday, April 30, Mason Public Schools made available approximately 15 seniors to assist on staining the playground equipment at Rayner Park. Much was accomplished by the senior students, and they were joined by 9th through 11th graders who volunteered from noon to 2 PM. In all, we had over 500 students assisting.

The students' tasks ranged from painting buildings, staining wood, sweeping, and digging weeds out of the sand at Austin Park and the volleyball court at Rayner Park. Students were at City Hall to help clean out the landscaping and fallen trees and branches behind the building. The creek was trimmed of brush within Bond Park, and the bridge was also stained. Branches, leaves and debris were cleaned at literally every park within the City of Mason, and students were able to walk and clean along the Hayhoe Riverwalk as well. The gazebo at Griffin Park was waterproofed, and sand and gravel distributed along the parking lot.

We had over 80 students walk the length of Maple Grove Cemetery and park, picking up sticks and piling them along the streets. Additionally, piles of leaves were raked in preparation for the City leaf vacuum to come pick them up. With the volume of limbs, leaves and debris, it will take the City crews the next couple of days to pick all of the material up for disposal. We consider the first annual Mason High School Volunteer Day a success. Thankfully, the weather held out for us. I appreciate Council members Mulvany and Ferris personally attending a work area, directing and coaching the students. A photo of the students—along with their teacher/supervisor and DPW Workman Mike Prater—on the hill at Hayes Park is attached to this report.

First Annual Mason High School Volunteer Day
Hayes Park, April 30, 2014