

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, June 2, 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: May 19, 2014
 - B. Approval of Bills
7. Regular Business
 - A. Resolution 2014-27—Fireworks Display Agreement and Temple Street Closure
 - B. Resolution 2014-28—Grant Agreement with the Michigan Department of State and the City of Mason for the Qualified Voter File (QVF) Oracle/Equipment Upgrade Project
 - C. Resolution No. 2014-29 – A Resolution Recognizing the “Sun Dried Music Festival, Inc.” a Non-Profit Organization in the City of Mason
 - D. Motion—Street Closure—Mason Farmers Market Association, Inc
8. Unfinished Business
9. New Business
10. Correspondence
11. Liaison Reports
12. Councilmember Reports
13. Administrator’s Report
 - Ingham County Trails and Parks Millage Proposal Update
 - City Hall Landscaping Update
14. Adjournment

**CITY OF MASON
REGULAR CITY COUNCIL MEETING
MINUTES OF MAY 19, 2014**

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

Present: Councilmembers: Brown, Bruno, Clark, Droscha, Ferris, Mulvany, Naeyaert
Absent: Councilmember: None
Also present: Martin A. Colburn, City Administrator
Deborah J. Cwierniewicz, City Clerk
Eric Smith, Finance Director/Treasurer
John Stressman, Chief of Police
Mark Howe, Assistant Fire Chief

ANNOUNCEMENTS

None.

PEOPLE FROM THE FLOOR

None.

PRESENTATION

Proclamation – Danielle Rustem, Girl Scout Gold Award

Mayor Clark, with City Council, presented Danielle Rustem with a Mayoral Proclamation in honor of achieving the prestigious Girl Scout Gold Award.

Cynthia Stump, ITC Area Manager

Cynthia Stump, ITC Area Manager, presented Council with a portfolio informing them on the upgrade of two transmission lines that serve parts of Ingham and Jackson counties. The older wood structures will be replaced with new steel monopoles.

Arts Initiative, Mason (AIM)

Stewart Powell, AIM Chairperson, and Jeff Mills, AIM Vice Chairperson, presented AIM's vision of place-making for the City of Mason and requested that funds be included in the FY 2014-2015 Budget.

PUBLIC HEARING

Fiscal Year 2014-2015 Budget

Colburn spoke regarding the proposed budget for FY 2014-2015.

Clark opened the public hearing at 8:03 p.m.

Norm Austin, City of Mason Retired Finance Director/Treasurer stated that he is opposed to the elimination of the Human Resource Director position.

Kathy Revels, City of Mason Human Resource Director, gave her history as a City of Mason employee for the past 20 years. She stated that she was promoted to Project Manager for the new City Hall in 2010 with a \$71,548 salary. Following the building of the new City Hall, an audit was initiated, of which she was not given concluding results. She stated that the City Administrator suggested hiring Central Solutions as the telecommunications company various times, but because they were not her preferred company, she would put their name aside. Eventually, the City Administrator directed her to hire Central Solutions to provide the

telecommunications for the new building. Ms. Revels stated that in 2011, she was demoted to Human Resource Director with a salary of \$53,000. In 2012 she was made an 80% employee and her salary was reduced to \$42,400. In 2013, she learned that her job was in jeopardy through the newspaper. The proposed FY 2014-2015 Budget eliminates the Human Resource Director position. She stated that she would be eligible to retire in sixteen months; however, the elimination of her position would reduce her benefits. She commented that common practices for reducing the budget were not used; but a pattern emerged by reducing one position consistently for three out of four years.

Virginia Kenny-Sweet, City of Mason Administrative Assistant, stated opposition to eliminating the Human Resource Director position and stated she is resigning her part-time position at the reception desk.

Don Keith of 101 Avon Drive commented on the City Administrator. He stated opposition to eliminating the Human Resource Director position.

Jennifer Armstrong of 428 Raging River Street stated opposition to eliminating the Human Resource Director position.

Loretta Kraus of 252 Kiwanis Drive, Apr. 4 stated that she is Ms. Revels' mother-in-law. She stated opposition to eliminating the Human Resource Director position and asked Council to reconsider.

Patrick Price, City of Mason Retired City Administrator, stated opposition to eliminating the Human Resource Director position. He added that the City Council has a duty to investigate the ethics and the legalities of what has occurred over the last two years, because the reduction of pay and work hours, and no reduction of duties, is ethically wrong. Lastly, he stated that the budget could be balanced through the prior year's surplus funds.

Brian Revels, City of Mason Volunteer Fire Fighter, stated that he is Ms. Revels' husband. He stated opposition to eliminating the Human Resource Director position.

Heidi Berridge of 4545 South Green Gables stated that she is Ms. Revels' daughter. She stated opposition to eliminating the Human Resource Director position.

Ryan Berridge of 4545 South Green Gables stated that he is Ms. Revels' son-in-law. He stated opposition to eliminating the Human Resource Director position.

Allison Revels of 4510 Toles Road stated that she is Ms. Revels' daughter-in-law. She stated opposition to eliminating the Human Resource Director position and asked Council to consider the statements made by Ms. Revels.

Clark closed the public hearing at 8:37 p.m.

MOTION by Mulvany, second by Naeyaert
to recess the meeting for five minutes.
MOTION APPROVED UNANIMOUSLY

The meeting recessed at 8:37 p.m. and reconvened at 8:54 p.m.

Resolution 2014-25—Adoption of the Fiscal Year 2014-2015 Budget

MOTION by Naeyaert, second by Droscha,
to consider Resolution No. 2014-25 read.

MOTION APPROVED UNANIMOUSLY

Resolution No. 2014-25 was introduced by Ferris and seconded by Mulvany.

MOTION by Brown, second by Droscha,
to amend the proposed 2014-2015 fiscal year budget, currently on file in the
office of the City Clerk as follows:

1. Dept. 316 – Police Patrolling: Eliminate funding for the proposed officer position and adjusting all other line items containing costs associated with this position.
2. Dept. 272 – Administrative Services: Reinstate funding for the Human Resources Coordinator position and adjusting all other line items containing costs associated with this position. Funding for this position shall be consistent with the FY 2014-2015 requested budget.
3. Adjust the surplus to fund balance, all subtotals, all totals, and Resolution No. 2014-25 accordingly.

Discussion ensued regarding the effect of the proposed budget amendment on balancing the budget. Also, the necessity of a Department of Public Works (DPW) Director position was discussed.

MOTION by Droscha, second by Mulvany,
to amend the motion to amend by making the Human Resource
Director position a 40 hour position with full salaried benefits.

MOTION APPROVED UNANIMOUSLY

VOTE ON MOTION TO AMEND:
MOTION APPROVED UNANIMOUSLY

MOTION by Bruno, second by Naeyaert,
to amend the Budget by removing the Department of Public Works Director position.

Yes (3) Bruno, Clark, Naeyaert

No (4) Brown, Ferris, Droscha, Mulvany

MOTION FAILED

It was discussed to recess the meeting to allow the Finance Director/Treasurer to calculate the financial changes made to the budget.

The meeting recessed at 9:43 p.m. and reconvened at 9:54 p.m.

Smith reported the amended budget amounts are as follows:

- Department 316: Decrease \$ 997,765
- Department 272: Increase \$ 276,435
- Fund Balance Surplus: Increase \$ 86,110

Council commended those who worked on the Budget and those in attendance for the public hearing. The vote was called on Resolution No. 2014-25.

**CITY OF MASON
CITY COUNCIL RESOLUTION 2014-25
ADOPTION OF THE FISCAL YEAR 2014-2015 BUDGET
May 19, 2014**

WHEREAS, the City Council of the City of Mason did hold a public hearing on the proposed 2014-2015 fiscal year budget on Monday, May 19, 2014 as prescribed by law; now

THEREFORE BE IT RESOLVED, that the proposed 2014-2015 Operating Budget is filed with the City Clerk, providing for the sums of \$14,240,820 to expend for municipal purposes of the General Fund, Special Revenue Funds, Capital Project Funds, Trust and Agency Funds, Enterprise Funds, Intergovernmental funds, and Special Assessment Funds for the 2014-2015 fiscal year, and the said amount of \$2,825,880 shall be raised by taxes, or a levy of 13.25 mills, upon real and personal property of the City of Mason.

RESOLVED FURTHER, that whereas the Downtown Development Authority (DDA) budget for 2014-2015 is forwarded to the City Council for its approval, and whereas the captured State Taxable Valuation for the DDA District is 1,885,749 the sum of \$25,290 shall be placed in the DDA Fund along with other taxing jurisdictions' appropriate tax dollar amounts, and together this money will be used for future public improvements within the District, and bond payments.

RESOLVED FURTHER, that whereas the Local Development Finance Authority (LDFA) budget for 2014-2015 is forwarded to the City Council for its approval, and whereas the captured State Taxable Valuation for the LDFA District is 49,640,079; the sum of \$139,445 shall be placed in the LDFA Fund along with other taxing jurisdictions' appropriate tax dollar amounts, and together this money will be used for future public improvements within the District, and bond payments.

RESOLVED FURTHER, that the 2014-2015 Governmental Fund Budgets shall be automatically amended on July 1, 2014 to re-appropriate encumbrances outstanding and reserved on June 30, 2014.

NOW, THEREFORE, BE IT FINALLY RESOLVED, that the City Council of the City of Mason hereby adopts the 2014-2015 proposed fiscal year budget which is currently on file in the office of the City Clerk.

Yes (6) Brown, Clark, Droscha, Ferris, Mulvany, Naeyaert

No (1) Bruno

RESOLUTION APPROVED

CONSENT AGENDA

MOTION by Naeyaert, second by Droscha, to amend the consent agenda by moving Regular Business Item No. 9(A) Resolution No. 2014-26 – Appointment to the Tree Commission by the Mayor, to Consent Agenda Item No. 8(C).

MOTION APPROVED UNANIMOUSLY

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

- A. Approval of Minutes – Regular Council Meeting: May 5, 2014
- B. Approval of Bills: \$41,040.84
- C. Resolution No. 2014-26 – Appointment to the Tree Commission by the Mayor

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2014-26
APPOINTMENT TO THE TREE COMMISSION BY THE MAYOR
May 19, 2014**

WHEREAS, the resignation of Jane Eckhardt created a vacancy on the Tree Commission; now

BE IT HEREBY RESOLVED, that the City Council of the City of Mason does hereby appoint Jason Darling to the Tree Commission to fill the remainder of the unexpired term, commencing May 19, 2014 and expiring on December 31, 2015.

MOTION APPROVED UNANIMOUSLY

REGULAR BUSINESS

Motion – Streets Closure - 2014 Relay for Life

Sherry Haueter, Event Chair for Relay for Life of Mason, requested Council to allow the closure of Maple Street between Jefferson and Barnes Streets to permit holding the annual Relay for Life of Mason event, Friday, June 13, 3:00 p.m. - Saturday, June 14, 3:00 p.m.

MOTION by Naeyaert, second by Droscha,
to approve the request of Relay for Life, to close Maple Street between Jefferson and Barnes Streets, Friday, June 13, at 12:00 noon – Saturday, June 14, at 3:30 p.m., as well as granting an extension of the Mason Code Section 22-36(2), from 10:00 p.m., Friday, June 13 – 10:00 a.m., Saturday, June 14.

MOTION APPROVED UNANIMOUSLY

Discussion—Memo from City Attorney Regarding Opening Prayer

McGinty elaborated on his submitted memorandum regarding City Council opening its meeting with an invocation or a prayer based on a recent Supreme Court ruling. The facts as presented, allow individuals to speak their own faith when they lead the invocation. He referred Council to guidelines provided in the memorandum.

UNFINISHED BUSINESS

Discussion was held regarding the current progress on the request to see if the company that installed the system at the Water Plant five years ago would be able to do anything about the humidity issue.

Bruno reported that all eight statues have been installed in front of City Hall. Nine granite blocks will be placed in front of each statue indicating the war each soldier represents; the granite block placed in front of the flag will have an inscription and the dedication date, which will be held in June, 2014. He commended those who worked with him to complete the project: Commander Bruce Anderson, Melvin Brown, Bernard Brown, and Jerry Wilcox.

NEW BUSINESS

Discussion was held regarding a code enforcement issue in the 400 block of Ash Street. Also, cemetery rules for placement of items on grave sites as well as cemetery maintenance was discussed. Staff was asked to make the cemetery a priority this week prior to Memorial Day. Discussion was held to amend the Budget to include funding for Arts Initiative, Mason (AIM). Colburn stated Council should amend the agenda to add an item before they could take action.

MOTION by Naeyaert, second by Droscha,
to amend the agenda by inserting Item 11(A) Discussion – Funding for Arts Initiative, Mason (AIM).

MOTION APPROVED UNANIMOUSLY

Discussion – Funding for Arts Initiative, Mason (AIM)

Discussion was held regarding funding the \$8,000-\$15,000 art sculpture project that will be created by Mason Artist, Doug DeLind.

MOTION by Droscha, second by Naeyaert,
to approve a \$5,000 expenditure from the current budget to go to AIM to pay for the completion of a sculpture design being considered for placement at a Hayhoe Riverwalk trailhead.

Yes (2) Brown, Ferris
No (5) Bruno, Clark, Droscha, Mulvany, Naeyaert
MOTION FAILED

It was discussed to have the Water Quality Report included as an annual report to Council. Also, discussion was held to place the FY 2014-2015 Budget on the city website.

CORRESPONDENCE

All correspondence was distributed.

LIAISON REPORTS

- Naeyaert informed Council regarding Planning Commission business
- Brown informed Council regarding the Sesquicentennial Committee business
- Clark informed Council regarding Downtown Development Authority business

COUNCILMEMBER REPORTS

No report at this time.

ADMINISTRATOR'S REPORT

Colburn informed Council regarding city business.

ADJOURNMENT

The meeting adjourned at 10:43 p.m.

Deborah J. Cwierniewicz, City Clerk


Leon R. Clark, Mayor

05/30/2014 09:25 AM
User: TF
DB: Mason City

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MASON
EXP CHECK RUN DATES 06/02/2014 - 06/04/2014
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID
COUNCIL REPORT
MONDAY, JUNE 2, 2014

Vendor Code Invoice GL Number	Vendor Name Invoice Description GL Description	Invoice Date	Amount
07416	FIRST DUE FIRE SUPPLY LLC		
14-482 101-336.00-744.001 101-336.00-744.001	SABBADIN: TURN OUT COAT & BUNKER PANTS SABBADIN: TURN OUT COAT SABBADIN: BUNKER PANTS	06/02/2014	1,157.40 768.43 <hr/> 1,925.83
14-483 101-336.00-744.001 101-336.00-744.001	BUTCHER: TURN OUT COAT & BUNKER PANTS BUTCHER: TURN OUT COAT BUTCHER: BUNKER PANTS	06/02/2014	1,157.40 768.43 <hr/> 1,925.83
14-484 101-336.00-744.001 101-336.00-744.001	WHIPPLE: TURN OUT COAT & BUNKER PANTS WHIPPLE: TURN OUT COAT WHIPPLE: BUNKER PANTS	06/02/2014	1,157.40 768.43 <hr/> 1,925.83
14-485 101-336.00-744.001 101-336.00-744.001	ETZEL: TURN OUT COAT & BUNKER PANTS ETZEL: TURN OUT COAT ETZEL: BUNKER PANTS	06/02/2014	1,157.40 768.43 <hr/> 1,925.83
14-486 101-336.00-744.001 101-336.00-744.001 101-336.00-744.001	PARSONS: TURN OUT COAT, BUNKER PANTS, BOOTS PARSONS: TURN OUT COAT PARSONS: BUNKER PANTS PARSONS: BOOTS	06/02/2014	1,157.40 768.43 325.00 <hr/> 2,250.83
VENDOR TOTAL:			9,954.15
05016	GRANGER		
MAY 2014 101-528.00-818.000	MAY REFUSE #2289 CUSTOMERS MAY REFUSE #2289 CUSTOMERS	06/02/2014	27,216.21
VENDOR TOTAL:			27,216.21
06155	INGHAM COUNTY		
2014-1 250-691.00-818.000	ECONOMIC DEVELOPMENT SERVICES JAN - DEC 2014 ECONOMIC DEVELOPMENT SERVICES JAN - DEC	06/02/2014	8,745.56
VENDOR TOTAL:			8,745.56
05234	MML WORKERS COMPENSATION FUND		
12205201 101-000.00-128.000	2014-2015 1ST QTR WORKERS COMP CONTRIBUTION 2014-2015 1ST QTR WORKERS COMP CONTRIB	06/02/2014	12,251.00
VENDOR TOTAL:			12,251.00
TOTAL - ALL VENDORS:			58,166.92

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.


Chief Kerry Minshall
Acting City Administrator

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: June 2, 2014

Agenda Item: 7 (A)

AGENDA ITEM

Resolution No. 2014-27– Fireworks Display Agreement and Street Closure

EXHIBITS

- Memo from Sergeant Hude dated May 28, 2014
- Location Map

STAFF REVIEW

Fire Department

SUMMARY STATEMENT

The Fire Department annually submits a request to hold a fireworks display for the fourth of July celebration. This year the shoot site is being moved to Temple Street near Avery Lane. The Fire Department is requesting permission to hold the show, close Temple Street from the fairgrounds entrance to Kipp Road, and to enter into an agreement for the use of the fairgrounds facility for the event.

RECOMMENDED ACTION

Move to approve Resolution No. 2014-27.

Introduced:
Second:

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2014-27**

FIREWORKS DISPLAY AGREEMENT AND TEMPLE STREET CLOSURE

June 2, 2014

WHEREAS, the Mason Fire Department is requesting to hold a fireworks display on the evening of July 4, 2014 in conjunction with the annual Fourth of July celebration and;

WHEREAS, the Mason Fire Department is moving the location of the shoot site for the fireworks display to Temple Street and are requesting that Temple Street be closed between the fairgrounds entrance and Kipp Road from 6:00 AM on July 4 through 2:00 AM on July 5, 2014.

BE IT HEREBY RESOLVED, by the Mason City Council of the City of Mason that it does hereby grant permission to the Mason Fire Department and the Dansville Fire Department, Township of Ingham, to hold a fireworks display on the evening of July 4, 2014 in conjunction with the annual Fourth of July celebration. The show is to be shot from Temple Street near Avery Lane.

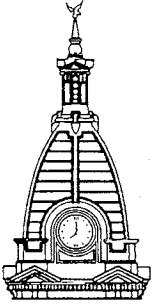
FURTHER RESOLVED, that the lease agreement with the Ingham County Fairgrounds be signed by the Mayor and the City Administrator on behalf of the City of Mason for the use of the facilities that day.

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, June 2, 2014 the original of which is part of the City Council minutes.

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



Mason Police Department

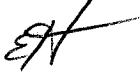
201 W. Ash St.
P.O. Box 370
Mason, MI 48854-0370

JOHN STRESSMAN
Chief of Police

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

MEMORANDUM

To: Chief Kerry Minshall
Mason Fire Department

From: Sgt Ed Hude 

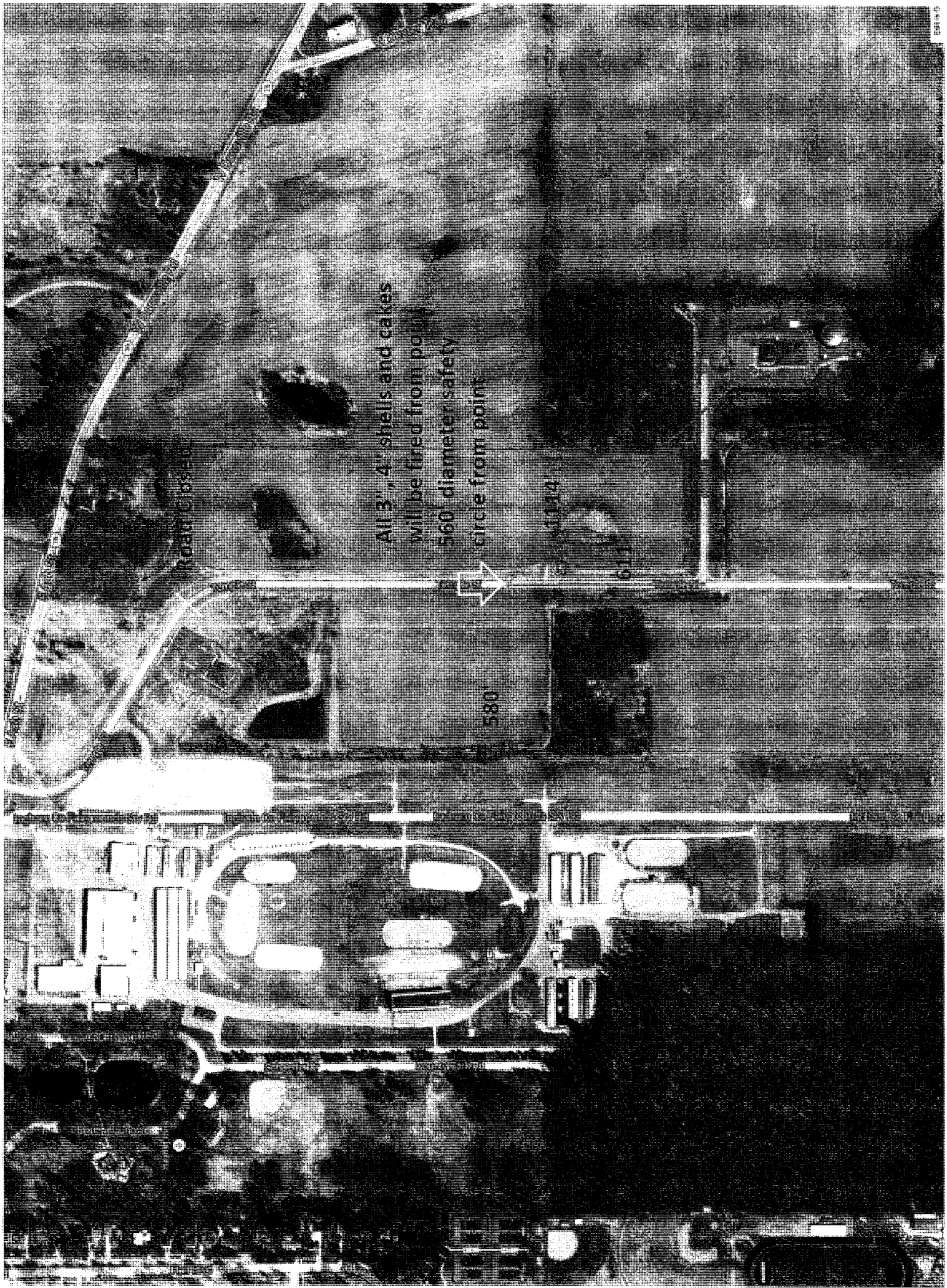
Date: May 28, 2014

Ref: 2014 July 4th Fireworks Street Closure Request

I have discussed with you the Mason Fire Department's request for Street closure on Temple Street between Ash Street and Kipp Road starting at 6 a.m. on July 4th until 2:00 a.m. on July 5, 2014. This request will also prohibit parking off the street in the portions of right of way on either side of Temple Street unless permitted by Chief Minshall or his designee.

The purpose of the street closure is to allow for the Mason Fire Department to use a portion of Temple Street to set up and launch fire works in celebration of the 4th of July holiday. The launch location will be new as of this year. Previously the fire works were launched from the Ingham County Fair Grounds.

The Mason Police Department has no objections to the closure of Temple Street between East Ash Street and Kipp Road. Arrangements for use of and placement of traffic control devices such as class III barricades will need to be made in advance with the Mason Department of Public Works.



ROAD CLOSED

All 3" 4" shells and cakes
will be fired from point
560' diameter safety
circle from point



580'

1114

611



CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: June 2, 2014

Agenda Item: 7 (B)

AGENDA ITEM

Resolution No. 2014-28 – Grant Agreement with the Michigan Department of State and the City of Mason for the Qualified Voter File (QVF) Oracle/Equipment Upgrade Project

EXHIBITS

- Grant Agreement

STAFF REVIEW

City Clerk

SUMMARY STATEMENT

The Office of the City Clerk is responsible to maintain the City of Mason voter registration records. The State of Michigan provides the workstation—a computer and equipment that works in tandem with the Secretary of State (SOS) workstations—known as the Qualified Voter File (QVF).

The State of Michigan is providing a grant funded upgrade to the Qualified Voter File infrastructure that will upgrade the existing workstation in the Office of the City Clerk to a more current version of the Microsoft Windows Operating System. The grant is provided under the provisions of the Help America Vote Act (HAVA). When the warranties expire, maintenance will be the responsibility of the City, as it is currently.

The Grant Agreement has been extended from April 4, 2014 to June 4, 2014. The City of Mason installation date is June 5, 2014.

RECOMMENDED ACTION

Move to approve Resolution 2014-28.

Introduced:
Second:

CITY OF MASON

CITY COUNCIL RESOLUTION NO. 2014-28

A RESOLUTION APPROVING A GRANT AGREEMENT WITH THE MICHIGAN DEPARTMENT OF STATE AND THE CITY OF MASON FOR THE QUALIFIED VOTER FILE (QVF) ORACLE/EQUIPMENT UPGRADE PROJECT

June 2, 2014

WHEREAS, the Office of the City Clerk is responsible to maintain the voter registration records for the City of Mason; and

WHEREAS, the Michigan Department of State is in receipt of federal financial assistance provided to the Department under the provisions of Title II, Section 251, of the Help America Vote Act (HAVA), CDFA 90.401.; and

WHEREAS, this program is referred to as the Qualified Voter File (QVF) Oracle/Equipment Upgrade Project; and

WHEREAS, the purpose of this grant is to upgrade the QVF infrastructure to meet the objectives of Michigan's HAVA State Plan; and

WHEREAS, the Department must replace remote workstations for the City of Mason's Clerk's Office and upgrade the site to a more current version of the Microsoft Windows Operating System as well as the Oracle database management system; now

THEREFORE BE IT RESOLVED, that the Mason City Council hereby authorizes entering into the Grant Agreement with the Michigan Department of State for the QVF Oracle/Equipment Upgrade Project.

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, June 2, 2014, the original of which is part of the City Council minutes.

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

**STATE OF MICHIGAN
MICHIGAN DEPARTMENT OF STATE AND THE
CITY OF MASON
GRANT AGREEMENT**

**QUALIFIED VOTER FILE (QVF) ORACLE/EQUIPMENT UPGRADE
PROJECT**

FUNDED BY HELP AMERICA VOTE ACT (HAVA), TITLE II, SECTION 251

This Grant Agreement is between the Michigan Department of State ("Department") and **City of Mason** ("Grantee"). This document shall constitute the Grantee's agreement for the receipt of federal financial assistance provided to the Department under the provisions of Title II, Section 251, of the Help America Vote Act (HAVA), CFDA 90.401. The Department refers to this program as the QVF Oracle/ Equipment Upgrade Project.

The purpose of this grant is to upgrade the Qualified Voter File infrastructure to meet the objectives of Michigan's HAVA State Plan. In order to meet this objective, the Department must replace remote workstations for certain QVF local sites throughout the state and upgrade these sites to a more current version of the Microsoft Windows Operating System as well as the Oracle database management system. Both the current systems are facing end of life and are no longer supported.

1. Grant Period:

Original Grant Agreements must be signed and returned by April 4, 2014. **No photocopies, faxed copies, or altered Grant Agreements will be accepted.**

Grant Agreements should be returned to:

Zada Schriener
Michigan Department of State
Financial Services Division
430 West Allegan, 4th Floor
Lansing, MI 48918

2. Program:

This program provides a QVF system upgrade in 2014. A system upgrade consists of one QVF server using the Windows 7 operating system, and Oracle database software. For a list of technical specifications, please refer to the attachment A.

The equipment covered by this Grant Agreement will replace only current QVF system (s); any non-QVF software that has been locally installed on the current equipment will not be replaced. Although other uses are acceptable, the primary use of the equipment covered by this Grant Agreement must be QVF related. If this equipment is no longer used for QVF activities, the Grantee must request disposal instructions from the Department.

3. Equipment:

This program is a one-time purchase of computer equipment used by certain jurisdictions to access the QVF. This program includes only the equipment described in attachment A. The purchase and maintenance of additional workstations, laser printers and other peripheral equipment not included in this Grant Agreement remain the sole responsibility of each QVF site. Maintenance of the equipment included in this program is the sole responsibility of each QVF site once any applicable warranties expire.

4. Performance:

The Department will review and, once approved, provide the Applicant with a copy of a fully executed Grant Agreement signed by a signatory from the **City of Mason** and the Department of State. The Department and or a designated representative will process all system orders. The Department will also coordinate the installation of these systems. Upon installation the Grantee must confirm the completion of the installation on a form provided by the Department.

5. Ownership:

Any equipment and software purchased pursuant to this Grant Agreement is the property of the Grantee. The jurisdiction is responsible for removing all QVF related software as well as all sensitive data prior to disposal.

6. Records Maintenance and Retention:

The Grantee will maintain a copy of all records pertaining to this program for a period of not less than six years from the date of the Department's final expenditure report to the federal government, or until any litigation or audit findings have been resolved. The Grantee must perform a physical inventory of the property and reconcile it with property records every two years.

7. Mandatory Conditions:

Laws

This is a State of Michigan Grant Agreement and is governed by the laws of the State of Michigan. Any dispute arising as a result of this agreement shall be resolved in the State of Michigan.

Validity

This Grant Agreement is valid upon approval by the State Administrative Board and approval and execution by the Department.

Funding

This Grant Agreement is subject to and contingent upon the availability and appropriation of federal funds and any necessary State appropriation.

Costs

The State will not assume any responsibility or liability for costs incurred in relation to this Grant Agreement.

Cancellation

The Department may cancel this Grant Agreement upon failure to comply with the terms of the grant.

Entire Agreement

This Grant Agreement shall represent the entire agreement between the Department and Grantee regarding HAVA funding for QVF infrastructure upgrades, and supersedes any prior oral or written agreements, and all other representations between the parties relating to this subject.

Adherence to Terms

The failure of a party to insist upon strict adherence to any term (s) of this Grant Agreement shall not be considered a waiver or deprive the party of the right thereafter to insist upon strict adherence to that term, or any other term of the Grant Agreement.

8. Administration of Agreement:

Questions regarding the completion and submission of this Grant Agreement or the upcoming purchase process should be directed to David Tarrant at (517) 373-2543 between 8 AM and 5 PM weekdays or by email at tarrantd2@Michigan.gov.

The Grant Administrator on behalf of the Department for this grant application and the final Grant Agreement will be:

Timothy Hanson, Director
Program Development Division
Bureau of Elections
P.O. Box 20126
Lansing, MI 48901-0726
HansonT@Michigan.gov

All questions, comments and correspondence regarding this grant process and this Grant Agreement must be submitted in writing to the Grant Administrator.

9. Certification/Signature:

The following signatory certifies s/he is authorized to sign and bind the **City of Mason** to this Grant Agreement. Further, the person signing has reviewed and agrees to the conditions as outlined in this grant, and has personally examined and is familiar with the information submitted herein, as well as the requirements of the Help America Vote Act under which this grant has been submitted.

For the (Ingham County/City of Mason):

Name (print)

Title (print)

Signature

Date

For the State of Michigan, Department of State:

Cindy Paradine
Financial Services Division

Date

ATTACHMENT A

QUALIFIED VOTER FILE INFRASTRUCTURE UPGRADE

TECHNICAL SPECIFICATIONS

Base PC:	OptiPlex 7010 Desktop, Core i5-3470
Memory:	4GB non-ECC DDR3 (1 Dimm)
Keyboard:	USB Mouse/Keyboard
Hard Drive:	250GB HD
Operating System:	Windows 7 Enterprise 64-bit
CD/DVD-ROM:	DVDRW
Software:	Oracle Database Version 11g, QVF
Antivirus:	Symantec Endpoint Protection

CITY OF MASON
STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: June 2, 2013

Agenda Item: 7 (C)

AGENDA ITEM

Resolution No. 2014-29 – A Resolution Recognizing the “Sun Dried Music Festival, Inc.” a Non-Profit Organization in the City of Mason

EXHIBITS

None.

STAFF REVIEW

City Clerk

SUMMARY STATEMENT

The “Sun Dried Music Festival, Inc.” is seeking a Charitable Gaming License from the State of Michigan Bureau of State Lottery. Approval by City Council states that the “Sun Dried Music Festival, Inc.” is recognized as a nonprofit organization in the community.

RECOMMENDED ACTION

Move to approve Resolution No. 2014-29.

RESET

PRINT



State of Michigan
Michigan Gaming Control Board
Office of the Executive Director
P.O. Box 30786
Lansing, MI 48909
Phone: (313) 456-4940
Fax: (313) 456-3405
Email: Millionaireparty@michigan.gov
www.michigan.gov/mgcb

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2014-29

A RESOLUTION RECOGNIZING THE "SUN DRIED MUSIC
FESTIVAL, INC.," A NON-PROFIT ORGANIZATION
IN THE CITY OF MASON

June 2, 2014

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
(Required by MCL.432.103(K)(ii))

At a Regular meeting of the City of Mason
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by Leon Clark on _____
DATE

at _____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from Sundried Music Festival of Mason
NAME OF ORGANIZATION CITY

county of Ingham, asking that they be recognized as a
COUNTY

nonprofit organization operating in the community for the purpose of obtaining charitable
gaming licenses, be considered for Approval
APPROVAL/DISAPPROVAL

APPROVAL

DISAPPROVAL

Yeas: _____

Yeas: _____

Nays: _____

Nays: _____

Absent: _____

Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and
adopted by the City of Mason at a Regular
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL
meeting held on _____
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

Deborah Cwiertneiwicz, City Clerk

PRINTED NAME AND TITLE

201 W. Ash st., Mason, MI 48854

ADDRESS

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: June 2, 2014

Agenda Item: 7 (D)

AGENDA ITEM

Motion - Street Closure – Mason Farmers Market Association, Inc.

EXHIBITS

- Letter from Mason Farmers Market Association, Inc., dated May 30, 2014
- Memorandum from Sgt. Ed Hude, date May 30, 2014

STAFF REVIEW

Administration

SUMMARY STATEMENT

The Mason Farmers Market Association will be holding its annual Farmers Market this summer and is requesting to close the center portion of the 100 block of East Maple Street between South Barnes Street and the west edge of the Ingham County Hilliard Building on Saturdays between 6:00 a.m. and 2:00 p.m. from July 12, 2014 through October 4, 2014. The street closure request is for the purpose of selling agricultural produce and related items. They are also requesting the loan of four sawhorse barriers and eight cones for the season from DPW, as in previous years.

During the “Sun Dried Music Festival,” the Mason Farmers Market will move to the Austin Park Pavilion. On September 20, during Mason “Down Home Days,” they plan to extend the market until 4:00 p.m., and make arrangements for the space with the Chamber of Commerce. As in previous years, a free space for community organizations to publicize events will be available.

RECOMMENDED ACTION

Move to approve the request of the Mason Farmers Market Association to use the public right-of-way by allowing the closure of East Maple Street from South Barnes Street to the west edge of the Ingham County Hilliard Building, Saturday mornings, July 12, 2014 through October 4, 2014, between the hours of 6:00 a.m. and 2:00 p.m., along with the loan of four (4) sawhorse barriers and 8 cones for the season from DPW.

To: Elaine Ferris
Subject: RE: permission to council 2014 (ejferris@toast.net)

----- Forwarded message -----

From: **Elaine Ferris (via Google Docs)** <ejferris@toast.net>
Date: Fri, May 30, 2014 at 5:58 AM
Subject: permission to council 2014 (ejferris@toast.net)
To: ejferris@toast.net
Cc: debc@mason.mi.us

MASON FARMERS MARKET ASSOCIATION, INC.
417 W. Sycamore St.
Mason MI 48854



May 31, 2014
Mason City Council
City Hall
201 W. Ash
Mason, MI 48854

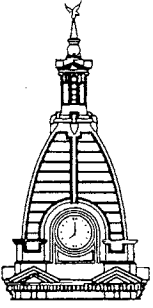
Honorable Mayor and City Council:

The Mason Farmer's Market Association is again asking for permission to operate the market; and close the center portion of the 100 block of East Maple Street. As always, we will be sensitive to needs of businesses and their need for parking. The market will be blocking the street on Saturdays between 6 a.m. and 2:00 p.m. from July 12 through October 4, for the tenth year. Market rates remain the same, with an added discount for full-season vendors. Insurance will be arranged as in previous years. We have agreement from both the Presbyterian and Methodist Church. We also request loan of four sawhorse barriers and 8 cones for the season from DPW as in previous years.

We will move to the Austin Park pavilion for the weekend of the Sun Dried festival, August 23. On Down Home Days, September 20, we will extend the market til 4 p.m. and arrange the space as usual with the Chamber. We set up the market an hour early at 8 a.m., and that has worked very well to date. As we do every year, there is always a free space for community organizations to publicize their programs each week. Please feel free to encourage community organizations to contact me for information.

Sincerely,

Elaine Ferris, President
Mason Farmers Market Assn.
cc: Barb Tornholm, Treasurer
Farm Market Board
Sun Dried Festival chair
Doug Klein, Mason Chamber



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

From: Sgt Ed Hude *EH*

Date: May 30:2014

Ref: Mason Farmers Market Street Closure Request

On Friday, May 30, 2014, I received a copy of a request as submitted by Ms. Elaine Ferris, President of the Mason Farmer Market Association. The request is for street closure of the 100 Block of East Maple Street from Jefferson Street to Barnes Street, for purposes of conducting the Mason Farmers Market starting July 12 through October 4, 2014. The times of the market are from 6 a.m. to 2 p.m.

I have submitted the request to Mr. Richard Terrill, Grounds & Facilities Director for Ingham County to determine whether there would be any conflicts. In speaking with Mr. Terrill he has told me that there are no conflicts with this request.

The Mason Police Department has no objections to this request with the following stipulation. No vendor is permitted to operate within the center of the street in the 100 Block of East Maple. The center of the street shall be kept open to allow for access by emergency services vehicles and staff.

The Mason Farmers Market Association will need to make arrangements with the Mason Department of Public Works to secure and for placement of traffic control devices such as barricades, and orange cones in advance.

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: June 2, 2014

RE: City Administrator's Report

Ingham County Trails and Parks Millage Proposal Update

The Ingham County Trails and Parks Task Force met on May 12, 2014, in large part to discuss the proposal for an Ingham County Trails and Parks Millage. A Power Point from the Parks and Recreation Commission was presented titled, "The Economics of Parks, Recreation and Natural Resources." Additional discussion items included:

- Whether the people of Ingham County want the millage
- Other potential County millages
- How trails could impact the use of parks
- Possible crime in the parks after dark and how to avoid it
- Whether a millage passing would potentially have an impact on eliminating or reducing parking fees

A vote was taken, asking if the Trails and Parks Millage Proposal should be sent to the County Services Committee. This vote **passed** with one 'no' vote (Vickers). A second vote also **passed** (with the same outcome) to decide if the proposal should appear on the November 2014 ballot. I will keep you updated as this matter evolves.

City Hall Landscaping Update

Blue Grass Landscape Company will start work on the City Hall landscaping project—dependent on weather—the week of June 9, 2014. The work is expected to take approximately a week, again depending on the weather conditions. The grass in the center islands at City Hall is available for residents to take in advance of Blue Grass starting their work.