

# 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

Tuesday, September 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: August 18, 2014
  - B. Approval of Bills
7. Regular Business
  - A. Resolution 2014-47 – Resolution to Waive the Formal Bid Process and Award the Repair Work for the Hunting Meadows Lift Station to Kennedy Industries
  - B. Resolution No. 2014-48 – A Resolution for Approval of the Purchase of Snow Plows and Dump Body Package
8. Unfinished Business
9. New Business
10. Correspondence
11. Liaison Reports
12. Councilmember Reports
13. Administrator's Report
  - Ice Storm Damage Reimbursement
14. Adjournment

**CITY OF MASON  
REGULAR CITY COUNCIL MEETING  
MINUTES OF AUGUST 18, 2014**

Mayor Clark called the meeting to order at 7:37 p.m. in the Council Chambers at 201 W. Ash Street, Mason, Michigan. Brown 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  
David Haywood, Development & Zoning Director  
John Stressman, Chief of Police  
Dennis McGinty, City Attorney

**ANNOUNCEMENTS**

- Sundried Music Festival – August 22 - 23, 2014
- Sundried Worship Festival – August 24, 2014
- Farmers Market – August 23, 2014 – will be held at Austin Park during the Sundried Music Festival

**PEOPLE FROM THE FLOOR**

Amanda Sterns of 411 Ash Street stated that she and her husband own a duplex on property located at 429 North Street that is currently vacant. They were notified by the City of Mason water department regarding high water usage for the property. Subsequently, they received a letter informing them that they owed \$7,000. The water department removed the sewer charges after confirming that water had not gone into the sanitary system, reducing the amount to \$4,102.19; since then, a late fee of \$410.00 was incurred.

A brief discussion ensued regarding city policy.

MOTION by Mulvany, second by Naeyaert,  
to waive the \$410.00 water bill late fee for 429 North Street being that Ms. Sterns has  
been in communication with the city.

Attorney McGinty stated that Council does not have legal authority to grant a waiver under city ordinances. He outlined the administrative procedures for Council. Council asked that McGinty search whether there are communities that have ordinances allowing the waiver of fees by Council.

VOTE ON THE MAIN MOTION:

Yes (0)

No (7) Brown, Bruno, Clark, Droscha, Ferris, Mulvany, Naeyaert

**MOTION FAILED**

**CONSENT AGENDA**

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

A. Approval of Minutes - Regular Council Meeting: August 11, 2014

B. Approval of Bills - \$147,243.72

**MOTION APPROVED**

MOTION by Mulvany, second by Ferris,  
to amend the agenda by striking Item No. 14 - Executive Session—Reviewing  
Performance of City Administrator.  
Yes (3) Clark, Ferris, Mulvany,  
No (4) Brown, Bruno, Droscha, Naeyaert  
MOTION FAILED

MOTION by Naeyaert, second by Droscha,  
to reconsider the motion of August 11, 2014, to accept the proposal from  
Streamline Enterprises Inc. in the amount of \$7,560 and authorize the City  
Administrator to enter into an agreement for roofing repair services.  
Yes (6) Brown, Bruno, Clark, Droscha, Ferris, Naeyaert  
No (1) Mulvany  
MOTION APPROVED

MOTION by Mulvany, second by Naeyaert,  
to accept the proposal from Streamline Enterprises Inc. in the amount of \$7,560  
and authorize the City Administrator to enter into an agreement for roofing repair  
services.

A lengthy discussion was held regarding the quote amount submitted by NDJ Construction for the two Mason Library roof repair quotes. Haywood stated that he separated the two quotes because companies that repair flat roofs usually do not repair valley roofs. He requested four quotes for the flat roof repair and submitted them for compiling in the August 11, 2014 City Council packet before leaving for his vacation, August 1, 2014. He then requested quotes for the valley roof repair on the Mason Library, which were compiled for the August 18, 2014 City Council packet. NDJ Construction submitted quotes for both roofs on the same document. When the submitted valley roof quote was received, the flat roof repair quote had been revised. The revised quote was not considered as it was received after he accepted the initial quote. Haywood informed Council that Streamline Enterprises, Inc. had been awarded the project and the first draw had been issued.

VOTE ON THE MAIN MOTION:  
Yes (5) Brown, Clark, Droscha, Ferris, Mulvany  
No (2) Bruno, Naeyaert  
MOTION APPROVED

### **REGULAR BUSINESS**

MOTION by Naeyaert, second by Droscha,  
to consider Resolution No. 2014-43, Resolution 2014-44, Resolution 2014-45, and  
Resolution 2014-46 read.  
Yes (6) Brown, Clark, Droscha, Ferris, Mulvany, Naeyaert  
No (1) Bruno  
MOTION APPROVED

It was discussed that a vote to introduce the four resolutions collectively would establish the same vote for each of the four individual matters.

Resolution No. 2014-43, Resolution No. 2014-44, Resolution No. 2014-45, and Resolution No. 2014-46 was introduced by Brown and seconded by Droscha.

**Resolution 2014-43—Approval of the Purchase of a 2014 Ford Pick-Up Truck**

**CITY OF MASON  
CITY COUNCIL RESOLUTION NO. 2014-43  
APPROVAL TO PURCHASE A 2014 FORD PICK UP TRUCK  
August 18, 2014**

**WHEREAS**, it is in the best interest of the City of Mason to schedule the replacement of vehicles within the motor vehicle pool; and

**WHEREAS**, the scheduled replacement of a 2014 Ford Pick Up Truck was approved in the Fiscal Year 2014 - 2015 Budget; and

**NOW THEREFORE BE IT RESOLVED**, that the Mason City Council does hereby approve the purchase of one (1) 2014 Ford Pick Up Truck from Signature Ford in Owosso in the amount of \$18,766.00.

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

No (1) Bruno

**RESOLUTION APPROVED**

**Resolution 2014-44—Approval to Purchase a 2015 Ford Sedan Interceptor**

**CITY OF MASON  
CITY COUNCIL RESOLUTION NO. 2014-44  
APPROVAL TO PURCHASE A 2015 FORD SEDAN INTERCEPTOR  
August 18, 2014**

**WHEREAS**, it is in the best interest of the City of Mason to schedule the replacement of vehicles within the motor vehicle pool; and

**WHEREAS**, the scheduled replacement of Police Car No. 86 was approved in the Fiscal Year 2014 - 2015 Budget; and

**NOW THEREFORE BE IT RESOLVED**, that the Mason City Council does hereby approve the purchase of one (1) 2015 Ford Sedan Interceptor for \$27,478.00 from Signature Ford.

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

No (1) Bruno

**RESOLUTION APPROVED**

**Resolution 2014-45—Approval to Purchase a 2015 Ford Sedan Interceptor**

**CITY OF MASON  
CITY COUNCIL RESOLUTION NO. 2014-45  
APPROVAL TO PURCHASE A 2015 FORD SEDAN INTERCEPTOR  
August 18, 2014**

**WHEREAS**, Police Car #85 has had an engine failure, and a remanufactured engine would cost \$6,500.00; and

**WHEREAS**, even with a manufactured engine, Police Car #85 would still be utilizing the old components; and

**WHEREAS**, Police Car #85 is a 2008 Impala which went into service in November 2007, has 58,000 miles and an estimated 11,000-12,000 hours of use; and

**WHEREAS**, Police Car #85 is already scheduled to be replaced in the next fiscal year; and

**WHEREAS**, it is the recommendation of staff that it would be more fiscally responsible to replace Police Car #85 now as the cost of the necessary fix is 20% of the cost of a new vehicle; and

**NOW THEREFORE BE IT RESOLVED**, that the Mason City Council does hereby approve the purchase of one (1) 2015 Ford Sedan Interceptor for \$27,478.00 from Signature Ford; and

**FURTHERMORE**, amends the budget to purchase and equip the 2015 Ford Sedan Interceptor for \$32,000.00.

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

No (1) Bruno

RESOLUTION APPROVED

### **Resolution 2014-46—Approval to Purchase 2015 International 7400 Cab and Chassis**

**CITY OF MASON  
CITY COUNCIL RESOLUTION NO. 2014-46  
APPROVAL TO PURCHASE A 2015 INTERNATIONAL 7400 CAB AND CHASSIS  
August 18, 2014**

**WHEREAS**, it is in the best interest of the City of Mason to schedule the replacement of vehicles within the motor vehicle pool; and

**WHEREAS**, the scheduled replacement of an International 7400 Cab and Chassis was approved in the Fiscal Year 2014 - 2015 Budget; and

**NOW THEREFORE BE IT RESOLVED**, that the Mason City Council does hereby approve the purchase of one (1) 2015 International 7400 Cab and Chassis from Capital City International in the amount of \$78,331.00.

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

No (1) Bruno

RESOLUTION APPROVED

### **Motion – Directory of Charges**

Cwierniewicz stated that Cemetery Board Members were unavailable to attend the meeting. This is a commission of three members. She elaborated on the memorandum she submitted.

MOTION by Naeyaert, second by Droscha,  
to postpone consideration of the Directory of Charges to the next regular meeting  
to allow inviting Cemetery Board Members.

MOTION APPROVED

### **Motion – Mason Library Valley Roof Repair**

MOTION by Droscha, second by Brown,  
to accept the proposal from NDJ Construction in the amount of \$6,500 and authorize the  
City Administrator to enter into an agreement for roofing repair services.

MOTION APPROVED

### **Motion – 972 North Mason Street – Quote for Demolition Services**

Haywood elaborated on his report to Council regarding the blighted residential structure at 972 North Mason Street, a property acquired by the city in 2010. The structure is slated for demolition following the asbestos abatement process.

MOTION by Droscha, second by Brown,  
to accept the proposal from MCS Excavating in the amount of \$7,060 and  
authorize the City Administrator to enter into an agreement for demolition services.

MOTION APPROVED

### **Motion—Designation of Voting Delegate for Michigan Municipal League (MML) Annual Business Meeting**

Discussion was held to designate a voting delegate and an alternate to attend the annual business meeting that will convene during the Annual Michigan Municipal League Convention being held in Marquette, October 15 - 17, 2014.

MOTION by Droscha, second by Brown,  
to appoint Mayor Clark to serve as the City of Mason principal official representative  
and Councilmember Brown to serve as an alternate to attend the 2014 MML Annual  
Meeting.  
MOTION APPROVED

**UNFINISHED BUSINESS**

There was no unfinished business at this time.

**NEW BUSINESS**

There was no new business at this time.

**CORRESPONDENCE**

All correspondence was distributed.

**LIAISON REPORTS**

- Brown informed Council regarding the Sesquicentennial Committee business
- Naeyaert informed Council regarding Planning Commission business

**COUNCILMEMBER REPORTS**

No report at this time.

**ADMINISTRATOR'S REPORT**

Colburn informed the Commission regarding current City business.

**EXECUTIVE SESSION - PERSONNEL – REVIEWING THE PERFORMANCE OF THE CITY  
ADMINISTRATOR**

MOTION by Naeyaert,  
to adjourn to executive session to review the performance of the City Administrator.  
Yes (6) Brown, Bruno, Droscha, Ferris, Naeyaert, Clark  
No (1) Mulvany  
MOTION APPROVED UNANIMOUSLY

The meeting adjourned to executive session at 9:22 p.m. and reconvened at 10:29 p.m.

**ADJOURNMENT**

The meeting adjourned at 10:30 p.m.

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Deborah J. Cwierniewicz, City Clerk

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Leon R. Clark, Mayor

08/29/2014 11:04 AM  
User: TF  
DB: Mason City

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MASON  
EXP CHECK RUN DATES 09/01/2014 - 09/03/2014  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID  
COUNCIL REPORT

TUESDAY, SEPTEMBER 2, 2014

Vendor Code Invoice GL Number	Vendor Name Invoice Description GL Description	Invoice Date	Amount
07753	ASBESTOS ABATEMENT INC		
2143 101-269.00-971.000	REMOVAL OF ASBESTOS @ 972 N MASON STREET REMOVAL OF ASBESTOS @ 972 N MASON STREET	09/02/2014	6,950.00
		VENDOR TOTAL:	6,950.00
06474	CONSUMERS ENERGY		
SEPT 2014 592-559.00-920.000	ELECTRICITY 7/22 - 8/19 ELECTRICITY 7/22 - 8/19	09/02/2014	6,126.56
		VENDOR TOTAL:	6,126.56
05016	GRANGER		
AUG 2014 101-528.00-818.000	AUGUST REFUSE FOR #2294 CUSTOMERS AUGUST REFUSE FOR #2294 CUSTOMERS	09/02/2014	27,688.58
		VENDOR TOTAL:	27,688.58
05234	MML WORKERS COMPENSATION FUND		
12206201 101-850.00-724.000	2ND QTR 2014/2015 WORKERS COMP PREMIUM 2ND QTR 2014/2015 WORKERS COMP PREMIUM	09/02/2014	12,251.00
		VENDOR TOTAL:	12,251.00
05479	RS TECHNICAL SERVICES, INC		
18350 592-559.00-970.000	REPLACEMENT CELL FOR SIEMENS CHLORINE GENERATOR REPLACEMENT CELL SIEMENS CHLORINE GEN	09/02/2014	7,620.00
		VENDOR TOTAL:	7,620.00
01475	WHIPPLE, HARLAN		
8/21/14 101-756.00-931.000	REPLACE HAYES PAVILLION ROOF REPLACE HAYES PAVILLION ROOF	09/02/2014	6,958.84
		VENDOR TOTAL:	6,958.84
		TOTAL - ALL VENDORS:	67,594.98

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.

  
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Martin A. Colburn  
City Administrator

# CITY OF MASON

## STAFF AGENDA REPORT TO CITY COUNCIL

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**Meeting Date:** September 2, 2014

**Agenda Item:** 7A

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### **AGENDA ITEM**

Resolution No. 2014-47– Resolution to Waive the Formal Bid Process and Award the Repair Work for Hunting Meadows Lift Station To Kennedy Industries

### **EXHIBITS**

- Memorandum from Ken Baker, Superintendent of Public Works dated August, 28, 2014

### **STAFF REVIEW**

Public Works Department

### **SUMMARY STATEMENT**

On July 21, 2014 staff was called out to investigate a power failure at Hunting Meadows lift station, and found that a Consumers Power transformer was on fire that fed power to the lift station. Staff believes the same power surge that caught the transformer on fire destroyed the controls and pumps for the lift station.

Staff requested quotes for the emergency repair. Four companies supplied quotes for the control panel and two companies gave quotes for the pump replacements. One company, Jet Pump, refused to provide a quote without the purchase of their pump. The submitted quotes are listed on the attached memorandum.

The Hunting Meadows lift station is running on a bypass pump until these repairs are made. The repairs will include replacing the damaged control panel, installing new pumps, and performing a manual startup of the station. The repairs are estimated to cost \$27,453.00. An insurance claim will be filed for the repair costs.

There will be some additional work to configure the Scada system to the new controls that will be installed. These additional measures will be done separately from this main contract.

Staff is requesting Council to waive the formal bid process and award the repair work to Kennedy Industries for the emergency repair of the Hunting Meadows lift station for \$27,453.00.

### **RECOMMENDED ACTION**

Approve Resolution No. 2014-47.



Introduced:  
Second:

**CITY OF MASON  
CITY COUNCIL RESOLUTION NO. 2014- 47**

**RESOLUTION TO WAIVE THE FORMAL BID PROCESS AND  
AWARD THE REPAIR WORK FOR THE HUNTING MEADOWS  
LIFT STATION TO KENNEDY INDUSTRIES.**

**SEPTEMBER 2, 2014**

**WHEREAS**, it is in the best interests of the City of Mason to keep our lift stations in good working order; and

**WHEREAS**, the Hunting meadows station was damaged from a power surge from Consumers Energy and is in need of repair; and

**BE IT RESOLVED**, that the Mason City Council has determined to waive the formal bid process and to approve the repairs to the Hunting Meadows lift station to the lowest quote from a qualified contractor.

**NOW THEREFORE BE IT RESOLVED**, that the Mason City Council does hereby award the repair work for the Hunting Meadows lift station to Kennedy Industries for \$27,453.00.

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

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

# Memo

To: Martin Colburn, City Manager  
 From: Ken Baker, Superintendent of Public Works  
 Date: August 29, 2014  
 Re: Damage to City Lift station

Martin Colburn, City Manager

Staff has spent a lot of time gathering information to replace the damaged controls and pumps for the hunting meadows lift station. The problem that was encountered was getting a contractor to do all the work. Some contractors would sell the City the control panel but would not install it, others would only sell you the panel if you bought there pumps (Jett Pump). After countless emails making sure everyone was quoting the same components in their panel and including installation and startup. Here is a breakdown of the cost and my recommendation.

<b>Contractor</b>	<b>Control Panel install</b>	<b>Pumps</b>	<b>Total</b>
<b>Kennedy Industries</b>	<b>\$14,158.00</b>	<b>\$13,295.00</b>	<b>\$27,453.00</b>
<b>T.H. Eifert</b>	<b>24,580.00</b>	<b>\$13,295.00</b>	<b>\$37,875.00</b>
<b>UIS SCADA</b>	<b>15,735.00</b>	<b>\$13,295.00</b>	<b>\$29,030.00</b>
<b>Jet Pump</b>	<b>refused</b>	<b>refused</b>	

My recommendation is to award the work to Kennedy Industries for \$27,453.00.

# CITY OF MASON

## STAFF AGENDA REPORT TO CITY COUNCIL

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**Meeting Date:** September 2, 2014

**Agenda Item:** 7B

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### **AGENDA ITEM**

Resolution No. 2014-48 – A Resolution for Approval of the Purchase of Snow Plows and Dump Body Package

### **EXHIBITS**

None.

### **STAFF REVIEW**

Public Works Department

### **SUMMARY STATEMENT**

A bid was requested under the State of Michigan bid for outfitting plow trucks using the MiDeal purchasing program. The price came in for \$61,312.00 from Truck & Trailer Specialties, Inc. of Howell, Michigan. The package includes under body scraper, front plow, stainless steel dump box, spreader controls, and lighting.

An additional bid was requested from Shults Equipment, Inc. of Ithaca, Michigan. The price came in for \$60,808.00. This package does not include a spreader control, uses a thinner stainless steel on the dump body, and provides less lighting.

#### **State of Michigan Bid Prices:**

Truck & Trailer Specialties, Inc  
\$61,312.00

#### **Local Dealer Bid Prices:**

Shults Equipment, Inc  
\$60,808.00

Staff recommends awarding the bid to Truck & Trailer Specialties, Inc.

### **RECOMMENDED ACTION**

Approve Resolution No. 2014-48.

Introduced:  
Second:

**CITY OF MASON  
CITY COUNCIL RESOLUTION NO. 2014-48**

**A RESOLUTION FOR APPROVAL OF THE PURCHASE  
OF SNOW PLOWS AND DUMP BODY PACKAGE**

**September 2, 2014**

**WHEREAS**, Council approved the purchase of a 2015 International 7400 Cab and Chassis from Capital City International in the amount of \$78,331 on August 18, 2014; and

**WHEREAS**, outfitting this truck for operations with snow plows, stainless steel dump box, spreader controls, and lighting is necessary to complete the tasks of operations within the Mason Department of Public Works; and

**WHEREAS**, the scheduled replacement of this equipment was approved in the Fiscal Year 2014-2015 Budget; now

**THEREFORE BE IT RESOLVED**, that the Mason City Council does hereby approve the purchase of equipment inclusive of snow plows, and dump body package from Truck & Trailer Specialties, Inc in the amount of \$61,312.00.

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

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

# City of Mason

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**TO: THE HONORABLE MAYOR AND COUNCIL MEMBERS**  
**FR: MARTIN A. COLBURN, CITY ADMINISTRATOR**  
**DT: SEPTEMBER 2, 2014**  
**RE: ADMINISTRATOR'S REPORT**

## **ICE STORM DAMAGE REIMBURSEMENT**

On March 14, 2014, Governor Snyder signed Public Act 34 of 2014 appropriating \$1 million to help counties and municipalities fund the clean-up of tree related damage and debris impacted by the ice storm occurring on December 22 and 23, 2013. The Michigan State Police, Emergency Management and Homeland Security Division outlined the guidance and criteria for-distribution of the available funds. Staff submitted the application for reimbursement of eligible costs for the December 22 and 23, 2013 ice storm. With nearly forty counties eligible, as well as the many government agencies within, only a portion of the expenses could be refunded with the \$1 million of funds available. Fortunately, the City of Mason has been noticed that it will be receiving \$8,084.99. I appreciate the assistance of Eric Smith/Finance Director on pulling together the documentation to make this happen.