CITY OF MASON

201 West Ash Street
Mason MI 48854-0370

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

CITY COUNCIL MEETING – COUNCIL CHAMBER
October 5, 2015
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. Presentations
   A. Shaun Lehman, DEQ Supervisor of Wells for Ingham County
   B. William I. Tucker IV, Abraham & Gaffney
7. Consent Agenda
   A. Approval of Minutes
      - Regular Council Meeting: September 21, 2015
   B. Approval of Bills
   C. Motion – 2016 Tree Trimming Contract
   D. Motion – 2014-2015 Financial Statements
8. Regular Business
   A. Resolution – To Accept the Bid to Purchase a Pumper/Tanker Apparatus and of the Intent to Purchase Accessory Equipment
9. Unfinished Business
10. New Business
11. Correspondence
12. Liaison Reports
13. Councilmember Reports
14. Administrator's Report
    - Sidewalk Survey
    - Presentation of Shaun Lehman
    - Kathy Revels, Human Resources Coordinator
    - Update on Status of Current Construction Projects
15. Adjournment

CITY OF MASON
REGULAR CITY COUNCIL MEETING
MINUTES OF SEPTEMBER 21, 2015

Mayor Waltz called the meeting to order at 7:32 p.m. in the Council Chambers at 201 West Ash Street, Mason, Michigan, 48854, led the Pledge of Allegiance and offered the invocation.

Present:	Councilmembers: Brown, Bruno, Clark, Droscha, Ferris, Mulvany, Waltz
Absent:	Councilmember: None
Also present:	Patrick M. Price, Acting City Administrator
	Deborah J. Cwiertniewicz, City Clerk
	Eric Smith, Finance Director/Treasurer
	Thomas M. Hitch, City Attorney

ANNOUNCEMENTS

- Oracle Financial Solutions,140 East Ash Street - Ribbon Cutting - September 29, 2015
- Council Member Brown announced the birth of Owen Isaac Brown, the first child born to he and his wife, Margaret, on Saturday, September 12, 2015, at 12:32 p.m. weighing in at 8 lbs., 13 oz. and 21 in. long.
- Mason High School Homecoming Parade – October 2, 2015
- Rummage Sale – Mason First United Methodist Church
- Rummage Sale – St James October 3, 2015
- Sesquicentennial Ball – Ingham County Fair Grounds Banquet Hall – October 3, 2015
- Class of 1970 Reunion – VFW Hall – October 3, 2015

PEOPLE FROM THE FLOOR

Jennifer Graham of 529 Main Court restated research she has shared with City Council on her concerns regarding oil and gas drilling in the area of Mason.

Waltz stated that for those interested, oil and gas would be a topic of discussion later in the meeting.

PRESENTATIONS

Sandra Dargatz, Ingham County Fair Executive Director, provided copies of a PowerPoint presentation to Council and gave a detailed update on the Economic Impact Survey.

Dominick Silvio, General Manager of WOW Mid-Michigan introduced himself and gave a brief update on the recent rate increase for Mason residents. He spoke regarding network and hardware updates, as well as proposed improvements for the network. Discussion ensued regarding Mr. Silvio providing consistent communication.

CONSENT AGENDA

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

A. Approval of Minutes – Regular Council Meeting: September 8, 2015
B. Approval of Bills: $291,948.97
C. Motion – Streets Closure Request – Mason High School Homecoming Parade

- Approved the use of Oak, Jefferson, Maple, and Barnes Streets for the Mason High School Homecoming Parade, October 3, 2015 between 5:00 p.m. and 7:00 p.m.

MOTION APPROVED

REGULAR BUSINESS

Discussion – City Attorney's Legal Opinion on Gas and Oil Drilling

At the request of City Council, Attorney Tom Hitch spoke to the memorandum he provided Council, dated September 18, 2015, regarding regulatory powers of the City of Mason as it pertains to the Exploration of Oil and Gas. He stated that he had not changed his opinion as he provided in May, stating that the City was without regulatory authority when it came to the bottom hole, being the bottom of the well, wherever that may be. Due to new technology, the bottom hole may be a distance away from the wellhead site. He gave a brief summarization of Chapter 38 of the Mason Code.

He reported on his consultation with a couple of Michigan oil and gas attorneys, who agreed that the City of Mason doesn't have jurisdiction, but that the Supervisor of Wells has full jurisdiction over all oil and gas wells including the prevention of waste of water and natural minerals.

Also, he consulted with Attorney Jim Olson of Traverse City, Michigan, who is a highly regarded environmental lawyer. The outcome was that Mr. Olson could cite no decisions that would make him believe that the research he had done was deficient or inadequate.

Discussion ensued. Clark thanked Attorney Hitch for his detailed memorandum on the matter. He suggested that staff look into the matter of issuing a permit for seismic testing. Mr. Price addressed comments that have come from residents at Council meetings to clarify what has been said over the last several weeks. He also clarified that there were residents that spoke and implied that the City had not done anything regarding the oil and gas concerns that residents had shared, stating that the truth is that Mason is ahead of most communities because an ordinance has been in place for many years that regulates oil and gas drilling.

Resolution No. 2015-46 – Approval to Purchase Two (2) 2015/2016 Ford F150 Pickup Trucks

MOTION by Brown, second by Droscha,
to consider the resolution, *Approval to Purchase Two (2) 2015/2016 Ford F150 Pickup Trucks,* read.
MOTION APPROVED

Introduced by Droscha, seconded by Mulvany, the resolution, *Approval to Purchase Two (2) 2015/2016 Ford F150 Pickup Trucks.*

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2015-46
APPROVAL TO PURCHASE TWO (2) 2015/2016 FORD F150 PICKUP TRUCKS
September 21, 2015

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 Truck No.12 and No.15 was approved in the Fiscal Year 2015 - 2016 Budget.

NOW THEREFORE BE IT RESOLVED, that the Mason City Council does hereby approve the purchase of two (2) 2015/2016 Ford F150 pickup trucks for $21,886.00 each from Signature Ford.

RESOLUTION APPROVED

Resolution No. 2015-47 – Approval to Lease 2015 CAT 914K Front End Loader

MOTION by Droscha, second by Brown,
to consider the resolution, *Approval to Lease 2015 CAT 914K Front End Loader*, read.
MOTION APPROVED

Introduced by Mulvany, seconded by Droscha, the resolution, *Approval to Lease 2015 CAT 914K Front End Loader.*

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2015-47
APPROVAL TO LEASE 2015 CAT 914K FRONT END LOADER
September 21, 2015

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 the front end loader was approved in the Fiscal Year 2015 - 2016 Budget.

NOW THEREFORE BE IT RESOLVED, that the Mason City Council does hereby approve the lease of a 2015 CAT 914K front end loader for $1,355.93 per month for three years to include

RESOLUTION APPROVED

UNFINISHED BUSINESS
None.

NEW BUSINESS
Discussion was held on the timing of the State controlled traffic light at the intersection of Ash and Jefferson Streets. It will be referred to the Traffic Commission.

CORRESPONDENCE
All correspondence was distributed.

LIAISON REPORTS

- Brown informed Council regarding Planning Commission business.
- Ferris informed Council that there is still time to purchase a Sesquicentennial Legacy Tree before the end of the year.

COUNCILMEMBER REPORTS
Ferris reported on the Ingham County Regional Trails and Parks Planning Process public forum. She also reported on the Michigan Municipal League Annual Convention held September 16 - 18, 2015.

Mayor Waltz reported on the Mason Public School Strategic Planning Task Force. He also reported on the Michigan Municipal League Annual Convention held September 16 - 18, 2015.

Droscha gave a brief report of the Mason Public School Steering Committee.

ADMINISTRATOR'S REPORT

Price informed Council regarding City business. He commended DPW Director Ken Baker, POTW Superintendent Sam Bibler, and DPW Foreman Kirk Crawford for their diligence in restoring operations efficiently following the storm last Friday.

ADJOURNMENT

The meeting adjourned at 9:42 p.m.

Deborah J. Cwiertniewicz, City Clerk

Michael F. Waltz, Mayor

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MASON
EXP CHECK RUN DATES 09/22/2015 - 10/07/2015
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID
COUNCIL REPORT
MONDAY, OCT 5, 2015

Vendor Code / Invoice / GL Number	Vendor Name / Invoice Description / GL Description	Invoice Date	Amount	
08051	ASH STREET REDEVELOPMENT LLC			
25	DDA FINAL PAY 2 OF 2, 124/140 ASH ST REDEVELOPMENT	09/21/2015		
248-000.00-955.000	DDA FINAL PAY 2 OF 2, 124/140 ASH ST		25,000.00	
		VENDOR TOTAL:		25,000.00
06474	CONSUMERS ENERGY			
OCT 2015	ELECTRICITY 8/19 - 9/21	10/05/2015		
592-555.00-920.000	ELECTRICITY 8/21 - 9/21		10,376.78	
592-559.00-920.000	ELECTRICITY 8/19 - 9/17		7,591.81	
			17,968.59	
		VENDOR TOTAL:		17,968.59
05424	CUMMINS BRIDGEWAY,LLC			
003-74732	STORM DAMAGE ~ EMERGENCY GENERATOR FAILED	10/05/2015		
592-555.00-933.000	BASEBOARD		2,660.11	
592-555.00-933.000	LABOR		3,037.80	
592-555.00-933.000	ELECTRONIC TOOLING FEE		75.00	
592-555.00-933.000	TRIP CHARGE		174.00	
			5,946.91	
		VENDOR TOTAL:		5,946.91
08031	ED BIRKMEIER WELL DRILLING LTD			
PAY EST #1	WELL #9A PAY EST #1 PROJ#12-0055	10/05/2015		
592-558.00-970.017	WELL #9A PAY EST #1 PROJ#12-0055		43,630.00	
		VENDOR TOTAL:		43,630.00
05016	GRANGER			
SEPT 2015	SEPT RFEFUSE CHARGES #2316 CUSTOMERS	10/05/2015		
101-528.00-818.000	SEPT RFEFUSE CHARGES #2316 CUSTOMERS		28,394.16	
		VENDOR TOTAL:		28,394.16
06205	KEMIRA WATER SOLUTIONS			
9017470448	9.62 DRY TONS FERRIC CHLORIDE	10/05/2015		
592-555.00-757.000	9.62 DRY TONS FERRIC CHLORIDE		5,071.09	
		VENDOR TOTAL:		5,071.09
07957	MASON SUN DRIED MUSIC FESTIVAL			
9/29/2015	SUNDRIED MUSIC FESTIVAL SPONSORSHIP	10/05/2015		
248-000.00-955.000	SUNDRIED MUSIC FESTIVAL SPONSORSHIP		5,000.00	
		VENDOR TOTAL:		5,000.00
05242	MICHIGAN STATE OF			
AP 381053	CEDAR ST LOCAL SHARE PAY 1 CEDAR ST FROM W OAK TO WILLOW CRE	10/05/2015		
202-451.00-970.211	CEDAR FROM W OAK TO WILLOW CREEK BRIDGE		5,526.10	
		VENDOR TOTAL:		5,526.10
		TOTAL - ALL VENDORS:		136,536.85

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 the City services and materials and are within current budget appropriations.

Patrick M Price
Acting City Manager

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: October 5, 2015 **Agenda Item:** 7C

AGENDA ITEM
Motion - 2016 Tree Trimming Contract

EXHIBITS
None.

STAFF REVIEW
Department of Public Works, Cemetery, Parks, and Forestry Division

SUMMARY STATEMENT
The City of Mason annually contracts for tree services. The 2016 plan includes the following:

Removal
- 5 trees
- 23 stumps

Trimming
- 2 trees
- street trees - 120 hours

An advertisement for bids was published in the Ingham County Community News. Also, four bid packets were mailed to known tree contractors. At the time of opening, the City was in receipt of two bid packets. The sealed bids were publicly opened and read on Tuesday, September 29, 2015 at 10:00 a.m. The bidding companies and amounts are as follows:

- Express Tree Services $15,200.00
- James Clark Tree Service $17,740.00

It is the recommendation of staff to award the 2016 tree trimming contract to the low bidder, Express Tree Services.

RECOMMENDED ACTION
Move to award the 2016 tree trimming contract to Express Tree Services in the amount of $15,200.

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: October 5, 2015 **Agenda Item:** 7D

AGENDA ITEM

- Presentation by William I. Tucker IV, Abraham & Gaffney
- Motion – 2014-2015 Financial Statements

EXHIBITS

- Letter from Abraham & Gaffney
- Financial Statements as of June 30, 2015
- Single Audit for June 30, 2015

STAFF REVIEW

Finance Department

SUMMARY STATEMENT

Council retained the firm of Abraham & Gaffney, P.C., to perform the 2014-2015 audit of the City's records. This is the third year of a three-year contract with this firm. The City was also required to have a single audit due to the amount of federal grants received during the 2014-2015 fiscal year. Mr. William I. Tucker IV, CPA from Abraham & Gaffney, will be present to review the financial statements and the single audit with Council and answer any questions.

Mr. Tucker will explain that the City has received an "unmodified opinion." This means that our records and financial statements are accurately accounted for and presented. They are also in conformity with generally accepted accounting principles.

RECOMMENDED ACTION

Move to accept the City of Mason 2014-2015 Financial Statements and Single Audit and place them on file.

Principals

Dale J. Abraham, CPA
Michael T. Gaffney, CPA
Steven R. Kirinovic, CPA
Aaron M. Stevens, CPA
Eric J. Glashouwer, CPA
Alan D. Panter, CPA
William I. Tucker IV, CPA

ABRAHAM & GAFFNEY, P.C.
Certified Public Accountants

3511 Coolidge Road
Suite 100
East Lansing, MI 48823
(517) 351-6836
FAX: (517) 351-6837

To the Honorable Mayor and
Members of the City Council
City of Mason, Michigan

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Mason, Michigan (the City), for the year ended June 30, 2015. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and OMB Circular A-133 as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 21, 2015. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note A to the financial statements. As described in Note N to the financial statements, the City adopted Governmental Accounting Standards Board (GASB) Statement No. 68, *Accounting and Financial Reporting for Pensions*, and Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date - An Amendment of GASB Statement No. 68*, during the year ended June 30, 2015. Accordingly, the cumulative effects of the accounting changes are reported in the applicable financial statements. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the governmental activities, business-type activities, and proprietary fund financial statements were:

Management's calculation of the current and noncurrent compensated absence liability is based on an estimate of the percentage of employees' use of compensated absences.

Management's calculation of depreciation expense for the current period is based on an estimate of the useful lives of the capital assets.

Management's calculation of the net other post-employment benefit asset is based on an actuarially determined rate based upon certain actuarial assumptions.

The calculation of the net pension liability is based on an actuarial study which utilized certain actuarial assumptions.

We evaluated the key factors and assumptions used to develop these accounting estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Material misstatements were not detected as a result of our auditing procedures.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated September 30, 2015.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the management's discussion and analysis, budgetary comparison information, schedule of changes in employer net pension liability and related ratios, and schedule of employer contributions, which are required supplementary information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual nonmajor fund statements, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of members of the City Council and management of the City of Mason and is not intended to be, and should not be, used by anyone other than these specified parties.

Abraham & Gaffney, P.C.

ABRAHAM & GAFFNEY, P.C.
Certified Public Accountants

September 30, 2015

City of Mason

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MEMORANDUM

TO: Mayor and City Council
City of Mason

FROM: Patrick M. Price PMP
Acting City Administrator

DATE: October 5, 2015

RE: Authorization for the Purchase of a Fire Pumper/Tanker - Resolution

Attached hereto are a Staff Agenda Report (SAR) and a Resolution authorizing the purchase of a new pumper/tanker for the Mason Fire Department. The SAR is very inclusive; therefore, there is little that I can add to this proposal. However, I will point out that "ERV" mentioned throughout the SAR is an acronym for "emerging rescue vehicle" and "AED" is an acronym for "automatic external defibrillator." The AED is now required to be installed on all new fire trucks. It is to be used only for fire department personnel. The Council is probably aware that the number one cause of death for firefighters is heart attack. Therefore, we are equipped to respond to such an emergency.

Chief Minshall, along with the Fire Department Truck Committee, will be present Monday evening to answer your questions. I am also attaching a "Resolution to Accept the Bid to Purchase a Pumper/Tanker Apparatus and the Intent to Purchase Accessory Equipment." It is worded as such due to the fact that we are purchasing a fire truck from one company and accessory equipment from another.

PMP/meg

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: October 5, 2015 **Agenda Item:** 8A

AGENDA ITEM
Resolution – Contract to Purchase a Pumper/Tanker to Replace Tanker 807

EXHIBITS
Quotation and Presentation from Fire Department Truck Committee

STAFF REVIEW
Fire Chief

SUMMARY STATEMENT
City Council mandated that Tanker 807, a 1984 Wolverine 3000 gallon tanker, would be replaced. Under the directive of the City Administrator, it was decided to pursue the purchase through HGAC (Houston Galveston Area Council) of which the City is a member. A committee of three fire department members was assembled to determine what would best serve the interest of the City and townships. This Committee, the Fire Department Truck Committee, has met numerous times, writing and reviewing specifications, and has traveled many miles to visit fire departments and look at trucks. The bid price from Spartan ERV (through HGACBuy) for the proposed pumper/tanker is $363,214.

The bid price from Spartan ERV includes a list of accessory equipment comprised of equipment that is necessary for NFPA (National Fire Protection Association) pumper/tanker certification. The bid cost for the pumper/tanker includes $13,420 for some of the accessory equipment. In addition to this list of accessory equipment, 1000′ of 5" supply hose and an AED are required and these items are not included in the Spartan ERV pumper/tanker bid. The estimated cost for these additional items is approximately $9,000 ($7,000 hose, $2,000 AED). Therefore, the cost for all necessary accessory equipment if some is purchased as part of the pumper/tanker bid is approximately $22,420 ($13,420 in bid plus $9,000 additional) with a total project cost of $372,214 (See option #1 below).

The Committee has determined that the accessory equipment included in the bid price can be purchased from another source for approximately $5,420 less. Therefore, the Committee recommends that none of the accessory equipment be purchased from Spartan ERV. This will result in a pumper/tanker bid price of $349,794 plus accessory equipment cost of approximately $17,000 for a total project cost of $366,794 (See option #2 below).

Option #1 (Truck including "dealer provided equipment"):	
Truck and equipment	$ 363,214.00
Cost of truck, equipment and bond	**$ 363,214.00**
1000′ of 5" hose (outside purchase)	$ 7,000.00
AED (outside purchase)	$ 2,000.00
Total cost of truck complete	**$ 372,214.00**

Option #2 (Truck not including "dealer provided equipment"):	
Truck and equipment	$ 363,214.00
Credit for "dealer provided equipment"	($ 13,420.00)
Cost of truck and bond	**$ 349,794.00**
Accsy Equipment including 1000′ of 5" hose (outside purchase)	$ 15,000.00
AED (outside purchase)	$ 2,000.00
Total cost of truck complete	**$ 366,794.00**

The Fire Department Truck Committee and Fire Chief recommend Option 2 with a budget amendment to the current year budget authorizing up to $17,000.00 to purchase the necessary accessory equipment, including 1000′ of 5" hose and an AED.

RECOMMENDED ACTION

Approve Resolution.

Introduced:
Supported:

CITY OF MASON
CITY COUNCIL RESOLUTION

RESOLUTION TO ACCEPT THE BID TO PURCHASE A PUMPER/TANKER APPARATUS AND OF THE INTENT TO PURCHASE ACCESSORY EQUIPMENT
OCTOBER 5, 2015

WHEREAS, on May 19, 2015 the City Administrator authorized the Fire Chief to assemble a committee to start the process to replace existing Tanker 807, a 1984 Wolverine, with a Pumper/Tanker apparatus for the protection of the City and Townships; and

WHEREAS, HGAC (Houston Galveston Area Council) is a regional council of governments, operating under the laws of the State of Texas and governed by a board of 35 elected officials from a 13-county region, that utilizes HGACBuy to establish competitively priced contracts for goods and services in an effort to make the governmental procurement process more efficient; and

WHEREAS, the City of Mason is a member of HGACBuy which currently works with 27 fire truck manufacturers with hundreds of fire apparatuses on its bid list; and

WHEREAS, the City Administrator authorized the potential purchase of a Pumper/Tanker through HGACBuy; and

WHEREAS, the Fire Department Truck Committee has met numerous times writing and reviewing specifications and traveled many miles to visit fire departments and to look at trucks; and

WHEREAS, after review and discussion, the Fire Department Truck Committee and Fire Chief recommends to the City Council that the City purchase a 3,000 gallon Pumper/Tanker from Spartan ERV with delivery expected 280 to 320 days after order at a cost of up to $349,794.00, and the immediate purchase of necessary accessory equipment for the new Pumper/Tanker at a cost of up to $17,000.00.

NOW THEREFORE, BE IT HEREBY RESOLVED that the City Council of the City of Mason accepts the recommendation of the Fire Department Truck Committee and the Fire Chief to purchase a Pumper/Tanker from Spartan ERV without accessory equipment and authorizes said purchase at a cost up to $349,794.00; and

BE IT FURTHER RESOLVED that the City Council hereby authorizes immediate expenditure of up to $17,000.00 for necessary accessory equipment for the new Pumper/Tanker

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, October 5, 2015, the original of which is part of the Council minutes.

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

City of Mason

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MEMORANDUM

TO: Mayor and City Council
City of Mason

FROM: Patrick M. Price PMP
Acting City Administrator

DATE: October 5, 2015

RE: Sidewalk Survey

At this point in time, it is nearly impossible to get an accurate picture of the amount of sidewalk that needs to be replaced. But I would estimate that 15 – 20% of all sidewalks need replacement; in other words, between 6 – 8 miles. With the proposed West Columbia sidewalk improvements and the proposed East Ash Street sidewalk improvements scheduled for 2016, I would say that would be a good start; but I place the emphasis on start. The City needs an ongoing, annual sidewalk program that over time brings our sidewalks to be uniformly safe. Keep in mind that with tree roots skewing sidewalk squares as well as frost heave, we can expect a certain amount of damage annually. I believe if the City Council and Councils in the future would appropriate $100,000/year, we will exceed the annual damage to a point where we truly can have safe sidewalks throughout the City. Further, until recently, all sidewalk improvements had to be paid out of the General Fund because Street Funds were not allowed to be used for sidewalks. The City now has the option of paying all or a portion from the General Fund and/or Major and Local Street Funds. I would hope that the Council would formalize a sidewalk replacement program at its next budget session.

PMP/meg

City of Mason

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MEMORANDUM

TO: Mayor and City Council
City of Mason

FROM: Patrick M. Price PMP
Acting City Administrator

DATE: October 5, 2015

RE: Presentation Provided by Shaun Lehman – DEQ Supervisor of Wells, Ingham County

Although the City of Mason has no jurisdiction of the proposed oil well in Vevay Township, the City has been advised that the drilling of said well will involve the sub-surface of the City. In order that we better understand all that is involved with said directional drilling, I have invited Shaun Lehman, DEQ Supervisor of Wells for Ingham County, to make a brief presentation of this process and he will use a PowerPoint slide projector to explain what and how it is done. This is an educational presentation for the Council and Administration and Mr. Lehman will be glad to answer questions that we may have.

PMP/meg

City of Mason

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MEMORANDUM

TO: Mayor and City Council
City of Mason

FROM: Patrick M. Price PMP
Acting City Administrator

DATE: October 5, 2015

RE: Kathy Revels, Human Resources Coordinator

Please be advised that Kathy Revels, Human Resources Coordinator, has announced that she is retiring on October 30, 2015 after 21 years of service for the City of Mason.

Kathy was hired on June 14, 1994 as a Bookkeeper II in the Finance Department. She was promoted on April 8, 1996 to Accountant and on December 16, 2001, she was promoted to Finance Director/City Treasurer. On March 2, 2009, she became Administrative Services Director and on July 2, 2011 she became Human Resources Coordinator. Outside of the fact that she couldn't hold a job, Kathy has been a consistent, high quality, and dedicated employee for the City of Mason. She has been the grease in the wheel for every department head, as well as the City Administrator. She has been responsible for handling liability insurance, Workers' Compensation claims, health insurance, personnel issues, promotion testing, and has been instrumental in personnel interviews and many more human resource issues.

To round out her professional résumé, Kathy has achieved the following:

A. City of Mason Employee of the Year in 2000
B. Board member of Michigan Municipal Risk Management Association (MMRMA) since 1996, and has been Secretary of the Board since January 2010
C. Member of Michigan Municipal Treasurer's Association (MMTA) since 1999, and held the Office of President, Past President, Treasurer and Board Member since 2001
D. Received Professional Recognition in Municipal Excellence (PRIME) Award from MMTA
E. Awarded professional credential of Certified Public Finance Administrator (CPFA)

F. Completed Central Michigan University College of Extended Learning Michigan Municipal Treasurer Institute (2001) and Advanced Institute (2002)
G. Member of the Michigan Society for Human Resource Management from 2009 – 2015
H. Member of the Professional Women's Business Network from 1996 – 2015
I. Received an Associate's Degree in Business Administration from Monroe Community College in 1991
J. Received a Bachelor's Degree in Human Resources from Spring Arbor College in 1993

The City of Mason has been most fortunate to have such professional quality brought to the table over the past 21 years. We will definitely miss Kathy, but we wish her well in this next phase of her life.

PMP/meg

City of Mason

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MEMORANDUM

TO: Mayor and City Council
City of Mason

FROM: Patrick M. Price
Acting City Administrator

DATE: October 5, 2015

RE: Update on Status of Current Construction Projects

Alley Sanitary and Storm Sewer Reconstruction (Mauldon Construction):
Completed

Maple Street (Rieth Riley):
Top course and striping remain

Well No. 9a (Birkmeier Well Drilling):
Completed

Kipp Road Signals (County Line Power LLC):
Continuing to work on foundation installation

Cemetery/Hayhoe Pedestrian Bridge (Rieth Riley):
Bollard placement, striping and final restoration remain

S. Cedar Street (Rieth Riley):
Final walk-through at 11:00 a.m. on October 1, 2015

PMP/meg