

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

December 7, 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. Police Chief John Stressman Re-introducing Mark Reckling on His Promotion to Sergeant
7. Public Hearing
 - A. Proposed Grant Application for \$141,600.00 to the Michigan State Housing Development Authority's Community Development Block Grant Rental Rehabilitation Program
 - Resolution Authorizing the City of Mason to Apply to the Michigan State Housing Development Authority Rental Rehabilitation Grant for 100-106 E Ash Street, Mason, Michigan, Through the Community Development Block Grant Program
8. Consent Agenda
 - A. Approval of Minutes
 - Regular Council Meeting: November 16, 2015
 - Council Workshop: November 30, 2015
 - B. Approval of Bills
9. Regular Business
 - A. Resolution – Authorizing the Mayor of the City of Mason to Sign Employment Contract for Deborah Stuart
 - B. Report – Medical Marihuana Ordinance Update
 - C. Motion – Exercise Option to Extend Auditing Services
10. Unfinished Business
11. New Business
12. Correspondence
13. Liaison Reports
14. Councilmember Reports
15. Administrator's Report
 - Notification of Promotion
 - MML Seminar
 - Five-year Street Maintenance Plan
 - Executive Session
16. Adjournment

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: December 7, 2015

Agenda Item: 7A

AGENDA ITEM

Resolution – Authorizing the City of Mason to Apply to the MSHDA Rental Rehabilitation Grant for 100-106 E Ash Street, through the CDBG Program

EXHIBITS

None.

STAFF REVIEW

Administration

SUMMARY STATEMENT

The City of Mason has been working with the Michigan State Housing Development Authority (MSHDA) Community Development Block Grant (CDBG) Program to support our rental rehabilitation improvements. We have specifically targeted the downtown lofts over the past decade with great success. The City has now completed 36 units and has another four in bidding process at 368 S Jefferson Street. Tonight's request is for the City to apply for a MSHDA grant for rental rehabilitation of four rental units located at 100-106 E Ash Street. The property owner, Gary Worman, is requesting the City be supportive of his project by applying for this grant.

The grant application request is for \$141,600.00. The improvements will be on the second floor of 100-106 E Ash Street. The second story will have one two-bedroom and two one-bedroom apartments. This will place their building at 100% productive utilization and will add value by placing more affordable housing in the downtown Mason Historic District.

The Public Hearing will be held tonight to allow any public comment. The City continues to utilize Revitalize, LLC, (Bruce Johnston) as its third party administrator. As required through the CDBG program due to it being federally funded, 51% or more of the housing units must be designated for low- to moderate-income housing tenants for a minimum of five years.

RECOMMENDED ACTION

Move to approve resolution Authorizing the City of Mason to Apply to the Michigan State Housing Development Authority Rental Rehabilitation Grant for 100-106 E Ash Street, Mason, Michigan, through the Community Development Block Grant Program.

Introduced:
Second:

**CITY OF MASON
CITY COUNCIL RESOLUTION**

AUTHORIZING THE CITY OF MASON TO APPLY TO THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY RENTAL REHABILITATION GRANT FOR 100-106 E ASH STREET, MASON, MICHIGAN, THROUGH THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

DECEMBER 7, 2015

WHEREAS, the City of Mason is working cooperatively with the owners of the properties located at 100-106 E Ash Street to apply for a Community Development Block Grant (CDBG) for the rehabilitation of properties; and

WHEREAS, the grant is to assist in fully rehabilitating the second story interior; and

WHEREAS, the concept is to develop the second story within the building in Mason's historic downtown into three new affordable housing apartments, two one-bedroom and one two-bedroom apartments; and

WHEREAS, the City Council held a Public Hearing the evening of December 7, 2015, in regard to a CDBG grant being applied for by the City of Mason through the Michigan State Housing Development Authority (MSHDA); and

WHEREAS, the grant request is for \$141,600.00 to rehabilitate the second floor into three habitable dwellings built to code. As required through the CDBG guidelines, 51% or more of the housing units must be designated for low to moderate income housing tenants for a minimum of five years.; and

WHEREAS, the City is utilizing Revitalize, LLC, as the designated third-party administrator to assist the City in administering these program funds.

BE IT HEREBY RESOLVED, by the Mason City Council, that this Public Hearing and Resolution authorizes the City of Mason to apply to MSHDA for a rental rehabilitation grant for 100-106 E Ash Street, Mason, Michigan, through the CDBG Program to increase affordable housing within the City of Mason and place these properties into productive use.

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, December 7, 2015, the original of which is part of the City Council minutes.

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

**CITY OF MASON
REGULAR CITY COUNCIL MEETING
MINUTES OF NOVEMBER 16, 2015**

Mayor Waltz called the meeting to order at 7:31p.m. in the Council Chambers at 201 West Ash Street, Mason, Michigan, 48854. Councilmember Bruno 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. Cwierniewicz, City Clerk

ANNOUNCEMENTS

- Regional Trails and Parks Plan Public Meeting - Mason/ Stockbridge/ Leslie/ Dansville - Tuesday, November 17, 2015, Vevay Township Hall
- Mason Community Thanksgiving Day Dinner – Mason First United Methodist Church
- Councilmember Bruno thanked Police Chief Stressman for attending the Veterans Day Ceremony on November 11, 2015, at 11:11 a.m.

PEOPLE FROM THE FLOOR

Jack Carmichael of 519 South Rogers Street read his written comments and provided them to Council regarding the financial opportunity West Bay Co. is offering through the oil and mineral rights lease.

PRESENTATIONS

Arts Initiative Mason (AIM) – Stewart Powell

Stewart Powell, member of Arts Initiative Mason (AIM) provided Council with an update. A sculpture created by artist Doug DeLind fits the new foot bridge in the cemetery and will be installed in the spring. Mr. DeLind brought a portion of the sculpture to show Council.

CONSENT AGENDA

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

- A. Approval of Minutes
- Regular Council Meeting: November 2, 2015
 - Special Council Meeting: November 10, 2015
- B. Approval of Bills
- November 16, 2015: \$63,514.39

MOTION APPROVED

REGULAR BUSINESS

Resolution – Mayor’s Appointments to the Local Officers Compensation Commission

MOTION by Brown, second by Droscha,
to consider the resolution, *Mayor’s Appointments to the Local Officers Compensation Commission* read.

MOTION APPROVED

Introduced by Bruno, seconded by Clark, *Resolution – Mayor’s Appointments to the Local Officers Compensation Commission.*

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2015-51
MAYOR’S APPOINTMENT TO THE
LOCAL OFFICERS COMPENSATION COMMISSION
NOVEMBER 16, 2015**

WHEREAS, a vacancy occurred on the Local Officers Compensation Commission in 2014 by the resignation of Larry Briggs.

WHEREAS, a vacancy occurred on the Local Officers Compensation Commission in 2014 due to lack of attendance for a term expiring December 31, 2015.

NOW, BE IT HEREBY RESOLVED that the Mayor, with confirmation by the City Council, does hereby appoint Margo Burrage to the Local Officers Compensation Commission to fill an unexpired term commencing November 16, 2015 through December 31, 2015.

BE IT FURTHER RESOLVED that the Mayor, with confirmation by the City Council, does hereby appoint Scott Preadmore to the Local Officers Compensation Commission to fill an unexpired term commencing November 16, 2015 through December 31, 2019.

RESOLUTION APPROVED

UNFINISHED BUSINESS

The Capital Improvement Plan will be taken up at the next planning commission meeting. Comments/concern can be forwarded.

NEW BUSINESS

Mulvany informed Council he would not be in attendance for the December 7, 2015 meeting.

CORRESPONDENCE

All correspondence was distributed.

LIAISON REPORTS

- Brown informed Council regarding Planning Commission business. He invited Planning Commission Secretary Waxman to comment. Mr. Waxman commented on the medical marijuana ordinance discussion that was held by the Commission in preparation of presenting an ordinance to Council for consideration.
- Droscha informed Council regarding Traffic Commission business.
- Ferris informed Council that there is still time to purchase a Sesquicentennial Legacy Tree before the end of the year.

COUNCILMEMBER REPORTS

No reports at this time.

ADMINISTRATOR'S REPORT

Price informed Council regarding City business. He stated that a work session is scheduled to meet November 30, 2015 at 6:00 p.m. He will inform Council on the more critical issues for the City of Mason including the general fund budgets for the future, the pension issue, as well as the motor vehicle pool fund. He will explain how to maintain healthy funds.

ADJOURNMENT

The meeting adjourned at 8:08 p.m.

Deborah J. Cwierniewicz, City Clerk

Michael F. Waltz, Mayor

**CITY OF MASON
CITY COUNCIL WORK SESSION
MINUTES OF NOVEMBER 30, 2015**

Acting City Administrator Price called the meeting to order at 6:06 p.m. in the Training Room at 201 West Ash Street, Mason, Michigan, 48854.

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

DISCUSSION

General Fund & Budget

Price stated that he feels that changes need to be made in the 2015/2016 Budget. He spoke about property tax and provided a hand out. He feels that there will be more separation between the State Equalized Value (SEV) and the Taxable Value in 2016. It is restricted by Proposal A and Headlee Amendment. He provided a handout of the Ingham County Apportionment Report for 2015, showing that Mason functions on the lowest city tax rate in the county. He stated that Mason has done very well with the millage it receives by the time the street millage, fire, and police are utilized. He feels that the remedy is securing property for development.

Pension Issue

Mr. Price informed Council regarding the MERS plan and how the contributions were made by AFSCME and the City when he worked for the city in the 1970's and the introduction of the B-Plan by MERS. Now, the B-Plan has been eliminated. Mr. Price suggested an equitable plan for the city and employee that would be beneficial to both parties.

A break was taken at 7:36 p.m. and discussion ensued at 8:01 p.m.

Motor Vehicle Pool Fund

Price recommended a plan to maintain the Motor Vehicle Pool Fund. He stated that trucks should be rotated and replaced every 3-4 years. A ten-year amortization should be followed. An analysis will be done for each piece of equipment. He feels that the proposal by Russ Whipple for fire truck purchases should be reviewed by Deborah Stuart and Eric Smith. Sidewalk replacement was discussed. Mr. Price stated that Great Lakes is conducting a study to see if it is feasible to construct sidewalks on the bridge overpass on West Columbia Street.

ADJOURNMENT

The meeting adjourned at 8:22 p.m.

Deborah J. Cwiertniewicz, City Clerk

Michael F. Waltz, Mayor

12/04/2015 10:05 AM
 User: TF
 DB: Mason City

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MASON
 EXP CHECK RUN DATES 11/24/2015 - 12/09/2015
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID
 COUNCIL REPORT

MONDAY, DECEMBER 7, 2015

Vendor Code Invoice GL Number	Vendor Name Invoice Description GL Description	Invoice Date	Amount
07800	BLUE CROSS BLUE SHIELD OF MICHIGAN		
GH7029499710DIV#0000 750-000.00-231.015	DECEMBER HEALTH INSURANCE ~ CITY EXPENSE DECEMBER HEALTH INSURANCE ~ CITY EXPENSE	11/24/2015	15,380.00
GH70294999DIV#0001 101-855.00-874.001	DECEMBER RETIREES INS ~ CITY EXPENSE DECEMBER RETIREES INS ~ CITY EXPENSE	11/24/2015	5,823.77
VENDOR TOTAL:			21,203.77
06474	CONSUMERS ENERGY		
DEC 2015 592-555.00-920.000	ELECTRICITY 10/21 - 11/19 ELECTRICITY 10/21 - 11/19	12/07/2015	8,091.86
VENDOR TOTAL:			8,091.86
05016	GRANGER		
NOV 2015 101-528.00-818.000	NOVEMBER REFUSE #2318 CUSTOMERS NOVEMBER REFUSE #2318 CUSTOMERS	12/07/2015	28,418.68
VENDOR TOTAL:			28,418.68
08062	MAULDON BROTHERS CONSTRUCTION		
PAY EST #5 592-556.00-970.919	ALLEY RECONSTRUCTION PAY EST #5 ALLEY RECONSTRUCTION PAY EST #5	12/07/2015	8,024.99
VENDOR TOTAL:			8,024.99
05221	MCGINTY, HITCH, HOUSEFIELD, PERSON,		
DEC 2015 101-266.00-826.000	NOVEMBER LEGAL FEES NOVEMBER LEGAL FEES	12/07/2015	6,322.70
VENDOR TOTAL:			6,322.70
07215	MICHIGAN MUNICIPAL LEAGUE		
12900 101-101.00-956.000	CITY MANAGER EXECUTIVE POSITION SEARCH FEE EXECUTIVE POSITION SEARCH CHARGE	12/07/2015	15,000.00
VENDOR TOTAL:			15,000.00
05242	MICHIGAN STATE OF		
AP 382764 - 4 202-451.00-970.211	W COLUMBIA STREET PAYMENT 4 LOCAL SHARE W COLUMBIA STREET PAYMENT 4 LOCAL SHARE	12/07/2015	9,914.46
AP 382765 - 2 202-451.00-970.211	BOX SPAN SIGNALS KIPP AT S JEFFERSON & CEDAR STREETS BOX SPAN SIGNALS KIPP AT S JEFF & CEDAR	12/07/2015	19,654.97
AP 382766 - 3 202-451.00-970.211	CEDAR STREET FROM W OAK TO WILLOW CREEK BRIDGE LOCAL SHARE CEDAR STREET ~ LOCAL SHARE	12/07/2015	17,325.74
VENDOR TOTAL:			46,895.17
06993	PREIN & NEWHOF		
32409 592-555.00-970.000	PROFESSION SERVICES FOR WWTP UPGRADES PROFESSION SERVICES FOR WWTP UPGRADES	12/07/2015	18,367.50
VENDOR TOTAL:			18,367.50
TOTAL - ALL VENDORS:			152,324.67

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: Patrick M. Price

City of Mason

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MEMORANDUM

TO: Mayor and City Council, City of Mason
Deb Stuart, City Administrator as of January 1, 2016

FROM: Patrick M. Price 
Acting City Administrator

DATE: December 7, 2015

RE: City Administrator Employment Contract

Attached hereto is the proposed Employment Contract between the City of Mason and Deborah Stuart, City Administrator, effective January 1, 2016 – June 30, 2017. For the Council's convenience, I am attaching a Resolution authorizing the Major to sign said Employment Contract on behalf of the City Council. For the Council's information, Ms. Stuart has signed the Contract. Also, Ms. Stuart will be attending Monday's Council meeting should you have any questions of her.

PMP/meg

Introduced:
Second:

**CITY OF MASON
CITY COUNCIL RESOLUTION**

**AUTHORIZING THE MAYOR OF THE CITY OF MASON TO SIGN
EMPLOYMENT CONTRACT FOR DEBORAH STUART**

DECEMBER 7, 2015

WHEREAS, on November 10, 2015, the Mason City Council offered Conditional Approval to appoint Deborah Stuart to the position of City Administrator subject to an in-depth background check and agreed-upon terms of an Employment Contract; and

WHEREAS, the background check and Employment contract have been concluded, subject to Council approval.

THEREFORE BE IT HEREBY RESOLVED, that the Mason City Council does authorize the Mayor of the City of Mason to sign said Employment Contract on behalf of the Mason City Council.

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, December 7, 2015, the original of which is part of the City Council minutes.

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

City of Mason

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MEMORANDUM

TO: Mayor and City Council, City of Mason
Deb Stuart, City Administrator as of January 1, 2016

FROM: Patrick M. Price *PMP*
Acting City Administrator

DATE: December 7, 2015

RE: Medical Marihuana Ordinance Update

Attached hereto is a SAR, with attachment, providing a status report for a new Medical Marihuana Ordinance, prepared by the Zoning and Development Department. It appears that if the schedule is followed, the Mayor and City Council would be considering adoption on February 2, 2016.

PMP/meg

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: December 7, 2015

Agenda Item: 9B

AGENDA ITEMS

Report – Medical Marihuana Ordinance Update

EXHIBITS

Chronology of events document

STAFF REVIEW

Zoning & Development Department

SUMMARY STATEMENT

This report is intended to provide the City Council with a current status report and to inform the Council of the current intentions of the Planning Commission relative to the content of a draft ordinance to regulate medical marihuana in the City of Mason.

The Planning Commission has taken into consideration a litany of issues since it was first created in January of this year, including the issues identified in the joint discussion with City Council in February of 2015. Please see the attached chronology of events for more information related to the efforts of both the City Council and Planning Commission on this issue.

One of the major considerations in preparing a draft ordinance was the State's drug-free school zone requirement of enhanced penalties for illicit drug possession, use, etc., within 1,000 feet of a school zone. When considering whether to include this standard we turned to the City Attorney and asked if the drug-free school zone can be applied to patients and caregiver operations. The result was surprising, in that the Michigan Medical Marihuana Act (MMMA) protects both patients and caregivers from prosecution in this regard. Therefore, the drug-free school zone does not apply to registered patients and caregivers alike. Further, to materially restrict the locations of either through the use of zoning districts was also found to be potentially subject to litigation.

The Medical Marihuana Committee held a public input meeting on September 24, 2015 for the purpose of recording the community's concerns and suggestions for regulating caregiver operations. In addition to the committee members, there were approximately 12 people from the public in attendance. Although the total number of attendees was low, their comments favored regulating caregivers to some extent. Although interest in regulating caregivers was identified, there did not appear to be a consensus on the extent and manner to regulate them.

For these reasons, the Planning Commission is preparing a draft ordinance that will regulate patients and caregivers either specifically as a home occupation or as a supplemental/general land use restriction in the zoning ordinance. The general land use restriction ordinance was forwarded to us from the City Attorney as a possible model ordinance. Although not a legal opinion or a recommendation, the source is certainly credible.

The current moratorium on the issuance of licenses for caregiver and dispensaries is due to expire on January 31, 2016. Therefore, the Planning Commission is preparing for a public hearing for a draft ordinance on January 12, 2016, with potential adoption by the City Council on February 1, 2016.

RECOMMENDED ACTIONS

No action is required at this time.

City of Mason Medical Marihuana Ordinance

Chronology of Events

City Council Actions

- 10/4/10 – Administrator’s Report – Issue first introduced
- 12/6/10 – New Business – Council Requests info on moratorium
- 12/20/10 – Ordinance No. 180 – Regulates caregiver operations and dispensaries, requires licenses
- 12/20/10 – Resolution No. 2010-45 – 180 day moratorium on caregiver operation/dispensary licenses
- 4/18/11 – Discussion – Yeadon reports on options for addressing medical marihuana businesses, recommends 2nd moratorium for addl. 180 days
- 5/16/11 – Resolution No. 2011-10 – 180 day moratorium on caregiver operation/dispensary licenses
- 11/21/11 – Joint Workshop – Planning Commission progress report to City Council
- 12/5/11 – Resolution No. 2011-45 – 180 day moratorium on caregiver operation/dispensary licenses
- 3/19/12 – Public Hearing – Ordinance 188 prohibiting uses that are contrary to federal law, 1st reading
- 4/2/12 – Ordinance 188 – 2nd reading and adoption
- 2/18/13 – Administrator’s Report – Michigan Supreme Court ruling on McQueen case – patient to patient sales prohibited
- 3/17/14 – Ordinance No. 196 – Defines caregiver operations/dispensaries, requires license
- 3/17/14 – Resolution No. 2014-14 – 180 day moratorium on caregiver operation/dispensary licenses
- 11/17/14 – Resolution No. 2014-53 – 180 day moratorium – Council defers draft ordinance preparation to Planning Commission
- 2/10/15 – Joint discussion with Planning Commission
- 5/18/15 – Resolution No. 2015-20 – 180 day moratorium
- 11/2/15 – Resolution No. 2015-49 – 90 day moratorium (expires January 31, 2016)

Planning Commission Actions

- 9/13/11 – Discussion – Zoning Administrator conducts training on the MMMA and current case law
- 10/11/11 – Discussion – Commission recommends workshop with Council
- 11/15/11 – Discussion – Distribution of materials in preparation for joint workshop with Council
- 1/10/12 – Discussion – PC requests staff to draft ordinance language
- 2/14/12 – Discussion – PC requests staff to draft ordinance language similar to Livonia’s prohibition

3/13/12 – Public Hearing on Ordinance 188 prohibiting uses that are contrary to federal law

9/11/12 – Discussion – prohibition of uses contrary to federal law struck down by Appellate Court

10/9/12 – Director’s Report – case law and pending legislation

11/13/12 – Director’s Report – pending legislation

3/11/14 – Director’s Report – Michigan Supreme Court ruling on prohibiting uses that are contrary to federal law

4/15/14 – Discussion – Update on City Council’s adoption of additional moratorium

12/2/14 – Discussion – Haywood reports on Council’s additional moratorium (11/17/14)

1/15/15 – Discussion – PC selects sub-committee, suggests work session prior to sub-committee work

2/10/15 – Joint discussion with City Council

5/12/15 – PC recommends additional moratorium to continue studies

9/24/15 – Public input meeting

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: December 7, 2015

Agenda Item: 9C

AGENDA ITEM

Motion - Exercise Option to Extend Auditing Services

EXHIBITS

None.

STAFF REVIEW

Finance

SUMMARY STATEMENT

The City of Mason went out to bid January 2013 for auditing services. The firms were asked to submit proposals for three years with an option for an additional two years. The City received bids from Abraham & Gaffney, P.C., Layton & Richardson, P.C., and Rehmann Robson. The City Council accepted the recommendation to award the bid for auditing services to Abraham & Gaffney for three years with an option for the following two years as quoted at the February 18, 2013 meeting.

Abraham & Gaffney and the City of Mason have developed a strong working relationship during the past eight years. Abraham & Gaffney has continually demonstrated a high level of industry knowledge, communication skills, and professionalism. Abraham & Gaffney has been available for questions and willing to help in problem solving throughout the year at no additional cost to the City. Finance staff are impressed with their auditing policies and procedures, and the overall approach they take with each audit. We have enjoyed working with Abraham & Gaffney over the past eight years, but more importantly, we believe that due to their familiarity with our policies, procedures, contracts, and agreements, the City would receive the greatest benefit for auditing services by exercising the option to extend the Abraham & Gaffney contract for the additional two years.

RECOMMENDED ACTION

Move to exercise the two-year contract extension option for auditing services with Abraham & Gaffney, for not more than \$41,400, as quoted at the February 18, 2013 meeting.

City of Mason

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MEMORANDUM

TO: Mayor and City Council, City of Mason
Deb Stuart, City Administrator as of January 1, 2016

FROM: Patrick M. Price *PMP*
Acting City Administrator

DATE: December 7, 2015

RE: Notification of Promotion

Please be advised that Officer Mark Reckling of the Mason Police Department was most recently promoted to Patrol Sergeant. Sgt. Reckling qualified for this position by passing a rigorous written examination prepared by Empco, Inc., as well as being recommended by the Sergeant's Interview Panel. Chief Stressman will be bringing Sgt. Reckling to Monday evening's Council Meeting to introduce him to the Council.

PMP/meg

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MEMORANDUM

TO: Mayor and City Council, City of Mason
Deb Stuart, City Administrator as of January 1, 2016

FROM: Patrick M. Price *PMP*
Acting City Administrator

DATE: December 7, 2015

RE: MML Seminar

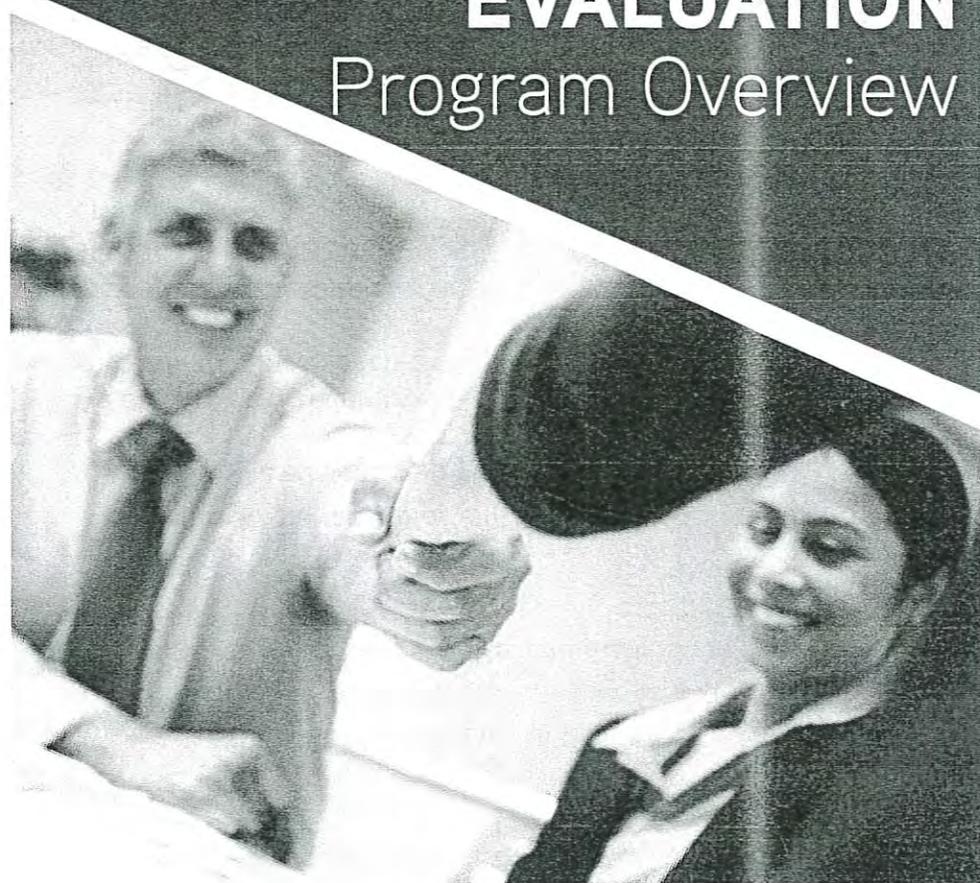
Please be advised that Mayor Waltz asked me to look over a brochure entitled "Manager Goal Setting & Evaluation- Program Overview." I believe this seminar (workshop) could add considerably to Council - Administrator relationships and help the Council formulate "evaluation criteria." It is my understanding that the Council is looking to review its past evaluation criteria since it appeared that none of the Council felt comfortable with that particular process. This seminar will also be very helpful to the new Administrator. Should you have any questions, the Mayor or I could hopefully answer them. I am attaching MML document that briefly outlines this program.

Attachment: as
PMP/meg



MANAGER GOAL SETTING & EVALUATION

Program Overview



Prepared by the Michigan Municipal League

Liesl Green
Events Coordinator
1675 Green Road
Ann Arbor, MI 48105
734.669.6311
lgreen@mml.org



Program Overview

Whether a manager is new to the organization or a seasoned staff member, having clear goals and expectations for her or his performance is key to a successful council-manager relationship. A solid strategic plan is an excellent foundation for building a specific set of goals and performance standards for your top administrator, and makes the evaluation process more straight forward for everyone involved.

Engaging one of the League's skilled facilitators to assist in creating manager performance goals and evaluation can generate consensus. Our process includes the following activities:

- Conducting an initial meeting to talk through objectives, challenges, and current issues;
- Convening a group meeting to collectively establish goals and performance standards, and establish consensus around an evaluation methods, tools, and process;

- Developing and delivering a complete report that recaps the preparatory research, outlines goals and performance standards, and suggests effective methods for evaluating performance.

Upon request, the facilitator will be available for a return visit to facilitate the evaluation process.

We also offer a customized process that can be altered to meet your community's specific objectives.

If you have questions or would like to schedule a session, contact the League at 734.669.6311 or lgreen@mml.org.



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MEMORANDUM

TO: Mayor and City Council, City of Mason
Deb Stuart, City Administrator as of January 1, 2016

FROM: Patrick M. Price *PMP*
Acting City Administrator

DATE: December 7, 2015

RE: Five-year Street Maintenance Plan

Attached herewith is the proposed Five-year Street Capital Maintenance Program that staff has put together for Council review. Please note that Northbrook Street has been moved from the 2016-17 Program to the 2017-18 Program. The cost of reducing the width of Northbrook from 44 to 36 feet will cost more than the revenue available; therefore, we added East Street for 2016-17 in lieu of Northbrook.

Attachment: as
PMP/meg

City of Mason																
Street Capital Maintenance Plan																
December 2, 2015																
Street Type	Street	Location	FY	Storm Sewer		Sanitary Sewer		Water Main		Type of Work	Estimated Street Construction Cost	Estimated Water & Sanitary Sewer Construction Cost	Estimated Construction Cost (Streets, Water & Sewer)	Design and/or Construction Engineering	Contingency Allocation (7.5%)	Estimated Total Construction Cost
				Repairs	Televised	Repairs	Televised	Break History	Repairs							
Major	S. Cedar Street	Willow Creek to Kipp Road	2016-2017	No	No	No	No	No	No	Mill & Fill	\$ 113,255.00	\$ -	\$ 113,255.00	\$ 6,625.42	\$ 8,494.13	\$ 128,374.54
Major	S. Rogers Street	Ash Street to South Street	2016-2017	No	No	No	No	No	Replacement	Pulverize, Shape & Repave	\$ 249,640.00	\$ 228,240.00	\$ 477,880.00	\$ 54,956.20	\$ 35,841.00	\$ 568,677.20
Local	East Cherry Street	Jefferson to Rodgers	2016-2017			Replacement	No	Yes	No	Pulverize, Shape & Repave	\$ 129,065.00	\$ 116,015.00	\$ 245,080.00	\$ 28,184.20	\$ 18,381.00	\$ 291,645.20
Major	Oak Street	Jefferson to Park Street	2016-2017	No	No	No	No	Yes	Replacement	Reconstruct	\$ 34,200.00	\$ 37,350.00	\$ 71,550.00	\$ 8,228.25	\$ 5,366.25	\$ 85,144.50
Local	W. Ash Street	Peachtree to Hayes Park	2016-2017	No	No	No	Yes	Yes	No	Mill & Fill	\$ 43,470.00	\$ -	\$ 43,470.00	\$ 2,543.00	\$ 3,260.25	\$ 49,273.25
Local	E. Oak Street	Barnes to Rogers	2016-2017						Replacement	Pulverize, Shape & Repave	\$ 69,425.00	\$ 67,110.00	\$ 136,535.00	\$ 15,701.53	\$ 10,240.13	\$ 162,476.65
Major	Park Street	Oak Street to Ash Street	2016-2017	No	No	No	No	Yes	Replacement	Reconstruct	\$ 35,770.00	\$ 48,830.00	\$ 84,600.00	\$ 9,729.00	\$ 6,345.00	\$ 100,674.00
Local	East Street	W Columbia to North Street	2016-2017	No	No	No	No	Yes	Replacement	Pulverize, Shape & Repave	\$ 60,130.00	\$ 83,780.00	\$ 143,910.00	\$ 16,549.65	\$ 10,793.25	\$ 171,252.90
										Totals	\$ 734,955.00	\$ 581,325.00	\$ 1,316,280.00	\$ 142,517.24	\$ 98,721.00	\$ 1,557,518.24
Major	N. Jefferson St.	Howell to Royce	2017-2018	No	No	No	No	No	No	Mill & Fill - MDOT	\$ 164,000.00	\$ -	\$ 164,000.00	\$ 18,860.00	\$ 12,300.00	\$ 195,160.00
Major	N. Jefferson St.	Columbia to Royce	2017-2018	No	No	No	No	No	No	Mill & Fill	\$ 133,160.00	\$ -	\$ 133,160.00	\$ 7,789.86	\$ 9,987.00	\$ 150,936.86
Local	E. Elm Street	Jefferson Street to Steele Street	2017-2018	Areas	No	No	No	No	Replacement	Pulverize, Shape & Repave	\$ 221,500.00	\$ -	\$ 221,500.00	\$ 12,957.75	\$ 16,612.50	\$ 251,070.25
Local	W. Elm Street	Henderson to Jefferson	2017-2018	No	No	No	No	No	Replacement	Pulverize, Shape & Repave	\$ 86,850.00	\$ 93,900.00	\$ 180,750.00	\$ 20,786.25	\$ 13,556.25	\$ 215,092.50
Local	Northbrook	South Street to end	2017-2018	No	No	No	Yes	Yes	No	Reconstruct	\$ 258,290.00	\$ -	\$ 258,290.00	\$ 29,703.35	\$ 19,371.75	\$ 307,365.10
										Totals	\$ 863,800.00	\$ 93,900.00	\$ 957,700.00	\$ 90,097.21	\$ 71,827.50	\$ 1,119,624.71
Major	Kerns Road	Cedar Street to Howell Road	2018-2019	Replacement	No	Yes	No	No	No	Reconstruct - MDOT	\$ 615,190.00	\$ -	\$ 615,190.00	\$ 70,746.85	\$ 46,139.25	\$ 732,076.10
Local	Avon	Entire Length	2018-2019							Pulverize, Shape & Repave	\$ 29,355.00	\$ -	\$ 29,355.00	\$ 1,717.27	\$ 2,201.63	\$ 33,273.89
Major	S. Jefferson St.	Oak Street to Kipp Road	2018-2019	Yes		No		No		Mill & Fill - MDOT	\$ 292,650.00	\$ -	\$ 292,650.00	\$ 33,654.75	\$ 21,948.75	\$ 348,253.50
Local	South St	Northbrook to west City Limits	2018-2019							Pulverize, Shape & Repave	\$ 61,755.00	\$ -	\$ 61,755.00	\$ 3,612.67	\$ 4,631.63	\$ 69,999.29
										Totals	\$ 998,950.00	\$ -	\$ 998,950.00	\$ 109,731.54	\$ 74,921.25	\$ 1,183,602.79
Local	McRoberts	Columbia to Maple	2019-2020							Pulverize, Shape & Repave	\$ 84,355.00	\$ -	\$ 84,355.00	\$ 4,934.77	\$ 6,326.63	\$ 95,616.39
Local	Oak	McRoberts to Lansing	2019-2020							Pulverize, Shape & Repave	\$ 61,632.00	\$ 33,500.00	\$ 95,132.00	\$ 10,940.18	\$ 7,134.90	\$ 113,207.08
Local	Steele	Ash to Oak	2019-2020							Pulverize, Shape & Repave	\$ 42,540.00	\$ -	\$ 42,540.00	\$ 2,488.59	\$ 3,190.50	\$ 48,219.09
Local	Walnut Street	Columbia to north end	2019-2020							Pulverize, Shape & Repave	\$ 59,525.00	\$ -	\$ 59,525.00	\$ 3,482.21	\$ 4,464.38	\$ 67,471.59
Local	Walnut Court	Columbia to Ash Street	2019-2020							Pulverize, Shape & Repave	\$ 98,725.00	\$ -	\$ 98,725.00	\$ 5,775.41	\$ 7,404.38	\$ 111,904.79
Local	South	Barnes to Rogers	2019-2020							Pulverize, Shape & Repave	\$ 50,750.00	\$ -	\$ 50,750.00	\$ 2,968.88	\$ 3,806.25	\$ 57,525.13
Major	Peachtree Place	Columbia to South	2019-2020							Pulverize, Shape & Repave	\$ 391,500.00	\$ -	\$ 391,500.00	\$ 22,902.75	\$ 29,362.50	\$ 443,765.25
Local	Rayner	Randolph to Columbia	2019-2020							Pulverize, Shape & Repave	\$ 45,120.00	\$ -	\$ 45,120.00	\$ 2,639.52	\$ 3,384.00	\$ 51,143.52
										Totals	\$ 834,147.00	\$ 33,500.00	\$ 867,647.00	\$ 56,132.31	\$ 65,073.53	\$ 988,852.83
Local	Cherry	Rogers to end	2020-2021							Pulverize, Shape & Repave	\$ 101,500.00	\$ -	\$ 101,500.00	\$ 5,937.75	\$ 7,612.50	\$ 115,050.25
Major	Barnes	Ash to Kipp	2020-2021							Pulverize, Shape & Repave	\$ 652,500.00	\$ -	\$ 652,500.00	\$ 38,171.25	\$ 48,937.50	\$ 739,608.75
Local	Center	Walnut to Bush	2020-2021							Pulverize, Shape & Repave	\$ 87,000.00	\$ -	\$ 87,000.00	\$ 6,525.00	\$ 98,614.50	
										Totals	\$ 841,000.00	\$ -	\$ 841,000.00	\$ 49,198.50	\$ 63,075.00	\$ 953,273.50

City of Mason																
Street Capital Maintenance Plan																
December 2, 2015																
Street Type	Street	Location	FY	Storm Sewer		Sanitary Sewer		Water Main		Type of Work	Estimated Street Construction Cost	Estimated Water & Sanitary Sewer Construction Cost	Estimated Construction Cost (Streets, Water & Sewer)	Design and/or Construction Engineering	Contingency Allocation (7.5%)	Estimated Total Construction Cost
				Repairs	Televised	Repairs	Televised	Break History	Repairs							
Local	Brookdale	Judy to Willow	2021-2022							Pulverize, Shape & Repave	\$ 72,500.00	\$ -	\$ 72,500.00	\$ 4,241.25	\$ 5,437.50	\$ 82,178.75
Local	Cherry	McRoberts to Henderson	2021-2022							Pulverize, Shape & Repave	\$ 188,500.00	\$ -	\$ 188,500.00	\$ 11,027.25	\$ 14,137.50	\$ 213,664.75
Major	Columbia	Orchard to Walnut	2021-2022							Pulverize, Shape & Repave	\$ 50,750.00	\$ -	\$ 50,750.00	\$ 2,968.88	\$ 3,806.25	\$ 57,525.13
Local	Coppersmith	Santuary to Wildemere	2021-2022							Pulverize, Shape & Repave	\$ 108,750.00	\$ -	\$ 108,750.00	\$ 6,361.88	\$ 8,156.25	\$ 123,268.13
Local	Eaton	Entire Length	2021-2022							Pulverize, Shape & Repave	\$ 145,000.00	\$ -	\$ 145,000.00	\$ 8,482.50	\$ 10,875.00	\$ 164,357.50
Local	Elm	McRoberts to Henderson	2021-2022							Pulverize, Shape & Repave	\$ 181,250.00	\$ -	\$ 181,250.00	\$ 10,603.13	\$ 13,593.75	\$ 205,446.88
Major	Columbia	Park to Jefferson	2021-2022							Pulverize, Shape & Repave	\$ 65,250.00	\$ -	\$ 65,250.00	\$ 3,817.13	\$ 4,893.75	\$ 73,960.88
Totals											\$ 812,000.00	\$ -	\$ 812,000.00	\$ 47,502.00	\$ 60,900.00	\$ 920,402.00

City of Mason

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MEMORANDUM

TO: Mayor and City Council, City of Mason
Deb Stuart, City Administrator as of January 1, 2016

FROM: Patrick M. Price *PMP*
Acting City Administrator

DATE: December 7, 2015

RE: Executive Session

I wish to meet in closed (Executive) session to discuss a personnel issue with the City Council. A roll call vote is required.

PMP/meg