

**CITY OF MASON  
COUNCIL MEETING  
SEPTEMBER 11, 2017**

A moment of silence was observed in reverence of the events on 9/11. Mayor Kidd reflected on the natural disasters in Texas and Florida to remind the community how many good people there are in the world.

The meeting was called to order at 7:07 p.m. Pastor Jerry Pelfrey opened the meeting in prayer. Ethan Wiesman and Zak Cielica led all those present in recitation of the Pledge of Allegiance.

**ATTENDANCE**

The following members of Council were present: Diana K. Nelson, Barbara Berry-Spaeth, Ashley Chance, Kathy Grossmann, Charlene Pelfrey, Don Prince and Victor Kidd.

**APPROVAL OF MINUTES**

A motion to approve the August 14, 2017 Council Meeting Minutes was made by Councilmember Prince, seconded by Vice Mayor Spaeth. VOTE: 6 YEAS, 1 ABSTAIN (Pelfrey).

**CITY MANAGER'S REPORT**

The next regularly scheduled Council meeting is September 25 at 7:00 p.m.

The Mason Police Department is hosting the 20<sup>th</sup> Citizens' Police Academy where residents get an in-depth view of the police department and learn about the role of the police officers and law enforcement issues and topics. The first class will be held on September 12 with a commitment from 7:00 p.m. to 9:00 p.m. for 10 weeks.

The annual Heritage Festival will take place on Saturday, September 16 at the Mason Municipal Campus. The event will begin with the annual parade at 10:00 a.m. in Downtown Mason making its way towards the Mason Municipal Center. Parade viewers are encouraged to gather near the Mason Municipal Center. Following the parade, activities will be open 11:00 a.m. until 4:00 p.m. including food and non-food vendors, kids' activities, and live music. The Mason Police Department will be unveiling new police cruiser paint and new uniforms.

The week of October 9 will be Mason Innovation Week. The City of Mason partners with Assurex, Festo, Mason's biotech companies and Mason City Schools to highlight the City's growing bioscience and technology hub. This year's Innovation Week will focus on the Science of Genomics. Thursday, October 12 residents are encouraged to save the date for daytime and evening programming geared towards the community, Mason leadership and the science and innovation community.

The Mason Historical Society's 6<sup>th</sup> Annual Cemetery Walk is scheduled for Tuesday, October 10 at 7:00 p.m. at Rose Hill Cemetery. Many notable Mason families will be highlighted at the event. Tickets can be purchased at the Mason Historical Society or online.

### **COMMITTEE REPORTS**

Councilmember Chance stated momentum behind the Common Ground Playground Project has increased. He encouraged the community to register for the Crossroads 5K as proceeds benefit the Common Ground Playground.

Councilmember Nelson presented a Finance Committee report on the City of Mason's finances over the first half of 2017. The overall general fund collected is 6% lower compared to the first half of 2016 due to the decrease in income tax revenue collected. This change is due to the change in House Bill 5 that requires estimated tax payments for fourth quarter of 2016 to be paid by December 15, 2016 versus January 31, 2017 and should even out in the fourth quarter of 2017. Other general fund revenue was up and the overall general revenue change is down 3% due to the timing differences. Expenditures were up 6%, but still remain within budget. Councilmember Nelson stated the net activity for the first half of the year is about the same as last year and allowed \$5 million to be transferred to the general capital fund. This is \$1 million less than the amount transferred in 2016 because of the decrease in income taxes and increase in expenditures. She said the safety fund revenue is lower due to decreased income taxes. Expenditures increased due to full time personnel, but still remains within budget. The sewer fund and waste collection fund operated within budget and storm water is operating at a surplus. The Community Center continues to break even and no operating subsidiary has been needed since 2010. She said revenue from the golf course is down and most operating expenditures are from a guaranteed management fee paid January through October for personnel costs. No additional management fees will be paid after October unless revenue targets are achieved. Overall, the City is operating within budget and on track for 2017 projections.

Councilmember Pelfrey stated the Downtown Committee is researching options for economic growth and development downtown including improving the plaza and making Mason a downtown destination.

### **MASON PUBLIC LIBRARY BOARD OF TRUSTEES SWEARING-INS**

Mayor Kidd swore in Bill DeLong and Michael J. Ryan as new members of the Mason Public Library Board of Trustees.

### **CALENDAR PHOTO CONTEST WINNERS PRESENTATION**

Jennifer Heft presented awards to the 2018 City calendar photo contest winners: Warren Spreng, Erin Gill, Jim Simpson, Prabhakar Sundaraajan, Maria Brossart in care of Sarah Brossart, Juanita Kylander, Jennifer Heft and Rebecca Haas. Jackie Chunko and Michael Suer were unable to attend.

**RESOLUTION 2017-17 PROCLAIMING SEPTEMBER 24, 2017 AS LOGAN WIESMAN DAY TO EDUCATE THE PUBLIC ABOUT POLYCYSTIC KIDNEY DISEASE**

A motion to read by title only was made by Councilmember Chance, seconded by Councilmember Pelfrey. VOTE: ALL YEAS.

April Cielica described Polycystic Kidney Disease, PKD, and the impact on Logan Wiesman from this disease. April and Logan teamed up to write a book about PKD and April, Logan and family continue to bring awareness to PKD. April graciously thanked the City for the donation to the PKD Walk on September 24. Mayor Kidd presented Resolution 2017-17 to Logan Wiesman.

A motion to suspend the rule and allow for adoption after the first reading was made by Councilmember Chance, seconded by Vice Mayor Spaeth. VOTE: ALL YEAS.

A motion to adopt Resolution 2017-17 was made by Vice Mayor Spaeth, seconded by Councilmember Nelson. VOTE: ALL YEAS.

**RECOGNITION OF VISITORS**

Sherry Taylor, President and CEO of the Mason-Deerfield Chamber located at 316 West Main Street, thanked Council, staff and the community for generating awareness of downtown Mason and the increase of activities. She reviewed Mason’s downtown economic value and their vision of engaging Mason residents and businesses in downtown Mason.

**RESOLUTION 2017-15 PROCLAIMING THE WEEK OF OCTOBER 8-14, 2017 AS NATIONAL FIRE PREVENTION WEEK**

A motion to read by title only was made by Councilmember Pelfrey, seconded by Councilmember Prince. VOTE: ALL YEAS.

Eric Hansen stated Fire Prevention Week is observed each year the week of October 9, the anniversary week of the Great Chicago Fire. The National Fire Prevention Association theme for 2017 is “Seconds Count, Plan 2 Ways Out”. The emphasis is to encourage people to plan and practice home fire escape drills at least twice per year. Mason Fire Department has various activities planned. Station 51 will host an open house on Sunday, October 8 from 1 p.m. to 5 p.m. The following weekend on Saturday, October 14, Station 52 will host an open house from 2 p.m. to 5 p.m. Open house participants will have the option to tour the firehouse, speak with fire department staff, and interact with smokehouse presentations for children. Beginning on Tuesday, October 10 firefighters will be participating in “Smoke Alarm Blitz”, which includes fire personnel going door to door in the community to check, install or replace smoke alarm batteries. These checks will continue that week between the hours of 6 p.m. and 8 p.m.

A motion to suspend the rule and allow for adoption after the first reading was made by Councilmember Chance, seconded by Vice Mayor Spaeth. VOTE: ALL YEAS.

A motion to adopt Resolution 2017-15 was made by Councilmember Prince, seconded by Councilmember Pelfrey. VOTE: ALL YEAS.

**RESOLUTION 2017-16 A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE WARREN COUNTY BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR**

A motion to read by title only was made by Councilmember Nelson, seconded by Vice Mayor Spaeth. VOTE: ALL YEAS.

Eric Hansen stated Resolution 2017-16 is the conclusion of the tax budget process that complies with ORC requirements. The Tax Budget must show the City's need for continued state supported funding and allocate the property tax. The Tax Budget is then submitted to the County Auditor who then sets property tax rates. The City in turn must officially accept the property tax rates. The City's property tax millage is lower than surrounding jurisdictions primarily due to the 2012 Charter Amendment. Despite increasing costs and activities, the Safety Fund continues to be 4.40 mills, which is lower than allowed by the Charter and lower than previous fire levies. He stated Resolution 2017-16 concludes the process of accepting these rates.

A motion to suspend the rule and allow for adoption after the first reading was made by Councilmember Chance, seconded by Vice Mayor Spaeth. VOTE: ALL YEAS.

A motion to adopt Ordinance 2017-16 was made by Vice Mayor Spaeth, seconded by Councilmember Nelson. VOTE: ALL YEAS.

**ORDINANCE 2017-107 APPROVAL OF THE FINAL PLAT FOR AMBLESIDE MEADOWS, PHASE 3A**

A motion to read by title only was made by Councilmember Nelson, seconded by Councilmember Grossmann. VOTE: ALL YEAS.

Kurt Seiler stated Phase 3A contains 21 single family lots and two open space lots. Planning Commission recommended approval of the final plat contingent upon the submittal of the Performance Bond and the Subdivider's contract. Kurt also provided an overview of the plat for Ambleside Meadows Subdivision including future phases.

A motion to suspend the rule and allow for adoption after the first reading was made by Councilmember Chance, seconded by Vice Mayor Spaeth. VOTE: ALL YEAS.

A motion to adopt Ordinance 2017-107 was made by Councilmember Prince, seconded by Councilmember Chance. VOTE: ALL YEAS.

**ORDINANCE 2017-108 AUTHORIZING THE CITY MANAGER TO EXECUTE A GRANT OF EASEMENT FOR DUKE ENERGY OHIO, INC.**

A motion to read by title only was made by Councilmember Chance, seconded by Councilmember Pelfrey. VOTE: ALL YEAS.

Kurt Seiler stated an easement is needed for an existing underground primary electric line across a portion of the golf course. The existing line runs from the Eagle View Court cul-de-sac to the Golf Center pump house and then across the golf course to the Tennis Center. The new addition to the tennis facility will cause them to be more reliant on this line for additional power needed.

A motion to suspend the rule and allow for adoption after the first reading was made by Councilmember Prince, seconded by Councilmember Nelson. VOTE: ALL YEAS.

A motion to adopt Ordinance 2017-108 was made by Councilmember Chance, seconded by Councilmember Pelfrey. VOTE: ALL YEAS.

**ORDINANCE 2017-109 AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH MORTON SALT, INC. AS A SECONDARY SOURCE FOR THE PURCHASE OF HIGHWAY ROCK SALT AT \$53.50 PER TON**

A motion to read by title only was made by Councilmember Nelson, seconded by Vice Mayor Spaeth. VOTE: ALL YEAS.

Jennifer Heft advised this contract will be a backup supplier if for some unforeseen reason Detroit, the lowest bidder, is unable to provide timely supplies or the quantity needed. Morton Salt, Inc. was the second lowest bidder.

A motion to suspend the rule and allow for adoption after the first reading was made by Councilmember Nelson, seconded by Councilmember Prince. VOTE: ALL YEAS.

A motion to adopt Ordinance 2017-109 was made by Vice Mayor Spaeth, seconded by Councilmember Chance. VOTE: ALL YEAS.

**ORDINANCE 2017-110 AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH BURNS CONSTRUCTION IN THE AMOUNT OF \$39,480 FOR THE CONSTRUCTION OF A STREET SWEEPER DUMP PAD**

A motion to read by title only was made by Vice Mayor Spaeth, seconded by Councilmember Nelson. VOTE: ALL YEAS.

Eric Hansen discussed Ordinance 2017-110 and Ordinance 2017-111 together. Currently, the debris collected by various services such as street sweeping and grass mowing is dumped on the ground at the Service Center Annex (the former wastewater treatment plant) and given time to dewater. He stated the construction of a new dump and wash pad at the Service Center Annex, will confine collected debris in a concrete container and the pad will drain directly to the sanitary

sewer system instead of oils potentially soaking into the ground or material washing into the creek. Burns Construction had the lowest bid for the construction. As part of the rehabilitation of this facility, a section of the Annex was dedicated for fire and rescue training purposes. Eric said Ordinance 2017-111 would add a six-inch water main and fire hydrant necessary to maximize the use of the property and provide sufficient water flow. As part of the continued commitment to the development of the Fire Department, this important piece of infrastructure is significant to enhancing the training of Mason firefighters. Currently the site is limited for training and other purposes because it does not have water service. SmithCorp Construction Services was the lowest bid submitted. Staff expects the project to be complete by November of this year. Ordinance 2017-110 and Ordinance 2017-111 were both included in the 2017 budget and both are below budget amounts.

A motion to suspend the rule and allow for adoption after the first reading was made by Councilmember Pelfrey, seconded by Councilmember Prince. VOTE: ALL YEAS.

A motion to adopt Ordinance 2017-110 was made by Vice Mayor Speath, seconded by Councilmember Prince. VOTE: ALL YEAS.

**ORDINANCE 2017-111 AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH SMITHCORP CONSTRUCTION SERVICES IN THE AMOUNT OF \$21,700, FOR LABOR AND MATERIAL RELATED TO THE FIRELINE INSTALLATION FOR FIRE DEPARTMENT TRAINING AT THE SERVICE CENTER ANNEX**

A motion to read by title only was made by Councilmember Nelson, seconded by Councilmember Chance. VOTE: ALL YEAS.

A motion to suspend the rule and allow for adoption after the first reading was made by Councilmember Nelson, seconded by Vice Mayor Spaeth. VOTE: ALL YEAS.

A motion to adopt Ordinance 2017-111 was made by Councilmember Prince, seconded by Councilmember Nelson. VOTE: ALL YEAS.

**ORDINANCE 2017-112 AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH KRONOS FOR TIME AND ATTENDANCE, SCHEDULING, ABSENCE MANAGEMENT, HUMAN RESOURCES, AND HIRING MANAGEMENT SERVICES**

A motion to read by title only was made by Councilmember Chance, seconded by Councilmember Nelson. VOTE: ALL YEAS.

Jennifer Heft said there is no consistent citywide personnel/payroll system for tracking/calculating schedules, hours worked, overtime, discipline, etc. Although the City has developed excel spreadsheets and purchased software for payroll processing, this is likely one of the most critical internal operations for the City with the most inefficiency as a result of significant redundancy. She stated in 2015, a team of employees represented from each

department including the IT office were organized to evaluate current processes and procedures, future needs and potential systems available. This team includes representatives from Police and Fire, who have some of the most difficult time sheet processes, evaluated systems, visited other jurisdictions and ultimately recommended KRONOS software platform. The 2017 budget includes \$20,000 for this project. The team originally looked at timesheet entry, but are requesting a more comprehensive system for payroll and hiring processes to reduce redundancies and duplications. Jennifer said there is a one-time setup fee of \$10,000 that includes five modules and an ongoing maintenance fee of \$3,000 a month. This monthly fee will vary depending on the number of employees and any additional modules that may be added in the future. Implementation of the web-based KRONOS system would eliminate a minimum of \$6,000 in annual fees for systems the City currently uses. No additional purchasing is needed for hardware or anti-virus software and KRONOS updates are included.

Council and staff discussed KRONOS as a web-based system, retrieving/saving data, overall cost, personnel cost and time spent for accuracy, contract length, year-end processing approaching and security measures in place.

A motion to table Ordinance 2017-112 was made by Councilmember Nelson, seconded by Councilmember Pelfrey. VOTE: ALL YEAS.

**ORDINANCE 2017-113 AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH CDW-G, LLC FOR THE PURCHASE OF 14 MOBILE COMPUTERS WITH PERIPHERALS AND DOCKING STATIONS, CELL PHONE BOOSTER, CHARGING LOCKER, WIRELESS NETWORK HARDWARE AND NETWORK CABLING IN THE AMOUNT OF \$31,000**

A motion to read by title only was made by Councilmember Chance, seconded by Vice Mayor Spaeth. VOTE: ALL YEAS.

Jennifer Heft discussed Ordinance 2017-113 and Ordinance 2017-114 together. Over the past year, staff, led by Safety Director, Chief Moore, have reviewed and examined the current Emergency Operations Center (EOC) facility and evaluated needed improvements for increased safety on the Municipal Center/Community Center campus. Since 2014 Council authorized upgrades to the camera and access system, established a Campus Security team and began evaluating upgrades needed to the EOC. She said as part of their 50<sup>th</sup> Anniversary celebration and desire to make a difference in the community, Rhinestahl generously donated \$20,000 towards upgrading the City's EOC. The layout of the current EOC has led to the facility being almost exclusively used as a single use EOC. Altering the design will allow for a more flexible use of the room and provide opportunities to continue the City's partnership with Mason Schools, business partners, and other jurisdictions in emergency situations. The facility will be used in Incident Command initiatives during snow and ice removal, Red, Rhythm & Boom and other City events and services. Much of the demolition and construction work will be performed by in-house staff. Jennifer stated Ordinance 2017-113 and Ordinance 2017-114 will improve technology and ability to handle small and large scale emergency events. The 2017 Budget included \$80,000 for improvements to the City's EOC. The State Purchasing Program is being used for these purchases that include: 14 mobile computers with peripherals, docking stations,

cell phone booster, charging locker, wireless network hardware, network cabling, servers, licensing and camera/TV computers.

A motion to suspend the rule and allow for adoption after the first reading was made by Councilmember Chance, seconded by Councilmember Pelfrey. VOTE: ALL YEAS.

A motion to adopt Ordinance 2017-113 was made by Councilmember Prince, seconded by Councilmember Chance. VOTE: ALL YEAS.

**ORDINANCE 2017-114 AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH DELL, INC. FOR THE PURCHASE OF 2 VIRTUAL HOST SERVERS, 14 THIN CLIENT COMPUTERS, LICENSING AND 2 CAMERA/TV COMPUTERS IN THE AMOUNT OF \$27,000**

A motion to read by title only was made by Councilmember Chance, seconded by Councilmember Grossmann. VOTE: ALL YEAS.

A motion to suspend the rule and allow for adoption after the first reading was made by Councilmember Nelson, seconded by Councilmember Prince. VOTE: ALL YEAS.

Councilmember Prince inquired about the location of camera/TV computers and benefiting the City's partners. Eric stated updates and computers will be placed in the EOC located in the Municipal Center basement and will benefit the City's partners including campus security.

A motion to adopt Ordinance 2017-114 was made by Councilmember Chance, seconded by Councilmember Prince. VOTE: ALL YEAS.

**OLD AND NEW BUSINESS**

Vice Mayor Spaeth stated the Mason Historical Society Cemetery Walk will highlight local veterans this year. Her parents will be highlighted with those veterans.

Mayor Kidd recognized Tenji Asian Cuisine, a new business, for investing in the old Wendy's building and turning it into a restaurant with great indoor décor and sushi.

Jeff Forbes stated Jillian Brandstetter and her husband, Paul, are proud parents of a new baby girl, Emery Brandstetter.

**RECOGNITION OF VISITORS** – None

**EXECUTIVE SESSION: LAND ACQUISITION AND EMPLOYMENT/  
COMPENSATION OF PUBLIC EMPLOYEES**

A motion to adjourn into Executive Session for the purpose of land acquisition and employment/compensation of public employees was made by Councilmember Nelson, seconded by Councilmember Chance. VOTE: ALL YEAS. TIME: 8:41 p.m.

A motion to reconvene into Regular Session was made by Councilmember Chance, seconded by Councilmember Nelson. VOTE: ALL YEAS. TIME: 9:16 p.m.

A motion to add Ordinance 2017-115 and Ordinance 2017-116 to the agenda was made by Councilmember Nelson, seconded by Councilmember Chance. VOTE: ALL YEAS.

**ORDINANCE 2017-115 APPOINTING LISA AHR AS CLERK OF COUNCIL AND  
AUTHORIZING THE DESIGNATION OF SUCH OTHER CITY EMPLOYEES AS  
ACTING CLERKS OF COUNCIL DURING ANY TEMPORARY ABSENCE**

A motion to read by title only was made by Vice Mayor Spaeth, seconded by Councilmember Pelfrey. VOTE: ALL YEAS.

A motion to suspend the rule and allow for adoption after the first reading was made by Councilmember Chance, seconded by Councilmember Pelfrey. VOTE: ALL YEAS.

A motion to adopt Ordinance 2017-115 was made by Councilmember Nelson, seconded by Councilmember Chance. VOTE: ALL YEAS.

**ORDINANCE 2017-116 ACCEPTING THE DONATION OF APPROXIMATELY 1.2  
ACRES OF LAND TO THE CITY OF MASON, OHIO**

A motion to read by title only was made by Councilmember Chance, seconded by Councilmember Prince. VOTE: ALL YEAS.

A motion to suspend the rule and allow for adoption after the first reading was made by Councilmember Nelson, seconded by Councilmember Pelfrey. VOTE: ALL YEAS.

A motion to adopt Ordinance 2017-116 was made by Councilmember Chance, seconded by Councilmember Prince. VOTE: ALL YEAS.

**ADJOURN**

A motion to adjourn was made by Councilmember Nelson, seconded by Councilmember Pelfrey. VOTE: ALL YEAS. TIME: 9:22 p.m.