

CITY COUNCIL MEETING - COUNCIL CHAMBER

Monday, January 7, 2013

7:30 p.m.

AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance and Invocation
4. Unfinished Business
 - A. Approval of Minutes – Regular Council Meeting: December 17, 2012
 - B. Approval of Bills
5. Adjourn Sine Die – 2011-2012 Council
6. Oath of Office
7. Election of Mayor and Mayor Pro Tem and Oath of Office
8. Announcements
9. People from the Floor
10. Consent Agenda
11. Regular Business
 - A. Resolution No. 2013-01 – City Council & Planning Commission Meeting Dates
 - B. Resolution No. 2013-02 – A Resolution Recognizing the “Friends of Ingham County Parks”, a Non-Profit Organization in the City of Mason
 - C. Resolution 2013-03 – A Resolution Accepting the Lansing Area Economic Partnership \$10,000 Public Art Grant and Establishing a Public Art Policy
12. Unfinished Business
13. New Business
14. Correspondence
 - Mason Public Schools Foundation
15. Liaison Reports
16. Councilmember Reports
17. Administrator’s Report
 - Fire Department Vehicle Accident
 - Water Main Breaks
 - Recreation Plan
18. Adjournment

**CITY OF MASON
REGULAR CITY COUNCIL MEETING
MINUTES OF DECEMBER 17, 2012**

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

Present: Councilmembers: Clark, Droscha, Ferris, Mulvany, Naeyaert, Tornholm, Waltz
Absent: Councilmember: None
Also present: Martin Colburn, City Administrator
Deborah J. Cwiertniewicz, City Clerk
Eric Smith, Finance Director/Treasurer
Dennis McGinty, City Attorney

ANNOUNCEMENTS

- Kiwanis Club of Mason Blood Drive – St. James Church – Thursday, December 27, 2012

PEOPLE FROM THE FLOOR

None.

PRESENTATION

Kosovo Acknowledgement from the Residents of Viti, Kosovo for Donations and Twinning Agreement p Recipient, Senator Debbie Stabenow

Clark stated that Senator Debbie Stabenow was unable to attend the December 3, 2012 presentation by Jakup Jahiri, Representative of the people of Viti, Kosovo, Peter Jahiri, son of Jakup Jahiri, Mason resident, and former U.S. Military interpreter, and Steve Armstrong, Mason Fire Department Engineer. Unfortunately, Senator Stabenow was unable to attend tonight. With fellow Councilmembers, Mayor Clark presented the tokens of friendship to Staff Assistant Kali Fox on behalf of Senator Stabenow including certificates from the Viti Fire Department and Municipality, as well as gifts of flags, banners, and symbols of their country and city for their contribution in making the Fire Truck 806 trip to Kosovo project successful.

CONSENT AGENDA

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

- A. Approval of Minutes – Regular Council Meeting: December 3, 2012
- B. Approval of Bills: \$84,469.96

MOTION APPROVED UNANIMOUSLY

EXECUTIVE SESSION – Personnel – City Administrator’s Evaluation

MOTION by Naeyaert,
to recess to executive session to discuss the City Administrator’s evaluation
Yes (7) Clark, Droscha, Ferris, Mulvany, Naeyaert, Tornholm, Waltz
No (0)

MOTION APPROVED UNANIMOUSLY

The meeting recessed to executive session at 7:39 p.m. and reconvened at 8:03 p.m.

REGULAR BUSINESS

Resolution No. 2012-37 – City Administrator Performance Evaluation for 2012 Calendar Year

MOTION by Naeyaert, second by Droscha

to consider Resolution No. 2012-37 read.
MOTION APPROVED UNANIMOUSLY

Resolution No. 2012-37 was introduced by Tornholm and seconded by Droscha.

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2012-37
CITY ADMINISTRATOR PERFORMANCE EVALUATION
FOR 2012 CALENDAR YEAR
December 17, 2012**

WHEREAS, City Council Resolution 2005-06 provides that the Council shall conduct a formal review of the job performance of the City Administrator on a yearly basis; and

WHEREAS, City Council Resolution 2005-06 further provides that the Council shall conduct the formal performance review according to the guidelines described therein, including use of the "City Administrator Performance Evaluation Form" and the "City Administrator Self-Evaluation Form" as defined therein; and

WHEREAS, on December 3, 2012, the City Council met for the purpose of reviewing the "City Administrator Self-Evaluation Form" and the composite "City Administrator Performance Evaluation Form" for the purpose of general discussion regarding the job performance of City Administrator Martin A. Colburn, for the purpose of developing specific performance objectives for the City Administrator for the upcoming twelve months, and for the purpose of discussing revision of the Employment Contract between Administrator Colburn and the City Council; and

WHEREAS, at the request of Administrator Colburn, the review meetings by the City Council were held in executive session pursuant to the provisions of the Open Meetings Act; now

THEREFORE BE IT RESOLVED, that the City Council remains satisfied with Administrator Colburn in his management of, and service to, the City of Mason. Administrator Colburn continues to meet the job performance expectations of the Council. The Council feels that Administrator Colburn leads City operations in a manner generally consistent with the collective goals and ideals of the Council, as well as those of the city as a whole; now

BE IT FURTHER RESOLVED, that the City Council evaluated the performance of the City Administrator in fulfilling the responsibilities of the position by rating the following categories. Each category rating below is an average based upon each Council Member assigning a performance rating of 1 to 5 to a specific set of sub-categories for each category. Each performance measure uses the following scale: 5 = *Exceeds expectations*; 3 = *Meets expectations*; 1 = *Fails expectations*.

1. PROFESSIONALISM: 4.6
2. RELATIONSHIP WITH COUNCIL: 4.5
3. POLICY EXECUTION: 4.8
4. REPORTING: 4.3
5. PUBLIC RELATIONS: 4.7
6. STAFFING: 4.3
7. FISCAL MANAGEMENT: 4.6; now

BE IT FURTHER RESOLVED, that Mr. Colburn achieved an overall performance rating of **4.5** and more than met City Council expectations, and City Council commends Mr. Colburn for his outstanding performance as City Administrator and did not identify any areas to improve; however, City Council did have concerns regarding Mr. Colburn's dual role as City Administrator and Acting DPW Director questioning whether it was too demanding and time consuming for one individual, and determined Council would set forth specific objectives for the Administrator during the 2013-2014 budget process; now

BE IT FURTHER RESOLVED, that in accordance with City Council Resolution 2005-06, this resolution is hereby submitted by Mayor Leon R. Clark and Mayor Pro Tem Michael F. Waltz for consideration by the City Council as the written summary of the conclusions of the Council regarding the job performance of City Administrator Martin A. Colburn; now

BE IT FINALLY RESOLVED, that in accordance with City Council Resolution No. 2005-06, a copy of this resolution shall be placed in the personnel file of City Administrator Martin A. Colburn.

RESOLUTION APPROVED UNANIMOUSLY

Resolution No. 2012-38 – City Administrator Employment Contract Amendment No. 11

MOTION by Naeyaert, second by Droscha
to consider Resolution No. 2012-38 read.
MOTION APPROVED UNANIMOUSLY

Resolution No. 2012-38 was introduced by Naeyaert and seconded by Droscha.

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2012-38
CITY ADMINISTRATOR EMPLOYMENT CONTRACT AMENDMENT #11
December 17, 2012**

WHEREAS, City Council Resolution 2005-06 provides that the Council shall conduct a formal review of the job performance of the City Administrator on a yearly basis and further provides that upon completion of the performance evaluation process the Mayor and Mayor Pro Tem may submit to the Council proposed revisions to the Employment Contract between the City Administrator and the City Council; and

WHEREAS, City Council hereby modifies Section 2, Salary, increasing salary paid by 2.0% to \$86,071.90; and

NOW, THEREFORE, BE IT RESOLVED, that Mayor Leon R. Clark and Mayor Pro Tem Michael Waltz do hereby recommend extending the current Employment Contract between Martin A. Colburn and the City Council of the City of Mason for one year.

BE IT FURTHER RESOLVED, that the City Council does hereby authorize the Mayor to execute the Employment Contract between Martin A. Colburn and the City Council of the City of Mason incorporating the revisions proposed herein, effective January 1, 2013.

RESOLUTION APPROVED UNANIMOUSLY

Resolution No. 2012-39 – A Resolution to Quiet Title of a Parcel of Land from the Estate of George W. Pringle

McGinty informed Council regarding errors in the deed of a parcel of land from the estate of George W. Pringle that was drafted by the State of Michigan in 1979.

MOTION by Naeyaert, second by Droscha,
to consider Resolution No. 2012-39 read.
MOTION APPROVED UNANIMOUSLY

Resolution No. 2012-39 was introduced by Tornholm and seconded by Droscha.

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2012-39
A RESOLUTION TO QUIET TITLE OF A PARCEL OF LAND FROM
THE ESTATE OF GEORGE W. PRINGLE
December 17, 2012**

WHEREAS, in 2009 the Albert Pringle family discovered an error in the chain of title for a 56.2 acre parcel of property which affected the marketability of the property, preventing sale; and

WHEREAS, this error was caused by a filing error by the State of Michigan in 1973, and another error on a correction deed in 1984; and

WHEREAS, the Pringle family filed a claim against the State of Michigan and the City of Mason to correct the status in the Midland County Circuit Court; and

WHEREAS, the City had acquired this property from the Estate of Iva Bond and sold it to the State of Michigan in 1973, reserving the mineral rights; and

WHEREAS, an agreement has been conveyed by the three parties' attorneys whereby the City will reconvey the Pringle property to the State of Michigan and the State of Michigan will thereupon reconvey the property to the Personal Representative of the Estate of George W. Pringle.

NOW, THEREFORE, BE IT RESOLVED, that the City of Mason City Council hereby conveys the title of the property by Quit Claim Deed to the Estate of George Pringle in fee simple, and that title to the real property is forever quieted as the Co-Defendant Michigan Department of Natural Resources. The legal description of said property is referred to as:

Part of the Southwest One-quarter of Section 14, T14N, R2W, Greendale Township, Midland County, State of Michigan, described as: Beginning N 89° 58' 59" W, along the South Section line, 405.00 feet from the South One-quarter Corner of said Section 14; thence continuing N 89° 58' 59" W, along said South Section line, 205.50 feet; thence N 00° 06' 51" E, parallel to the North-South One-quarter line, 205.50 feet; thence N 89° 58' 59" W, parallel to said South Section line, 1233.00 feet; thence N 00° 06' 51" E, parallel to said North-South One-quarter line, 1644.00 feet; thence S 89° 58' 59" E, parallel to said South Section line, 1233.00 feet; thence N 00° 06' 51" E, parallel to said North-South One-quarter line, 205.50 feet; thence S 89° 58' 59" E, parallel to said South Section line, 205.50 feet; thence S 00° 06' 51" W, parallel to said North-South One-quarter line, 2055.00 feet back to the place of beginning. This property is subject to an easement for the installation and maintenance of public utilities within the right-of-way of West Prairie Road. Containing 56.2 acres and being subject to restrictions, reservations, easements, rights-of-way, zoning, governmental regulations, and matters visible, if any, upon or affecting said lands.

AND FURTHERMORE RESOLVES to authorize Special Counsel Gary Worman to execute the 42nd Circuit Court Settlement Agreement Stipulation and Order to Quiet Title

AND FURTHERMORE RESOLVES to authorize the City Administrator to execute the Quit Claim Deed of the Pringle property to the State of Michigan.

RESOLUTION APPROVED UNANIMOUSLY

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

CORRESPONDENCE

Correspondence was distributed.

LIAISON REPORTS

- Waltz informed Council regarding Planning Commission business
- Clark informed Council regarding Downtown Development Authority business
- Naeyaert informed Council regarding legislative matters

COUNCILMEMBER REPORTS

Clark reported that he and three other Mayors spoke at the Michigan Municipal League Newly Elected Officials Academy.

ADMINISTRATOR'S REPORT

Colburn informed Council regarding City business. A brief discussion was held regarding the progress of Well No. 9, and the recent Dangerous Building citing.

ADJOURNMENT

The meeting adjourned at 8:36 p.m.

Deborah J. Cwierniewicz, City Clerk

Leon R. Clark, Mayor

01/04/2013 10:36 AM
User: TF
DB: Mason City

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MASON

EXP CHECK RUN DATES 01/01/2013 - 01/09/2013
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

COUNCIL REPORT
MONDAY, JANUARY 7, 2013

Vendor Code Invoice GL Number	Vendor Name Invoice Description GL Description	Invoice Date	Amount
06474	CONSUMERS ENERGY		
JAN 2013 101-265.00-920.000	GAS & ELECTRIC 11/16 - 12/18 GAS & ELECTRIC 11/16 - 12/18	01/01/2013	6,094.76
JAN 2013 592-555.00-920.000	WWTP ELECTRIC 11/21 - 12/20 WWTP ELECTRIC 11/21 - 12/20	01/04/2013	8,943.27
VENDOR TOTAL:			15,038.03
05016	GRANGER		
DEC 2012 101-528.00-818.000	DEC REFUSE CHARGES #2271 CUSTOMERS DEC REFUSE CHARGES #2271 CUSTOMERS	01/04/2013	26,525.28
VENDOR TOTAL:			26,525.28
07249	J. H. CONSTRUCTION INC		
2966 248-000.00-956.000	368 PARK ST SIDEWALK REMOVE & REPLACE 368 PARK ST SIDEWALK REMOVE & REPLACE	01/04/2013	10,437.47
VENDOR TOTAL:			10,437.47
TOTAL - ALL VENDORS:			52,000.78

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.

Martin A. Colburn
City Administrator

CITY OF MASON
STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: January 7, 2013

Agenda Item: 11(A)

AGENDA ITEM

Resolution No. 2013-01 - Resolution Establishing City Council & Planning Commission Meeting Dates for the Year 2013

EXHIBITS

None.

STAFF REVIEW

City Clerk

SUMMARY STATEMENT

Resolution No. 2013-01 sets the 2013 regular meeting dates for City Council and Planning Commission.

RECOMMENDED ACTION

Move to approve Resolution No. 2013-01.

Introduced:
Second:

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2013-01**

**ESTABLISHMENT OF CITY COUNCIL AND PLANNING COMMISSION
MEETING DATES FOR THE YEAR 2013**

January 7, 2013

BE IT HEREBY RESOLVED by the City Council of the City of Mason that the following are the dates of the regular **City Council** meetings for the calendar year 2013, and January 6, 2013, and that said meetings are to be held on the first and third Mondays of each month, with exception of one holiday, scheduled as a *Tuesday meeting,

January 7 and 21	June 3 and 17
February 4 and 11	July 1 and 15
March 4 and 18	August 5 and 19
April 1 and 15	September 3* and 16
May 6 and 20	October 7 and 21
November 4 and 18	December 2 and 16
	January 6, 2014; now

BE IT FURTHER RESOLVED, that the following are the dates of the regular **Planning Commission** meetings for the calendar year 2013, and that said meetings are to be held on the second Tuesday after the first Monday of the respective months,

January 15	May 14	September 10
February 12	June 11	October 15
March 12	July 9	November 12
April 9	August 13	December 10
		January 14, 2014; now

BE IT FURTHER RESOLVED, that these meetings will be held in the City Council Chamber, City Hall, 201 W. Ash Street, Mason, Michigan, with the City Council's meetings to commence at 7:30 p.m. and the Planning Commission's meetings to commence at 6:30 p.m.; now

BE IT FINALLY RESOLVED, that the City Clerk shall cause these dates to be published in a local newspaper.

Yes

No

CLERK'S CERTIFICATION: I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Mason City Council at its regular meeting on January 7, 2013, the original of which is part of the Council's minutes.

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

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: January 7, 2013

Agenda Item: 11(B)

AGENDA ITEM

Resolution No. 2013-02 – A Resolution Recognizing the “Friends of Ingham County Parks”, a Non-Profit Organization in the City of Mason

EXHIBITS

None.

STAFF REVIEW

City Clerk

SUMMARY STATEMENT

The “Friends of Ingham County Parks, Inc.” is seeking a Charitable Gaming License from the State of Michigan Bureau of State Lottery. Approval by City Council states that the “Friends of Ingham County Parks, Inc.” is recognized as a nonprofit organization in the community. The organization has provided its By-laws, Articles of Incorporation, and the Certificate of Change of Registered Office and/or Change of Resident Agent form which are on file with the City Clerk.

RECOMMENDED ACTION

Move to approve Resolution No. 2013-02.



Charitable Gaming Division
 Box 30023, Lansing, MI 48909
 OVERNIGHT DELIVERY:
 101 E. Hillsdale, Lansing MI 48933
 (517) 335-5780
 www.michigan.gov/cg

CITY OF MASON
 CITY COUNCIL RESOLUTION NO. 2013-02
 JANUARY 7, 2013

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

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

called to order by _____ on _____
DATE

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

Moved by _____ and supported by _____
Friends of Ingham

that the request from County Parks of Mason
NAME OF ORGANIZATION CITY

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

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

APPROVAL

DISAPPROVAL

Yeas: _____

Yeas: _____

Nays: _____

Nays: _____

Absent: _____

Absent: _____

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

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.
 PENALTY: Possible denial of application.

BSL-CG-1153(R6/09)

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: January 7, 2013

Agenda Item: 11(C)

AGENDA ITEM

Resolution 2013-03 – A Resolution Accepting the Lansing Area Economic Partnership \$10,000 Public Art Grant and Establishing a Public Art Policy

EXHIBITS

- City of Mason Public Art Policy
- LEAP Grant Narrative
- Art Location Maps

STAFF REVIEW

Administration

SUMMARY STATEMENT

The Lansing Economic Area Partnership (LEAP) is the only economic development agency in the State to award economic development monies for the placement of art. The City of Mason is one of two local municipalities to receive \$10,000 from LEAP at the announcement of the Public Art for Communities grant program.

Mason and DeWitt Township will be awarded the funds to commission a sculpture to be placed in the public right-of-way in their communities to enhance a sense of place as well as business development. The goal would be to help the community identify considerations and requirements.

The location for the art work will be the county-foreclosed parcel located at 848 N. Jefferson that had a dilapidated house. The property ownership will be transferred from Ingham County to the City, requiring City Council acceptance and action in the future. The house on the property is being demolished and the land cleared, and ownership will be turned over to the City of Mason. The City will use the property as a trailhead to the Hayhoe Riverwalk, adding parking, a bike rack, benches, trail mapping and ADA access to the trail system. The public art will be created by a local artist from the tri-county region and will be placed on the southern tip of the parcel. This location for the artwork will be very visible along the arterial street and the Hayhoe Riverwalk, and will draw people into the Hayhoe Riverwalk trailhead area, as well as welcome visitors to the City of Mason itself.

The Mason Public Art Policy establishes a public art program, with the City Administrator responsible for implementation. The Public Art Policy spells out the financial means of funding future projects, as well as the process. The City Administrator will utilize the resources of staff and the art community and citizens and ultimately, the City Council to affirm future public projects. This policy calls for funding annually if available. Under the current policy, 1/10 of 1% of the general fund would be allocated annually. Under the current year's annual budget, that would be equivalent to \$4,976.75. This program allows for donations to be utilized and provides some versatility in the program. Contracts that are awarded, are to be completed under the supervision of the City Administrator and the City Attorney. This policy requires the City Administrator to make recommendation of artists or proposals submitted to be authorized by the Mason City Council.

Due to a significant delay by LEAP in announcing the grant recipients, the art selection process and installation of the new artwork will also be adjusted within 2013.

RECOMMENDED ACTION

Approve Resolution 2013-03.

Introduced:
Second:

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2013-03**

**A RESOLUTION ACCEPTING THE LANSING AREA PARTNERSHIP
\$10,000 PUBLIC ART GRANT AND ESTABLISHING A PUBLIC ART POLICY**

JANUARY 7, 2013

Whereas, the Lansing Area Economic Partnership (LEAP) established a Public Art Grant program, the first of its kind in Mid-Michigan; and

Whereas, LEAP's intent is to establish a means and incentive in "Placemaking" which is the concept of communities creating stimulating and engaging environments; and

Whereas, these environments demonstrated within the Tri-County area of Mid-Michigan, will build more confidence in the business community and the community as a whole to invest and create jobs; and

Whereas, LEAP desires to encourage communities to adopt Public Art Policies that assist in the implementation for a successful placemaking strategy; and

Whereas, the City of Mason has historically implemented methods and practices that has helped create a community with a bountiful personality which is pedestrian friendly and stimulating to the citizenry; and

Whereas, the City of Mason has established the Hayhoe Riverwalk, neighborhood parks, partnered with entities with public art such as the American Legion art program, all in the hopes of creating a visual experience as well as a physical, healthy experience to promote the welfare of our citizenry;

Now, Therefore, Be it Resolved, that the City of Mason accepts the LEAP Public Art Grant award of \$10,000; and

Be It Finally Resolved, that the City of Mason adopt the City of Mason Public Art Policy attached to Resolution 2013-03 to implement a methodology to pursue public art within the City of Mason.

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, January 7, 2013, 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 Public Art Policy

Introduction

The City of Mason, by establishing the public art program, joins cities around the country that have enlivened their appearance and their appeal through the placement of art where the community gathers such as parks, buildings, plazas, pedestrian and vehicular access paths.

Funding

The Public Art Ordinance allows for the City to set aside funds that may be appropriated each year by the City Council an amount equal to one-tenth of one percent of the City's general fund. The funds may be accumulated and expended for public art, from time to time, as hereinafter provided. Provided, however, that any unexpended or unappropriated fund balance in the public art fund may, from time to time, be reappropriated by the City Council for any such other public purposes as permitted by laws which the City Council shall deem necessary or proper.

Statement of Purpose

The public art program enhances City life. Art in public places provides occasions for visual delight; it can stimulate community dialogue by challenging familiar experience. Public art enriches lives as it creates a more cultural urban environment.

Goals of the Public Art Program

The goals of the City of Mason's Public Art Program are:

- To promote the visual arts in Mason.
- To include works of art representing a broad variety of media, styles and community interests.
- To provide opportunities for artists of all racial, ethnic and cultural backgrounds, disabilities and other diverse groups.
- To enhance the urban environment and public spaces throughout the City.
- To pursue opportunities to inform the public regarding public art including public participation in all phases of the public art process.
- To document, maintain and conserve works of art in the public art collection.

Mason City Administrator Responsibilities

The Mason City Administrator is responsible for the administration and overall management of the Public Art Program for the City of Mason. These responsibilities include budget supervision; securing a site location; releasing a call for proposals and/or call for artists; securing City Council approval as needed; identifying and contracting with the artist; supervising fabrication and placement; creating signage; coordinating dedication of the art piece and carrying out an educational program.

Donations

Group or individuals may request that the City consider the placement of a donated work of art or funds to initiate a new public art project. The following parameters apply:

Artwork Donations

A potential donor of artwork will submit a written proposal, including an example of the proposed artwork, for initial review by the Mason City Administrator. The donor will present the actual artwork or an image of the artwork for approval.

After evaluating the proposal, the City Administrator will make his recommendation to the City Council.

Gift proposals should include:

1. A site plan that locates the artwork if a specific location is proposed;
2. Description of materials included in the artwork;
3. Installation details;
4. Recommended maintenance plan;
5. Source of funding, if any, for installation and maintenance.

Monetary Donations

A financial donor may contribute monetary gifts to the public art fund for use in a future public art project. If the donor proposes a specific project or commission, a written proposal must be submitted to the City Administrator for review and approval.

Public Arts Commission Process

The phases below outline a program for carrying out a commissioned public art project. These phases are intended to be guidelines, as it is recognized that each commission is unique and adjustments will need to be tailored to each individual project.

Phase 1: Assess the Project

At the earliest stage, the City Administrator discusses the feasibility of a proposed public art project. These discussions include, but are not limited to, the following questions:

1. How would the public art project serve the goals of the public art program and the needs of the community?
 - What art is currently included in the City's program?
 - What themes, materials and style will add to the diversity of public art in Mason?
 - Is there an expressed interest of style preference for this site or project?
 - What site would work for this placement?
2. What site is currently available for placement and is a feasible, visible location for public art?
3. Will the community have sufficient access to the art once it is placed and will its placement enhance the public art program as a whole?
4. If a site is first chosen, what medium would be best suited for this space?

5. Is the budget sufficient to pay for this placement or will additional funds be required from another source? If other funds are to be sought, will these funds come from a grant, contribution or by collaboration with a private sector entity such as a developer?
6. What difficulties or resistance are likely to be met?
7. What time lines and other site factors that may affect placement need to be considered?
8. What are the maintenance considerations?
9. Who besides the City Administrator will be actively involved in this project? Will there be architects, landscape architects, engineers, residents, affected property owners (commercial or resident), other City staff or donors involved?
10. What is the proposed budget for the project, including the cost of the public art, installation costs, signage and all other associated costs?
11. What is the timeline for the project?

Phase Two: Call for Proposals or Artists

The judging criteria be included in the Request For Proposal (RFP) or Request For Quote (RFQ).

The scoring criteria may include: originality of artwork; credentials of artist(s); relevance of artwork's theme, sustainability, experience of the artist(s) and/or maintenance. Criteria can be changed or modified depending on the needs in the RFP (see sample criteria).

Creating selection criteria will set up an agreed upon expectation as to what basis the RFP should be judged upon. Scoring criteria may also be included in the RFP for the artist.

With agreement on the public art project and support from City Council, the City Administrator should prepare and send out a notification to artists termed a "Call for Artists" or "Call for Proposals." This Call includes project specifics regarding the location, style or nature of the placement, type and theme of project, and a budget. The Call is distributed to artists locally, throughout Michigan and nationally, so that the best possible pool of candidates can be assembled.

The Administration staff catalogs all the artists and/or proposals. Applicants may be asked to provide examples of work (2D or 3D), a resume, a statement of interest in the project, an artist's statement and a budget. Artists are free to include other materials as they wish.

Phase Three: Artist Selection

The City Administrator will review the proposals and other artist materials. The Administrator may choose to interview artists to gather additional information on the proposals.

After deliberating on the proposals, the City Administrator will make a recommendation of artist(s) or proposals(s) to submit the artwork for authorization from the Mason City

Council. The Administrator may choose to recommend one artist and/or proposal or a set of finalists. The City Administrator may recommend that the finalists be displayed to the public for community feedback.

Phase Four: The Artist and the Work of Art

Once the City Administrator has made its recommendation to the City Council, the Council then reviews the recommendation and votes to accept or reject the recommendation. Once the recommendation has been approved by the City Council, the artist will be notified that he/she is a finalist in the competition. It may be that one or more of the artists are unavailable or uninterested in the project.

The City Council may then arrange a site visit for the artist(s) so that she/he may learn about the project in more detail, its location and specific features, budget and any architectural/engineering information that is pertinent. In addition, the City Council may choose to have the artist meet with community members, stakeholders and City staff involved in the project. This is another key opportunity for the council members to express their ideas about the art and/or artist under consideration.

Depending on the action of City Council the City Administrator may (1) proceed into a contractual arrangement with the artist, (2) ask the artist to make revisions to the proposal or (3) vote to discontinue its working relationship with the artist and undertake to work with another artist. If no other artist is available or acceptable, the entire process could be started over by issuing another call for artists.

Phase Five: Public Education/Information

A public art program can only be as successful as its community support. This requires an ongoing educational program that provides ample opportunities for community discussion, analysis and debate about the significant topics involved with public art. It must also provide for the informational needs of the community as a particular project is developed. The educational program is a part of the responsibilities of the City Administrator.

Phase Six: Contracts and Budget

Once an artist is selected and a final budget agreed upon, the City Administrator must formally request the City Council to approve the artist and to enter into a contract with the artist for the work of art. The dollar amount of the contract is subject to the funds allocated to the project and the artists' fees and fabrication costs, as well as other expenses as allowed under the terms of the public art ordinance.

The contract itself is completed under the supervision of the City Administrator and the City Attorney. It is a standard contract for services and transfers ownership of the art to the City at the time of installation. The contract should ensure that the art becomes the full property of the City, with no rights remaining with the artist, and should also provide for the removal of the art at such time that this is deemed necessary. The contract also protects the City from the artists duplicating the exact work for sale to others.

The Administrator and its staff work together with the artist to bring the project to completion. The City Administrator may enhance their understanding of the work as it is fabricated by visiting the artist's studio, exchanging photographs or inviting the artist to a meeting for an update. Other City staff, community members and professionals related to the project also collaborate to complete the project. This process may take a number of months, depending on the complexity of the art, the extent of fabrication, and the time needed to install the art.

Once the art is installed, the City will hold a dedication ceremony to formally introduce the art and the artist to the community. City Council members and the City Administrator will work together to ensure this event is appropriate to the art and the location and that the dedication event will be open to the public. The art and artist will be identified with an appropriate plaque on the site.

Phase Seven: Documentation/Evaluation

Periodically, the City Administrator will review Public Art Guidelines to determine how they can be improved to better meet the community's needs and interests, and the goals of the public art program, especially immediately following a selection.

The City of Mason has long been known for its rural farming atmosphere and quaint Victorian neighborhoods surrounding a vibrant downtown. A great place to live, work and raise a family, Mason is also a Tree City USA and the beauty of the City is matched only by the friendliness of its citizens. The City of Mason has been ahead of its time with regard to placemaking, ensuring that Mason as a whole has a well developed sense of place and history for the surrounding communities.

In 1865, Mason was incorporated as a village and during the 19th century, Mason enjoyed being the center of Ingham County activity. While Lansing eventually became the state capital, Mason remained the Ingham County Seat, making Michigan the only state in the country with a capital city that is not also the county seat. Mason's city center is the historic Ingham County Courthouse, and two historic churches are the cornerstones of the downtown courthouse square. This downtown city block is the location of numerous events, including the annual Sun Dried Music Festival in late August, seasonal Farmer's Markets, live music, parades and holiday celebrations.

Visitors to Mason will leave with a warm and lasting impression of a well-planned, beautiful community, including a lively downtown and graceful neighborhoods full of historic character. Guests and citizens alike cherish the numerous shopping and dining opportunities in Mason, including the regionally famous Antiques District. With the newly expanded Hayhoe Riverwalk and countless City sidewalks and pedestrian paths, visitors can spend the day walking downtown and throughout the community, enjoying the sights and sounds in Mason. Newcomers to Mason will enjoy the charm of the older neighborhoods, or may also appreciate the newly built homes in convenient subdivisions still near the city center. An excellent school district and easy access to the Lansing and Jackson areas make Mason an ideal place to call home.

Fast approaching its 150th anniversary in 2015, Mason continues to grow and attract new families and businesses. During the past decade alone, nearly 700 housing units have been added to the housing inventory. There is a commercial and industrial component of Mason that, during these challenging economic times, the City has been able to maintain. Mason works in a competitive fashion by encouraging industry with State incentive tax abatements, helping to create and maintain jobs.

Walkability within the City of Mason has been a priority for several years. Pedestrian and bicycle transportation is available along Hayhoe Riverwalk as well as on the required sidewalks on every street. Mason also has the Hayhoe Riverwalk, a quiet and peaceful 2.5-mile trail along Sycamore Creek. The City of Mason has prided itself on looking into the future for walkability. With a population of more than 8,250, Mason is proud to be a healthy growing city. The City of Mason has consistently focused on place making and quality of life.

Most recently, the American Legion has worked with a local artist to create greater than life-size wooden carvings of soldiers representing wars over the past 200 years. These

wooden soldiers will eventually be placed at City Hall as another opportunity to showcase Mason's sense of history and dedication to placemaking and public art.

Working with the Ingham County Landbank and Michigan State Housing Development Authority through the Ingham County Housing Commission, the City will front the effort to place a piece of artwork in Mason. The location for the art work will be a county-foreclosed parcel that had a dilapidated house. The house on the property is being demolished and the land cleared, and ownership will be turned over to the City of Mason. The City will use the property as a trailhead to the Hayhoe Riverwalk, adding parking, a bike rack, benches, trail mapping and ADA access to the trail system. The property is located at 848 N. Jefferson, a gateway into the historic Mason Downtown, which highlights the Ingham County Courthouse. The public art would be created by a local artist from the tri-county region and would be placed on the southern tip of the parcel. This location for the artwork would be very visible along the arterial street and the Hayhoe Riverwalk, and would draw people into the Hayhoe Riverwalk trailhead area, as well as welcome visitors to the City of Mason itself.

The designated property is an ideal location for a new piece of art, as it is highly visible along the busy Jefferson Street corridor. Visitors to Mason from all directions will likely pass by the planned trailhead, and the proximity of Meijer, a credit union, gas station, McDonald's and I-127 access will ensure great visibility for the art work. Countless people currently use the Hayhoe Riverwalk, and a new trailhead will only increase the traffic along the trail. The new parking availability will allow greater access for all, as well as a new gathering spot for families and other trail goers.

The artwork will be chosen for its ability to showcase not only the artist's skills, but how the artist embraces Mason's sense of place. Mason is known for the Ingham County Courthouse, and its overall historic charm. The new artwork will be a focus point of the new trailhead and will draw people in, contributing to Mason's distinct identity as a beautiful, welcoming city. The artwork will also speak to Mason's love of nature and trees, as Mason is a proud Tree City, USA.

A Request for Proposals for the artwork has already been drafted and will be sent out to the appropriate venues once potential grant money recipients are notified (November 13, 2012). All RFP's should be returned to the City no later than December 31, 2012. The City Administrator, working closely with City Council members and the newly developed Art Committee, will choose an artist and their concept for the new artwork by the end of January 2012. We expect the artist to have their artwork completed by the end of April 2013, and installation of the artwork in the new Hayhoe Riverwalk trailhead no later than June 1, 2013.

A detailed map showing the location of the proposed trailhead and artwork location is enclosed, as well as an artist's rendering of the new Mason Park. Again, the artwork will be placed at the southern tip of the park, which will be excellent visibility for Hayhoe Riverwalk trail walkers, as well as pedestrians on Jefferson Street, and the countless vehicular traffic that passes the property.

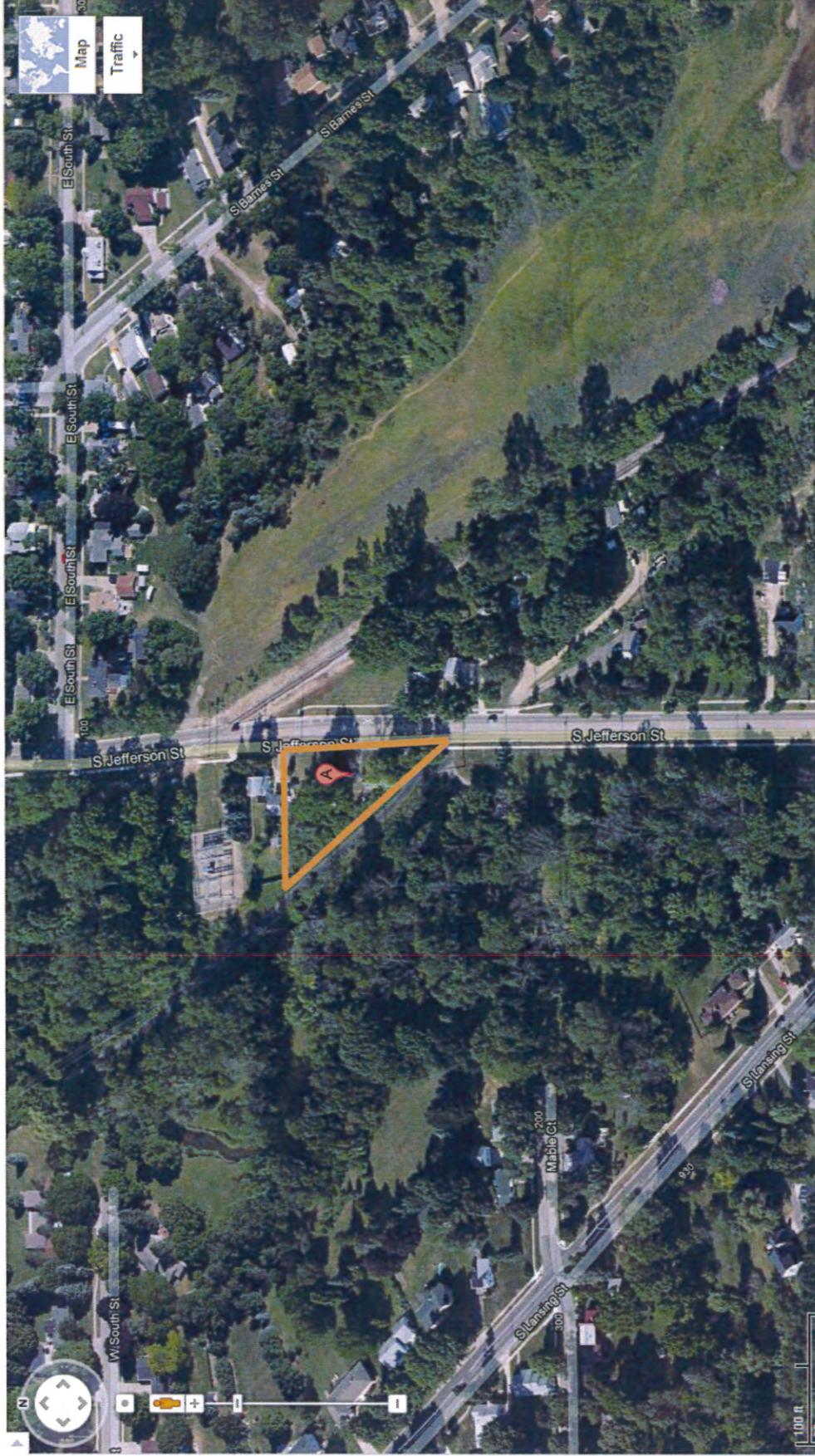
If awarded the \$10,000 grant, all monies will be dedicated to the production and installation of the new artwork. The RFP's will state that all artwork must include not only full production of the piece, but installation at the new site as well. If additional labor for installation is needed, the City will self-fund any additional laborers needed to safely and permanently install the artwork.

The City of Mason will be adopting a Public Art Policy at the November 19, 2012 City Council meeting. The draft policy is also attached for review.

The City of Mason is a LEAP member through Ingham County Economic Development Corporation, and is thoroughly dedicated to maintaining and creating a strong sense of place. A new piece of artwork will be the perfect focal point for a new Riverwalk trailhead, which will draw new visitors into the City, as well as inspire those residents already living here. The new location of the trailhead and artwork is only blocks from downtown, and will bring more people and appreciation not only to our Riverwalk, but to the City, benefiting the numerous downtown businesses.

City of Mason, LEAP Grant Application

Orange outlines are only estimations







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December 16, 2012

City of Mason
201 W. Ash Street
Mason, MI 48854

Dear Mayor Clark,

Mason Public Schools experienced State of Michigan cuts that resulted in a loss of nearly \$2 million in funding to the district over the past three years. These state funding cuts forced budget reductions of nearly \$1.5 million during the past two years. The cuts impacted many areas, including teachers, administrators, support staff, clubs and organizations, and athletic activities.

Additionally, more technology is needed to meet state requirements for online testing beginning in 2014.

We need your help.

Mason Public Schools Foundation (MPSF), a state licensed 501(c)(3) nonprofit organization, is hosting a Red Carpet Gala on Feb. 23, 2013 to raise money for Mason Public Schools. **We are seeking corporate and personal sponsorships, as well as donated items for our silent and live auctions.**

SPONSORSHIP OPPORTUNITIES:

Gold Bulldog Sponsor - \$500

Full page (7.5" tall x 4.5" wide) advertisement in gala program

Silver Bulldog Sponsor - \$300

Half page (3.75" tall x 4.5" wide) advertisement in gala program

Bronze Bulldog Sponsor - \$150

Listing in gala program

All sponsors who commit by February 1, 2013 will receive recognition at the gala, in news releases, on the MPSF website and Facebook page, and in Keynotes, the newsletter distributed to families across the district. Checks should be made out to Mason Public Schools Foundation.

AUCTION ITEMS:

Items with a value of \$50 or more are greatly appreciated, however, any donation you can provide would be an asset to our fundraising efforts. You will be recognized at the gala, in the program book and on the MPSF website. I can pick up the item(s) at your convenience.

Please let me know if we can count on your support of this worthy cause. I can be reached at jenncady78@gmail.com or 517-881-9173. More information about the MPSF can be found on the district website: mason.k12.mi.us.

Sincerely,

Jennifer Cady
Mason Public Schools Foundation board member

Federal Identification Number: 38-2598007



**MASON
PUBLIC SCHOOLS
FOUNDATION**

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Mason Public Schools Foundation Fact Sheet

Q. What is the Mason Public Schools Foundation?

A. The Mason Public Schools Foundation (MPSF) is a nonprofit fundraising organization that was established in 1984 by several dedicated community members sharing a common cause: expanding and enhancing the educational experiences of Mason Public Schools students.

Q. What initiatives does MPSF support?

A. Recently, MPSF has provided funding for the Mason Technology Infusion Project (MTIP) with funding of \$30,000 per year for the past five years. This commitment has recently been extended for an additional two years. This project, which touches every student in our elementary schools, middle school and high school, has paid for the purchase and installation of ceiling-mounted data projectors, interactive whiteboards and digital document cameras for all grade levels, as well as an exciting new video production studio at the high school. Additionally, iPads were recently purchased for several middle school classrooms.

Q. Is MPSF part of the school district?

A. No. MPSF is a separate 501(c)(3) nonprofit organization. The cornerstone of MPSF is a board of directors. This group consists of volunteer members from the community, the Mason Public Schools superintendent of schools and a board of education member.

Q. How does MPSF raise money?

A. MPSF raises funds for Mason Public Schools in a variety of ways, including the annual Mason State Bank 5K Run/Walk (May 3, 2013), an annual dinner and auction event (Feb. 23, 2013), Mason Pizza Day, grant writing, and the Meijer Community Rewards program (code No. 114897). The most important single contributor of all, however, is you. In fact, much of the money raised comes from generous donations made by companies, parents, grandparents and friends of our community.

The Mason Public Schools Foundation recognizes that a community is only as strong as its schools, and we're committed to making certain our students receive educations that allow them to compete within our state, our nation and our world.

City of Mason

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Police 517 676-2458
Fax 517 676-1330
TDD 1-800-649-3777

MEMORANDUM

TO: Honorable Mayor and Council Members

FROM: Martin Colburn, City Administrator

DATE: January 7, 2013

RE: City Administrator's Report

Fire Department Vehicle Accident

On Christmas Eve, Mason Fire Department responded to multiple accident calls along US 127. In the process of responding, a Fire Department response vehicle was hit from the rear by a citizen, spinning him off the shoulder of the road. Fortunately, very minor injuries were incurred by our firefighter. However, significant damage was done to the sedan driven. Our insurance carrier is conducting an inspection and I expect that the vehicle will be totaled. We will proceed accordingly with identifying replacement once the inspection is completed.

Water Main Breaks

Starting on New Year's Day, the City incurred three water main breaks. Crews were called out to repair the leaks and worked through the night to accomplish the necessary repairs. The locations included the intersection of Roosevelt and Lawton, Sycamore and Jefferson, and along Eugenia Street. The temperatures have been dropping into the teens, which works the frost into the earth. This often results in underground movement that damages water lines.

Recreation Plan

City Council will conduct a public hearing on Monday, February 4, 2013 at 7:30 p.m. to take public comment on the City of Mason's Five-Year Recreation Plan. The Recreation Plan describes the physical features, existing recreation facilities, and the desired actions to be taken to improve and maintain recreation facilities within the Mason community.

The draft plan may be publicly inspected Monday through Friday, 8:00 a.m. to 5:00 p.m. in the Zoning & Development Department at City Hall, or you may request an emailed

copy of the Recreation Plan from Executive Assistant Ingrid Nova. The Recreation Plan will also be available on the main page of the Mason City website at www.mason.mi.us. Comments and questions may be directed to David Haywood.