

CITY OF MASON

CITY COUNCIL MEETING - COUNCIL CHAMBER Monday, March 18, 2013

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. Presentation
 - A. Mayoral Proclamation
7. Consent Agenda
 - A. Approval of Minutes – Regular Council Meeting: March 4, 2013
 - B. Approval of Bills
8. Regular Business
 - A. Resolution No. 2013-13 – A Resolution to Approve Matching Funds and to Authorize an Application to the Michigan Department of Natural Resources Recreation Passport Grant Program
 - B. Resolution No. 2013-14 – A Resolution to Approve a New Small Wine Maker License and Entertainment Permit for Bad Brewing Company LLC
 - C. Motion – Two Year Extension of Northwood Energy Corporation Oil and Gas Lease
 - D. Motion – 2012 Annual Report– Zoning & Development
 - E. Motion – 2012 Annual Report – Police Department
 - F. Motion – Mason Area Chamber of Commerce Annual Events
 - G. Discussion – Sister City, Vitina, Kosovo Exchange
9. Unfinished Business
10. New Business
11. Correspondence
 - Monthly Revenue & Expenditure Report
 - 2013 MML Capital Conference
12. Liaison Reports
13. Councilmember Reports
14. Administrator's Report
 - Lansing Economic Area Partnership (LEAP) Art Grant – Request for Proposal
 - MMRMA Risk Pool Training
15. Adjournment

CITY OF MASON, MICHIGAN
MAYORAL PROCLAMATION

Whereas, Leon Langridge took his 66 hour firefighter training course in 1982; and

Whereas, Leon came to the Mason Fire Department as a Trainee with two years of experience in October of 1984; and

Whereas, Leon became a regular member of the Mason Fire Department as a Firefighter on December 7, 1985; and

Whereas, Leon completed Fire Officer III Incident Command training in 1990, and First Responder Awareness class in 1991; and

Whereas, Leon passed the Challenge exam and earned Firefighter I and II classification in 1993; and

Whereas, Leon became certified as an Ice Rescue Specialist in 1996 and joined the Mason Fire Department's Ice Rescue Team; and

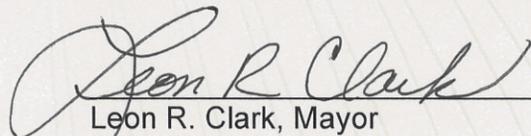
Whereas, Leon completed and passed his first Engineer Training Class in 1992, and again in 1995, becoming proficient in the operation of the pumpers in the Mason Fire Department fleet; and

Whereas, Leon's volunteer involvement with the Mason Fire Department resulted in many cash donations from his employer, Consumers Power, through Safety Grants; and

Whereas, Leon has dedicated 28 years of service to his community through his participation with the Fire Department, and continues to serve his fellow man through the Mason Area Ambulance Service; now

Therefore Be It Resolved, that I, Leon Clark, Mayor of the City of Mason, on behalf of the Mason City Council, and the residents of the City of Mason, in recognition of Leon Langridge's dedication to professional training and serving as a volunteer firefighter evidenced by his ready response, day and night, to calls for assistance, do hereby proclaim Friday, March 22, 2013, as "**Leon Langridge Day**" in and for the City of Mason.




Leon R. Clark, Mayor

Presented March 18, 2013

**CITY OF MASON
REGULAR CITY COUNCIL MEETING
MINUTES OF MARCH 4, 2013**

Clark called the meeting to order at 7:31 p.m. in the Council Chambers at 201 W. Ash Street, Mason, Michigan. Ferris led the Pledge of Allegiance and offered the invocation.

Present: Councilmembers: Brown, Clark, Droscha, Ferris, Mulvany, Naeyaert
Absent: Councilmember: Bruno
Also present: Martin A. Colburn City Administrator
Deborah J. Cwiertniewicz, City Clerk
Eric Smith, Finance Director/Treasurer
David Haywood, Zoning & Development Director
Dennis McGinty, City Attorney

ANNOUNCEMENTS

- Mason Sesquicentennial Committee will meet at City Hall on March 11, 2013.

PEOPLE FROM THE FLOOR

None.

PRESENTATION

Ed Sesi, System Manager of Wide Open West (WOW) Cable, spoke regarding recent outages and developments with the company. He stated that since they took over the business from Broadstripe they have been attempting to update infrastructure and equipment to better serve the customers of the areas they cover, including Mason. He said the recent failures were due to product faults and that the company is acting as fast as they can to rectify all problems and provide a better system for the customer. He apologized for the unforeseen situations that occurred and said that when all improvements are complete the system in Mason will be top quality.

Robert Trezise, President & CEO of Lansing Economic Area Partnership (LEAP) spoke about the advantages of membership in the partnership and informed the Council of recent projects undertaken by the organization and how they affect all of the Greater Lansing area. He encouraged the city's membership in the group.

CONSENT AGENDA

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

- A. Approval of Minutes
 - Regular Council Meeting: February 18, 2013
 - Special Council Meeting: January 28, 2013
- B. Approval of Bills: \$77,147.44

MOTION APPROVED UNANIMOUSLY

REGULAR BUSINESS

Resolution No. 2013-10 – A Resolution Recognizing the “Kiwanis of Michigan Foundation”, a Non-Profit Organization in the City of Mason

Liz Luttrell-Wilson, past Michigan District Governor at Kiwanis International, and current Vice President at Mason State Bank, spoke on behalf of the “Kiwanis of Michigan Foundation”

Resolution No. 2013-11 was introduced by Ferris and seconded by Mulvany.

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2013-11
A RESOLUTION ADOPTING THE MASON FIVE-YEAR RECREATION PLAN 2013-2017
March 4, 2013**

WHEREAS, the City of Mason has prepared a Five-Year Recreation Plan which describes the physical features, existing recreation facilities and the desired actions to be taken to improve and maintain recreation facilities during the planning period between 2013 and 2017, and

WHEREAS, two community workshops were held on June 21 and 28, 2012, in the Training Room at the Mason City Hall to provide an opportunity for citizens to provide input regarding recreation opportunities within the community, and

WHEREAS, citizens were notified of availability of the draft plan on December 30, 2012 and afforded thirty-three days to review and provide comments on a draft of the Five-Year Recreation Plan prior to the Mason City Council taking formal action to adopt the plan, and

WHEREAS, a public hearing was held on February 4, 2013, in the Council Chamber at the Mason City Hall to provide an opportunity for citizens to express opinions, ask questions, and discuss all aspects of the Five-Year Recreation Plan, and

WHEREAS, the City of Mason has developed the plan for the benefit of the entire community and to adopt the plan as a document to assist in meeting the recreation needs of the community, and

NOW THEREFORE BE IT RESOLVED, that the City Council adopts the Mason Five-Year Recreation Plan 2013-2017 as a guideline for improving recreation for the residents of the City of Mason.

RESOLUTION APPROVED UNANIMOUSLY

Resolution No. 2013-12 - Mayoral Appointment to the Planning Commission

MOTION by Droscha, second by Brown,
to consider Resolution No. 2013-12 as read.

MOTION APPROVED UNANIMOUSLY

Resolution No. 2013-12 was introduced by Ferris and seconded by Mulvany.

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2013-12
MAYORAL APPOINTMENT TO THE PLANNING COMMISSION
MARCH 4, 2013**

WHEREAS, the resignation of Nancy Cotter on February 26, 2013, created a vacancy on the Planning Commission; now

BE IT HEREBY RESOLVED, that the Mayor, with confirmation by the City Council, does hereby appoint Seth Waxman to the Planning Commission of the city to fill the remainder of the unexpired term, commencing March 4, 2013 and expiring on December 31, 2013.

RESOLUTION APPROVED UNANIMOUSLY

Motion – Service Agreement With The Mason Softball Association (MSA)

Russ Whipple, Lead Director of the Mason Softball Association (MSA) spoke regarding the benefits of the Service Agreement, specifically that it will give the association the ability to fundraise for MSA, which will keep the costs down for the teams, as well as improve the fields, freeing up city employees for other areas of their duties.

MOTION by Naeyaert, second by Droscha,
to approve the Mason Softball Association (MSA) Service Agreement and authorize the City Administrator to enter into the agreement.

MOTION APPROVED UNANIMOUSLY

Discussion – Review of Codes Relating to Allowable Parking Areas for Recreational Vehicles

Haywood informed the Council of current ordinance parameters for parking recreational vehicles in residential areas. It was discussed that vehicles are permitted to be parked on the driveway, but they are not permitted to be parked in the front yard. It is permissible to park vehicles in the back yard.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

CORRESPONDENCE

All correspondence was distributed.

LIAISON REPORTS

- Mulvany informed Council regarding Historic District Commission business
- Naeyaert informed Council regarding Planning Commission business

COUNCILMEMBER REPORTS

Council Member Brown stated that he recently attended MML Committee Meetings and offered discussion and feedback regarding planning and zoning issues currently before the State Legislature.

ADMINISTRATOR'S REPORT

Colburn informed Council regarding City business.

ADJOURNMENT

The meeting adjourned at 9:21 p.m.

Deborah J. Cwierniewicz, City Clerk

Leon R. Clark, Mayor

03/15/2013 09:20 AM
User: TF
DB: Mason City

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MASON

EXP CHECK RUN DATES 03/15/2013 - 03/20/2013
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

COUNCIL REPORT
MONDAY, MARCH 18, 2013

Vendor Code Invoice GL Number	Vendor Name Invoice Description GL Description	Invoice Date	Amount
06474	CONSUMERS ENERGY		
MARCH 2013 101-448.00-926.000	ELECTRICITY 2/1 - 2/28 ELECTRICITY 2/1 - 2/28	03/15/2013	8,340.61
VENDOR TOTAL:			8,340.61
05424	CUMMINS BRIDGEWAY, LLC		
003-81803 592-555.00-933.000	ASCO TRANSFER SWITCH ASCO TRANSFER SWITCH	03/15/2013	5,085.00
VENDOR TOTAL:			5,085.00
05221	MCGINTY, HITCH, HOUSEFIELD, PERSON,		
MARCH 2013 101-266.00-826.000	FEB LEGAL FEES FEB LEGAL FEES	03/15/2013	7,952.09
VENDOR TOTAL:			7,952.09
07096	SPEEDWAY, LLC		
MARCH 2013 661-568.00-731.000	FEB GAS USE 2003.9 GALLONS FEB GAS USE 2003.9 GALLONS	03/15/2013	6,075.88
VENDOR TOTAL:			6,075.88
TOTAL - ALL VENDORS:			27,453.58

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: March 18, 2013

Agenda Item: 8(A)

AGENDA ITEM

Resolution No. 2013-13 – A Resolution to Approve Matching Funds and Authorized an Application to the Michigan Department of Natural Resources Recreation Passport Grant Program

EXHIBITS

None.

STAFF REVIEW

Zoning & Development Department

SUMMARY STATEMENT

Staff, has prepared an application to the Michigan Department of Natural Resources Recreation Passport Grant Program for funds to remove the existing bridge over the Sycamore Creek near the Maple Grove Cemetery offices and construct an eight foot wide pedestrian bridge and trailhead signage. The existing bridge has outlived its usefulness and is in desperate need of replacement. Designed for pedestrian use, the proposed bridge will serve as a link between the existing parking lot on South Jefferson Street and the Hayhoe Riverwalk Trail, while prohibiting vehicular traffic.

The grant application has been prepared in accordance with the Michigan Department of Natural Resources (DNR) Recreation Passport Grant Program Application Guidelines. The proposed project is consistent with the Capital Improvement Plan and Five-Year Recreation Plan.

Included in the grant application is a requirement for the local municipality to provide matching funds. The proposed project is anticipated to have a construction cost of \$90,131. Proposals must provide a minimum 25% match. Larger matches tend to be more competitive. The proposed application includes a local match of 67% (\$60,131).

The due date for grant submission is April 1, 2013.

Funding for the project, provided the grant is awarded to the City, would be available in the State fiscal year 2013 – 2014 (Oct. – Sept.).

RECOMMENDED ACTION

Move to approve Resolution No. 2013-13.

Introduced:
Seconded:

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2013-13**

**A RESOLUTION TO APPROVE MATCHING FUNDS AND TO AUTHORIZE AN
APPLICATION TO THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES
RECREATION PASSPORT GRANT PROGRAM**

March 18, 2013

WHEREAS, the City of Mason recognizes that the existing bridge over the Sycamore Creek near the Cemetery offices at 213 South Jefferson Street has outlived its usefulness and is in desperate need of replacement; and

WHEREAS, the City of Mason supports the submission of an application titled, "Riverwalk Pedestrian Bridge and Trailhead" to the Michigan Recreation Passport Grant Program for the development of a pedestrian bridge over the Sycamore Creek and trailhead signage to serve as a link between the existing Hayhoe Riverwalk Trail and the existing trailhead parking lot on South Jefferson Street; and

WHEREAS, the proposed project described in the grant application is an action item listed in Section I of the Mason Capital Improvement Plan 2012–2017 as a component of Phase III of the City's non-motorized trail system and Section VII(A)5 of the Mason Five-Year Recreation Plan 2013-2017, and

WHEREAS, the estimated project cost, including matching obligations, is as follows:

City of Mason (general fund match)	\$60,131
State Funds (MI Passport Grant)	\$30,000
<u>Total Project Cost</u>	<u>\$90,131</u>

NOW THEREFORE BE IT RESOLVED, the City Council hereby authorizes submission of a Michigan Recreation Passport Grant Application for the development of a pedestrian bridge over the Sycamore Creek, trailhead parking and associated signage to serve the existing Hayhoe Riverwalk Trail at the Maple Grove Park and Maple Grove Cemetery, and further resolves to make available its financial obligation of \$60,131 (67%) of a total \$90,131 project cost, during the 2013–2014 fiscal year.

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, March 18, 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

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: March 18, 2013

Agenda Item: 8(B)

AGENDA ITEM

Resolution No. 2013-14 – A Resolution to Approve a New Small Wine Maker License and Entertainment Permit for Bad Brewing Company LLC

EXHIBITS

- Letter from Applicants
- Memorandum from Sgt. Ed Hude

STAFF REVIEW

Police Department/City Clerk

SUMMARY STATEMENT

Applicants Danielle French and Brian Rasdale are the owners of Bad Brewing Company LLC. In their letter, the applicants explain that they are requesting a license for a New Small Wine Maker License to make ciders, which are considered a wine, as well as an Entertainment Permit to allow live music on occasion. Sgt. Ed Hude has provided comments in his memorandum stating that he has no concerns relating to the request.

The Michigan Liquor Control Commission (MLCC) changed the procedure for obtaining approval in the licensing application process in 2012. Applicants requesting licenses are responsible to directly submit their request to the local legislative body or the local law enforcement agency and to the Commission. Applicants requesting a permit with a license are responsible to directly submit required approvals from the local unit of government and the local law enforcement agency to the Commission.

RECOMMENDED ACTION

Move to approve Resolution No. 2013-14.

Introduced:

Seconded:

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2013-14
A RESOLUTION TO APPROVE A NEW SMALL WINE MAKER LICENSE AND
ENTERTAINMENT PERMIT FOR BAD BREWING COMPANY LLC
MARCH 18, 2013

WHEREAS, a local business known as Bad Brewing Company LLC, is located at 440 South Jefferson Street; and

WHEREAS, owners Danielle French and Brian Rasdale have applied to the Michigan Liquor Control Commission (MLCC) to obtain a New Small Wine Maker License and Entertainment Permit; and

WHEREAS, the owners have stated that they plan to make ciders, which are considered wines, in which a license is required by MLCC; and

WHEREAS, the owners have stated the intent to occasionally provide live acoustic music consisting of soloists as well as 2-4 member groups, in which a permit is required by MLCC: and

WHEREAS, the MLCC requires the local legislative body to provide a recommendation for approval or disapproval, as authorized by MCL 436.1501.

NOW THEREFORE, BE IT RESOLVED, that the Mason City Council is recommending that the application of Bad Brewing Company, LLC be considered for approval by the Michigan Liquor Control Commission for a New Small Wine Maker License and Entertainment Permit.

Yes

No

Absent

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, March 18, 2013 the original of which is part of the City Council minutes.

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

To whom it may concern:

I am writing to you to explain the reason for applying for a wine and entertainment license. The wine license will not be used to make wine itself, but to make ciders. Cider is considered a wine and therefore the separate license is required by the state. We want to expand into making ciders because it bridges a gap for those who still want to come in and enjoy the establishment with friends, but don't care much for beer and would rather enjoy something more mild and fruity. It will also allow us to cater to those who are gluten free, which is very important to us since we don't make gluten free beer.

As for the entertainment license, we want to be able to have some live music from time to time inside the establishment. We plan to have solo artists and small groups (2-4 members) who play the guitar, acoustic style music, and sing in order to accommodate our small space and noise level inside the building.

BAD Brewing Company feels these will both be good assets to the business and will help us to branch out and accommodate more customer's needs and entertainment. If you have any questions please feel free to call or email. Thank you, Danielle.

Danielle French
BAD Brewing Company
440 S Jefferson
Mason, MI 48854
badbrewing@gmail.com
Cell: 517-214-0098

Brian Rasdale
BAD Brewing Company
440 S Jefferson
Mason, MI 48854
badbrewing@gmail.com
Cell: 517-819-4259



Mason Police Department

201 W. Ash St.
P.O. Box 370
Mason, MI 48854-0370

JOHN STRESSMAN
Chief of Police

Office: (517) 676-2458
Fax: (517) 244-9024
MASON_PD@ingham.org

MEMORANDUM

To: Deborah Cwierniewicz
City Clerk

From: Sgt Ed Hude *EH*

Date: March 15, 2013

Ref: Local Government Approval
New Small Wine Maker License &
Entertainment Permit for Bad Brewing Company LLC

I was asked to assist in the review of a request as made by Brian Rasdale and Danielle French, representing the Bad Brewing Company, located at 440 South Jefferson Street. I did have some questions. I telephoned Mr. Rasdale and discussed this request with him. Mr. Rasdale stated that he has discussed his request with Mr. David Haywood, Zoning & Code Administrator. I did ask Mr. Rasdale if there were any modifications to the building. He told me "no." I asked what exactly he would be doing with the New Small Wine Maker License. Mr. Rasdale told me that he would be making hard cider. I asked Mr. Rasdale about the Entertainment Permit. Mr. Rasdale told me that he would like to have a small group or individual providing mild or light music at the business located at 440 S. Jefferson Street. I asked Mr. Rasdale if he would provide this information in writing so that it could be attached to his request. He completed the letter and it is attached to his request.

After my review, I have no concerns as it relates to this request.

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: March 18, 2013

Agenda Item: 8(C)

AGENDA ITEM

Motion – Two Year Extension of Northwood Energy Corporation Oil and Gas Lease

EXHIBITS

- Memo from City Attorney Dennis McGinty dated March 15, 2013
- Report of Development/Exploration Activities from Hardy and Hardy Consulting dated March 11, 2013
- Lease Activities Timeline of Hardy and Hardy Consulting

STAFF REVIEW

Administration/City Attorney

SUMMARY STATEMENT

The City has an oil and gas lease between Northwood Energy Corporation that continues to garner mineral rights. The assets were originally derived from a gift from Iva Bond, a member of an esteemed pioneer family of Mason. A lease agreement to New Star Energy USA, Inc. dated May 9, 2002 was effectively picked up by Northwood Energy Corporation on February 7, 2005. The extension held several clauses which required that additional wells be drilled. After the first wells were drilled, an additional royalty payment formula was added. On May 7, 2012, City Council extended this Agreement for an additional year and a \$10.00 per acre signing bonus, which was equivalent to \$8,992.60.

Northwood Energy has proceeded with activities to drill additional wells and are currently returning to extend and make adjustments to the current Agreement. Mr. Hardy, the City Attorney and I concur that a two year extension is more appropriate due to the timelines required to work within the parameters required through the Michigan Department Environmental Quality. This extension would also provide a signing bonus of \$10 per acre, equivalent to what we saw this last year.

The key elements to the current request is to reduce from six producing wells to five, and that the development will be a horizontal well versus a vertical well. The production is expected to be significantly more with this type of application. As referenced by the City attorney, this extension would also be modified to provide royalty payments to the City from 1/6th to 3/16th after the completion of the fifth producing well. Mr. Hardy will be present to provide you an overview and answer any questions that you desire to present.

RECOMMENDED ACTION

Move to approve the extension of Oil and Gas Lease with Northwood Corporation.

EXTENSION OF OIL AND GAS LEASE

WHEREAS, **NORTHWOOD ENERGY CORPORATION** is the owner and holder of that certain Oil and Gas Lease dated May 9, 2002 ("effective date") by and between **CITY OF MASON**, of 204 W. Ash Street, Mason, Michigan 48854, ("Lessor") and **NEWSTAR ENERGY USA, INC.**, of 1905 Abbott Rd., P.O. Box 1799, East Lansing, Michigan 48826-1799, ("Lessee"), recorded in Volume 1068, Pages 28-32 of the Official Records of Midland County, Michigan and which lease was extended on February 7, 2005, recorded in Volume 1279, Pages 1308-1309 of the Official Records of Midland County, Michigan, and further extended on May 7, 2012, recorded in Volume 01554, Page 00785 of the Official Records of Midland County, Michigan, hereinafter collectively called "said lease"; and

WHEREAS, all lands under said lease are held by operations until May 9, 2013.

NOW, THEREFORE, the undersigned Lessor, for themselves, successors and assigns, for and in consideration of Ten Dollars, in hand paid, the receipt whereof is hereby acknowledged, do hereby agree that said lease shall be and is hereby extended two (2) years until May 9, 2015, with the same tenor and effect as if such extended term had been originally expressed in said lease. The date of May 9, 2013 as same appears in paragraph #19 of said lease is hereby deleted and the date May 9, 2015 is hereby inserted in the place thereof.

IT IS FURTHER AGREED, that notwithstanding all prior drilling requirements in paragraph #19 of said lease and extensions thereof, Lessor and Lessee agree that Lessee shall cause to be drilled one (1) horizontal well before May 9, 2015 on lands described on Exhibit "A" of said lease, or on lands pooled therewith, to earn the acreage described under said Lease and hold said acreage by production until May 9, 2020, and

In paragraph #17 of said lease and extensions thereof, Lessor and Lessee agree that the term one-sixth (1/6) shall apply to the first five (5) producing wells. For all producing wells after the fifth, the term three-sixteenths (3/16) shall be substituted therefore.

Except as amended hereby, said lease and extension thereto shall remain unchanged, and for the consideration above recited: the undersigned parties (a) ratify, confirm and adopt said lease as hereby amended and acknowledge that same is valid, subsisting and in full force and effect and (b) do hereby grant, lease and let the lands described in said lease to Lessee, its successors, sublessees and assigns, upon all and singular the terms and provisions of said lease as amended hereby.

This Agreement shall be binding upon and shall inure to the benefit of the respective heirs, successors, legal representatives, sublessees or assigns of the parties hereto.

IN WITNESS WHEREOF, this instrument is signed on this day the ____ of _____, 2013 and made effective May 9, 2013.

LESSOR: CITY OF MASON

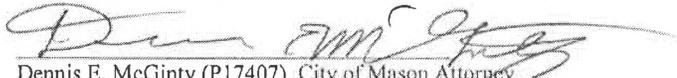
By:

By:

Mayor: Leon Clark

City Administrator: Martin A. Colburn

APPROVED AS TO FORM:


Dennis E. McGinty (P17407), City of Mason Attorney

STATE OF MICHIGAN)
) s.s. (Corporate Acknowledgment)
COUNTY OF INGHAM)

The foregoing instrument was acknowledged before me this _____ day of _____
2013, by Leon Clark, Mayor of the City of Mason and Martin A. Colburn, City Administrator,
for and on behalf of the City of Mason.

My Commission Expires: _____
Notary in Ingham County, Michigan

Notary Public:

LESSEE: NORTHWOOD ENERGY CORPORATION

By:

President: Ralph W. Talmage

STATE OF OHIO)
) s.s. (Corporate Acknowledgment)
COUNTY OF FRANKLIN)

The foregoing instrument was acknowledged before me this _____ day of _____
2013, by Ralph W. Talmage, President of Northwood Energy Corporation.

My Commission Expires: _____
Notary in _____ County, Ohio

Notary Public:

McGINTY, HITCH, HOUSEFIELD, PERSON,
YEADON & ANDERSON, P.C.

MEMORANDUM

TO: Martin A. Colburn, City Administrator

FROM: Dennis E. McGinty, City Attorney *Dem*

RE: **NORTHWOOD ENERGY CORPORATION
MIDLAND COUNTY OIL AND GAS LEASE**

DATE: March 15, 2013

As you know, the Midland County oil and gas lease which is being operated by Hardy & Hardy Consulting, LLC, currently requires that the lessee drill and complete six wells in order to hold all the acreage under the lease for the remaining term of the lease ending May 9, 2020. The lessee and operator have been diligently pursuing drilling activities on the acreage covered in the lease and consequently, the City Council has granted two previous extensions of the drilling deadlines. The lessee has now completed four wells and is in the process of permitting and completing additional wells as outlined in their lease activity time line and Report of Development/Expiration Activities which Gene Hardy provided to us by memo dated March 11, 2013.

In this drilling report, Mr. Hardy underlines a very ambitious new drilling program which is underway which will include the drilling and completion of a new horizontal well, the installation of sour gas facilities, and the completion of a new brine disposal well so as to allow a more extensive and economical development of the remaining fields. Because of permitting deadlines both with MDNR and EPA, Mr. Hardy indicates the additional wells cannot be completed prior to the May 9, 2013 deadline under the current extension.

Mr. Hardy has therefore requested that the City Council grant a third extension to the drilling deadlines as stated in the May 9, 2002 lease. Mr. Hardy originally requested a one-year extension, however, upon further discussions you and I have had with Mr. Hardy, we believe that a two-year extension would be more appropriate given the long permitting time lines involved for such a program. The operators have, therefore, offered to pay an additional signing bonus of \$10 per net acre in exchange for the extension of the completion deadline for two additional years.

They have also requested that the drilling deadline be reduced from six producing wells to five producing wells in consideration of the fact that the fifth well now under permitting and development will be a horizontal well. Such a well is substantially more costly to complete, but provides the opportunity for higher production rates over a longer period of time. They have, therefore, requested that the lease extension include a reduction in the drilling commitment from six

Page 2
March 15, 2013

to five wells. In consideration of this request, we have asked that paragraph 17 of the lease likewise be modified to accelerate the date whereupon the royalty payments to the City go up from 1/6th to 3/16ths after the completion of five producing wells.

Mr. Hardy has prepared a proposed Extension of Oil and Gas Lease similar to that which the City Council previously approved with the additional changes noted above. Enclosed is a copy of the extension agreement for inclusion in the City Council agenda packet.

bks
Enclosure

3/11/2013
Eugene Hardy
Hardy & Hardy Consulting LLC

Report: Development/Exploration Activities on City of Mason mineral acreage in Jasper Twp of Midland County, MI.

Our group (Northwood Energy Corp. (Lessee), Hardy & Hardy Consulting LLC and Mid State Employment Services LLC) maintained continuous exploration operations on the lease from mid 2011 through the beginning of gun season for deer hunting in November 2012 (except for part of the 2011 deer hunting season). These activities include at least one and sometimes two rigs over wells throughout the period along with multiple other services providing major operations such as cementing services (for plugging back/squeezing/setting casing), wireline services (for logging, perforating plug setting), acidizing, facility construction, production testing, etc.

To date we have tested three separate oil bearing formations in the City of Mason #4-3, three separate formations in the City of Mason #3-3 and tested or re-tested two additional formations in the City of Mason #6-2 (drilled in 2005 by Northwood Energy Corp and produced from the Berea Formation from 2006 to 2011), since April of 2012.

While these tests yielded minimal immediate economic success, drilling through and testing virtually every of these zones proved the existence of potentially significant hydrocarbon reserves. Furthermore, the data gathered during these tests is invaluable. From our results, we have come to certain conclusions which will guide our future development.

Our first conclusion is that while significant reserves of oil remain in a variety of formations, high rates of brine production should be expected in potentially every zone. Given the size of the lease and number of possible producing zones, we feel that the cost of permitting and drilling a brine disposal well is more than justified. In fact, a brine disposal well located on the lease acreage could transform the entire project from marginally economical, at today's oil and disposal price ratio, to profitable even if this ratio narrows as prices vary. Pursuant to this end, I have already started assembling data for a brine disposal permit well application. Unfortunately, unlike oil and gas wells which are completely regulated by the MDEQ, a brine disposal well requires additional permitting from the US EPA. From my own experience, the EPA permitting process will take an absolute minimum of a full year to complete.

The second realization, for reasons that will become apparent is that in order to establish revenue in the near future, our best option is to drill our next well as a horizontal Berea Sandstone well. Being sandstone, the Berea is largely impermeable which ordinarily requires fracturing after the well is drilled, cased and perforated. Our testing has shown us that this impermeability has protected the Berea oil reserves from the brine invasion which appears to have occurred in most other shallow formations during the development of the original Dundee field of the 1930s. Once completed, productive area Berea wells are characterized by moderate oil production rates (5 to 10 bbls of oil/day) but with slow decline curves (long lived producers) and relatively low brine production. Every well drilled by our group has penetrated the Berea Sandstone with oil shows and three of the wells have produced from the Berea albeit at these low

rates. A standard, vertical well in the lease area exposes perhaps 10' of oil bearing Berea Sandstone. Drilling the wellbore horizontally within that oil saturated interval for 500' to 2000' however obviously exposes many times more oil saturated rock to open borehole allowing for many times the production rate. The drawbacks to drilling horizontal wells are that quite a bit of additional planning and design work must be completed prior to permitting the well with the MDEQ. Additionally, a horizontal wellbore will require non-standard spacing which will require approval by the MDEQ. Also, of course is the considerable additional expense of drilling a horizontal well as compared with a typical vertical well.

In spite of the added work and expense, our exploration group would like to permit and drill a horizontal Berea well in order to began generating some revenue (for all parties) while we work through the obstacles which have arisen over the past year impeding the progress of our original development program.

We encountered several complications as we proceeded with our program in 2012. Simultaneous to our activities between May and November of 2012, we had two additional wells surveyed and staked for permitting. These were to be the City of Mason # 6-3 and City of Mason #1-7 (the latter of which was staked in Porter Twp. of Midland County on surface acreage owned by the State of Michigan) as shown on the accompanying map.

The first issue to arise was with the MDNR (Forestry Division) regarding drilling on state owned lands where the State of Michigan owns the surface but not the minerals (City of Mason #1-7). I met with considerable resistance from the Forestry Division while trying to get a well location surveyed and staked. We did get the drillsite staked and the survey complete but the DNR has made it clear that they will impose, or attempt to impose, additional requirements, conditions and/or restrictions with regard to drilling on that ground such as additional bonding, special survey requirements, etc.

The second major issue is that although we did receive permit approval from the MDEQ to drill the City of Mason #6-3, this permit included a "Specific Permit Condition" previously unseen on drilling and/or rework permits in the area. The condition states: "According to R506(1)(a)&(b), this well can't be produced as sour (>300 ppm H₂S) unless proof of a zoning exception from residential to agricultural is provided or a variance is granted pursuant to SOW hearing. This well is approved for sweet production only."

This restriction came as a surprise and significantly changed the economics of the entire project. The Detroit River Sour Zone (DRSZ) reserves are proven throughout the Section 3 and Section 2 acreage and have been in production since 1996 very nearby. Moreover, shows in every well drilled by our group which penetrated the Sour Zone as well as specific DRSZ testing in the COM 1-3 and COM 13-3 have all indicated high-percentage success for economic DRSZ wells throughout the area. Because of the added expense associated with producing sour oil and gas safely, we have always regarded the Detroit River Sour Zone a "last resort" zone in this area. After the disappointing results from the initial test of the COM 3-3 (drilled in late 2011) we proceeded to drill the COM 4-3 with the DRSZ potential in mind, drilling 400' past the target zone and setting casing to within just a few feet of the DRSZ.

In October we moved back to test the deeper zones in the COM 6-2. We left the COM 4-3 shut-in pending final results from the COM 6-2. We tested and re-squeezed as necessary each previously perforated zone in the COM 6-2 then re-tested the Richfield Formation with poor economic results. We proceeded to plug-back the well and finally perforated the Detroit River Sour Zone assuming that we would commence sour oil production then return to the COM 4-3, squeeze off the marginally economic current zone and drill out the bottom of the well opening the DRSZ for production as well. Since we intended to produce the one well from the DRSZ (COM 6-2) and would need to build a separate production facility to handle sour production, it only made sense to simultaneously produce the COM 4-3 sour reserves since they are geographically close to each other and can share a single, specifically sour production facility. We expected to leave the current zone reserves “behind pipe” until a brine disposal well can be established making it possible to produce the Upper Detroit River reserves (current zone) economically.

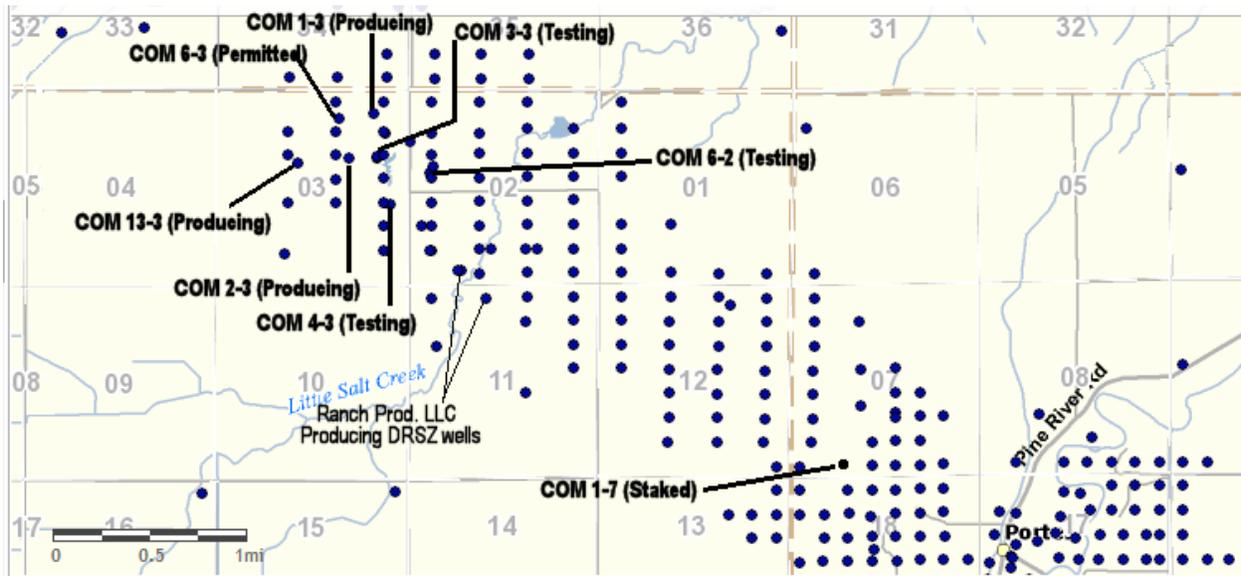
It was at this point that we received the aforementioned permit to drill the COM 6-3 (offset to the COM 1-3, one unit west) with the Sour Production limitation, blocking the plan in which we were/are so heavily vested.

In conclusion:

- Northwood Energy Corp and its exploration partners have worked diligently and made a sizeable investment to develop the City of Mason leasehold acreage in Jasper Twp. and Porter Twp. of Midland County, Michigan during the past year. We have gained considerable information to guide future development but very little additional economic success during this period.
- The MDEQ has informed us of changes in policy which effectively prohibit our most predictable revenue producing target formation in the primary leasehold development area (Sections 2 & 3 in Jasper Twp of Midland County)
- The MDNR has informed us that in order to drill on our secondary leasehold acreage in Porter Twp of Midland County, additional permitting requirements and/or restrictions will be imposed (City of Mason mineral acreage; State of Michigan surface ownership).
- Our current lease extension requires that two new wells be drilled on the leasehold acreage by May 9, 2013. Northwood Energy Corp does not anticipate meeting these requirements and hence face lease expiration on this date.
- Northwood Energy Corp is herewith requesting a one year extension to the current lease with a substitution of one horizontal well in place of the current two well requirement to be drilled within the extension term (by May 9, 2014).
- I am scheduled to address the City of Mason at its Board meeting on March 18, 2013 at which time I hope to finalized an extension.

Enclosure: Lease Activities Timeline (June 2011 through November 2012)

Note: Map reproduced from MDEQ website, on-line mapping. All unlabeled wells represent plugged and abandoned wells from the historical Porter Dundee Field.



Lease Activities Timeline (June 2011 through November 2012) by current exploration group.

Operating Group:

Mid State Employment Services LLC
Northwood Energy Corp.
Hardy & Hardy Consulting LLC

Lease:

City of Mason Mineral Acreage
Jasper and Porter Townships, Midland County MI

Production:

City of Mason royalty interest paid (2012 only): \$38,446.47

Development activities:

1. COM 6-2: (Mid State Employment Workover Rig)
 - a. Drill out to reopen to bottom plug. Perf & test Upper Detroit River. (Mud log gas show)
 - i. Acid jobs
 - ii. Swabbing (>2500 bbls/brine)
 - iii. Inject 50 bbl. Condensate (to free up LCM)
 - b. Set Cement Plug
 - c. Perf & test Traverse Lime (Mud log/drilling oil show)
 - i. Multiple perf jobs
 - ii. Multiple acid Jobs
 - iii. Swab back each zone test
 - d. Squeeze open perms w/cement & SI
2. Survey COM 3-3, COM 4-3 & COM 5-3 while reworking COM 6-2
3. Build COM 3-3 drillsite location while reworking COM 6-2
4. Move, Rig-up on COM 3-3 & drill to Detroit River Anhydrate & set casing. (Mid State Employment Workover Rig)
 - a. Drill out bottom & into pay: Upper Detroit River.
 - b. Test (swab) UDR zone (Brine, trace/oil)
 - c. Proceed drilling through additional UDR porosity zones (30')^^
 - d. Test additional zones opened -> Brine (^^Acid?)
 - e. Abandon UDR test; Plug back to Dundee
 - f. Perforate/acidize/test Lower DD (3523' to 3528')
 - g. Abandon DD test, Plug back to Traverse Limestone (Set CIBP @ 3015')
 - h. Perforate/acidize/test Traverse Limestone (2946' to 2950')
 - i. Abandon TRLS test, Plug back to Berea (Set CIBP @ 2500')
 - j. Perforate/acidize/test Berea Sandstone (2346'-55' & 2362'-68')
 - k. Rod up & test well on pump (30 days)
5. Build COM 4-3 drillsite location while reworking COM 3-3
6. 4/3/12 to 4/15/12:

- a. Rig up on COM 4-3 (Mid State Employment Services Drilling rig)
 - b. Drill COM 4-3 to top of Detroit River Sour Zone & set casing (for simpler conversion to DRSZ, open-hole completion if necessary).
 - c. 4/19/2012 to 5/30/12:
 - i. Log & perforate Upper Detroit River porosity.
 - ii. Rig down drilling rig (move to yard); rig up workover rig.
 - iii. Test UDR-> marginal oil/brine ratio.
 - iv. Set plug; Perf upper Dundee & test->Brine, trace/oil.
 - v. Set plug; Perf TRLS & Test->Brine, trace/oil
 - vi. Squeeze cement (all open perms); Drill out cement to original UDR tested zone. Re-perforate & acidize
 - vii. Swab test zone->9% to 14% Oil Cut
 - d. 6/1/2012 to 7/1/2012
 - i. Build test facility.
 - ii. Run pump & rods into well.
 - iii. Set Pump Jack
 - e. 7/2012 to 9/2012: Production test
 - i. Continue testing well on pump (7% to 9% oil cut at 60 bbls total fluid/day).
 - f. Rig down; move back to COM 6-2
 - g. 10/1/2012 – COM 4-3: Ship accumulated oil (301 bbls). Shut-in well while completing additional test zones in COM 6-2. Will deepen, re-complete or return to production pending results from COM 6-2. Note: If production is to be resumed from current zone, need for on-site disposal well is indicated.
7. Rig up on COM 6-2 (MSES Workover rig).
- a. Drill out casing (cement) to re-open to Richfield Formation (Original target)
 - b. Perforate previously untested Richfield zones.
 - i. Swab test Richfield (->Brine, trace oil).
 - c. Squeeze Richfield perms. WOC
 - d. Test wellbore/casing integrity.
 - e. Squeeze/drillout/test cycles of each.
 - f. TIH tubing w/Packer & set packer.
 - g. MIRU Rental sealed sour tank, flare, line for Sour Zone testing.
 - h. MIRU Safety First Co. H2S trailer (H2S monitoring, warning & emergency service).
 - i. Spot Acid Perf Detroit River Sour Zone
 - j. Swab test DRSZ to sealed tank; flare all gas. (Daylight hours/weekdays only).
 - i. Testing results: Large volume underweight brine (original lost drilling fluid); large volume of LCM (original drilling materials); Drilling mud; 5% Oil. Results indicate that materials and brine being brought back are from original drilling contamination. Continued testing should proceed until reaching anticipated oil cut (~80%+) or until LCM recovery tapers down and brine weight reaches brine weights of other DRSZ producing wells in area. Note: well pressures up to 300 psi.

- ii. Note: Receiving calls from MDEQ re: complaints from surface owner. Met MDEQ inspector on location & test for H₂S concentrations w/2 ea. electronic H₂S detectors: OK. MDEQ supervisor also inspected location and tested with electronic monitor. DEQ Inspector requested minor adjustments which we complied with immediately.
- iii. Note: Entering deer hunting gun season with testing incomplete; Elected to shut down testing operation, secure well and clear location of test equipment until after deer season. Secure location(s). Release equipment.

On 11/5/2012 I received an approved permit to drill the City of Mason #6-3 from the MDEQ. This permit included a "Specific Permit Condition" previously unseen on drilling and/or rework permits in the area. The condition states: "According to R506(1)(a)&(b), this well can't be produced as sour (>300 ppm H₂S) unless proof of a zoning exception from residential to agricultural is provided or a variance is granted pursuant to SOW hearing. This well is approved for sweet production only."

CITY OF MASON
STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: March 18, 2013

Agenda Item: 8(D)

AGENDA ITEM

Motion – 2012 Annual Report – Zoning & Development Department – David Haywood,
Zoning & Development Director

EXHIBITS

None.

STAFF REVIEW

Zoning & Development Department

SUMMARY STATEMENT

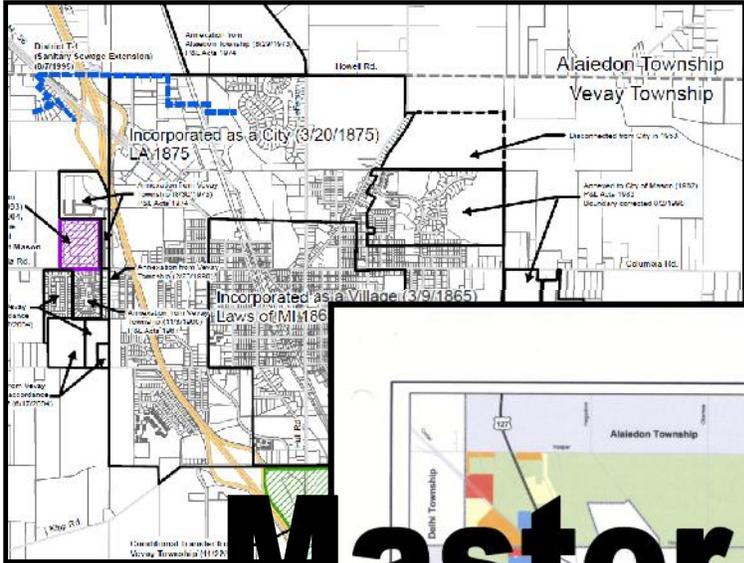
Staff is proud to present the Department's accomplishments in the 2012 Zoning & Development Annual Report.

RECOMMENDED ACTION

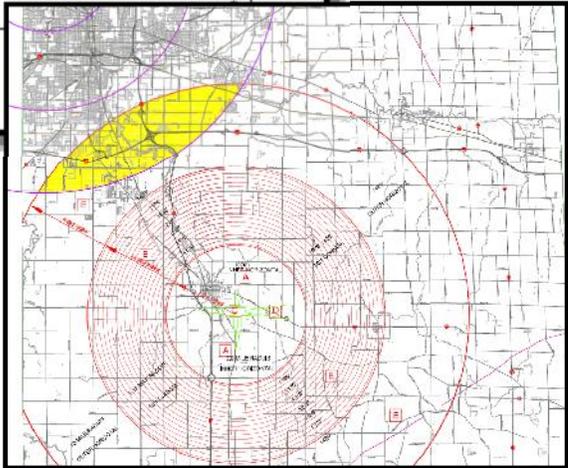
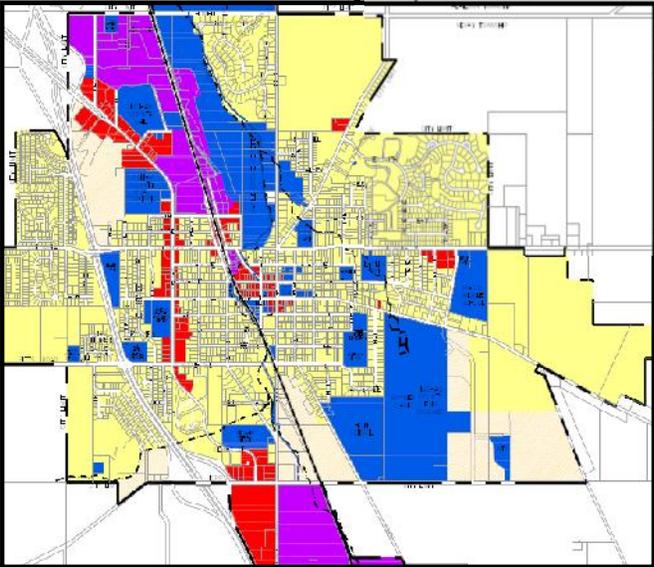
Move to accept the 2012 Annual Report for the Zoning & Development Department and place it on file.

CITY OF MASON

ZONING AND DEVELOPMENT DEPARTMENT 2012 ANNUAL REPORT



Master Plan Update



CITY OF MASON, MICHIGAN

Mission Statement

Mason is a community founded upon a respect for our historic past, while encouraging an atmosphere that values family, business, the environment and arts, creating a sense of place for present and future generations.



INTRODUCTION

During 2012, the Department of Zoning and Development continued to provide services to the community relating to planning, zoning, building inspections and code enforcement.

Department Responsibilities

The Zoning and Development Department provides staffing to various Boards, Commissions and Committees, including the following:

- City Council
- Planning Commission
- Zoning Board of Appeals
- Building Code Board of Appeals
- Sign Board of Appeals
- Historic District Commission
- Master Plan Update Committee
- Mason 150th Anniversary Steering Committee

The Zoning and Development Department is responsible or participates in the coordination of plan review and enforcement for the following Chapters of the Mason City Code:

- Chapter 30 (Floods)
- Chapter 31 (Historic Preservation)
- Chapter 50 (Planning)
- Chapter 58 (Signs)
- Chapter 60 (Soil Erosion and Sedimentation Control)
- Chapter 74 (Subdivisions and Other Divisions of Land)
- Chapter 94 (Zoning)

In addition to the code responsibilities described above, the Department is responsible for the day-to-day maintenance needs for City Hall, the Police Department, the Mason Library, and other City property, including 972 Mason Street and 1020 E. Ash St.

The Zoning and Development Department is comprised of the following personnel:

- David Haywood, Zoning & Development Director
- Reception staff – building permit processing, inspection scheduling
- Ron Springer, volunteer
- Laura West, Intern (March – April)

The Department continues to utilize volunteer, Ron Springer. As a retired planner from East Lansing, Ron brings with him 27 years of experience. Ron has been extremely invaluable in office management and project work. Ron has put in over 75 hours of volunteer time in the past year, most to the Historic District Commission inventory project. Other projects include filing and organizing old building permits and zoning files.

STAFF ACTIVITY

The Zoning Division was involved in a variety of activities during 2012, including, but not limited to, the following:

- A. Prepared staff reviews for special use permits, site plans, zoning amendments, site plan reviews for building permits, code enforcement, assignment of addresses for new commercial and residential structures, and land division requests.
- B. Conducted Soil Erosion and Sedimentation Control permit application reviews, site inspections and enforcement.
- C. Worked with the City Administrator, Planning Commission and Department Heads to complete the Capital Improvement Plan for the fiscal years 2012-2017 (Planning Commission).
- D. Prepared and presented annual report for 2011 to Planning Commission and City Council.
- E. Worked with the Historic District Commission to post the inventory update project on the City's website.
- F. Attended Mason Chamber of Commerce Economic Development Committee meetings informing members of City business and development activities.
- G. Attended monthly Tri-County brown-bag lunch meetings (planner's networking).
- H. Through Tri-County Regional Planning Commission, served as a member to the Urban and Rural Service Boundary Committee.
- I. Continued to report on current department activities through use of the Mason Newsletter, City website, and Facebook.
- J. Completed third successful season of the community garden program, including community input meetings and volunteer leadership training – donation of 465 pounds of produce to the Capital Area Community Services food pantry and Jefferson Square Apartments.
- K. Continued facilitating the Master Plan Update. (Planning Commission)
- L. Met weekly with the code enforcement officer to provide experience and assistance in letter writing, code knowledge, procedures and due process requirements, including dangerous building hearings.
- M. Coordinated inspections/plan reviews with Fire Chief regarding proposed and damaged structures.
- N. Supervised building inspections, plan reviews and building code enforcement.
- O. Provided orientation support for reception staff to process building permits, data input, and schedule building inspections.
- P. Provided orientation support for incoming Board and Commission members.
- Q. Solved complicated warrantee deficiencies for City Hall, roof leaks, fan motors, wall cracks, door locks, plumbing, lighting, temperature, etc.

- R. Successfully repaired building maintenance issues at Library, such as leaking faucets, roof leak, lighting, HVAC equipment, door mechanisms, electrical repairs, etc.
- S. Supervised janitorial cleaning services and day-to-day cleaning needs of staff at City Hall.
- T. Assisted the Ingham County Housing Commission with developing the Targeted Neighborhood Rehabilitation program, redevelopment proposals for 124/140 E. Ash St., 848 S. Jefferson St., and infill reconstruction at 238 W. Elm and 306 W. Columbia St.
- U. Participated in the update of the City's Wellhead Protection Plan.
- V. Facilitated special meeting with the Planning Commission to hear a site plan review request for future redevelopment of the old pallet yard at 300 E. Kipp Road to facilitate their work schedule.
- W. Prepared year-end budget projections for fiscal year 2012.
- X. Prepared budget request for fiscal year 2013.
- Y. Assisted CADL in upgrades to landscaping, interior renovations, including window replacement (partial).
- Z. Facilitated MDEQ Soil Erosion and Sedimentation Control Permit program audit.
- AA. Prepared and executed one-year farm lease with Ron Launstein.

TRAINING

Staff attended/conducted the following training courses:

Training courses attended:

1. Michigan Association of Planning annual conference – various tracks
2. Transportation Bonanza – American Planning Assn., MI Chapter
3. Sustainability Consortium Meeting – Tri-County Regional Planning (HUD)
4. Liquor Law Training – Mason City Hall



FACILITIES

City Hall Facilities

Staff continues its commitment to report and achieve compliance with warrantee requests related to City Hall. With any new facility there are warrantee items, and a large project such as City Hall is no exception. Staff is proud to report that all warrantee items discovered to date have been reported timely and items have been corrected or are scheduled for corrective action.



The warrantee for the building expired May 17, 2012. Staff is working diligently to correct all remaining deficiencies and/or report deficiencies by the warrantee date. Staff is regularly reminding staff at every opportunity to report deficiencies. Staff also regularly inspects the building for deficiencies as well.

Library

Staff continues to support the great services provided by the Capital Area District Library (CADL) by responding to the facility needs as they arise. In 2012 the following issues were responded to:

Maintenance

1. Front door closer arm
2. Roof leak & cabinet demo and repairs (from roof leak damage)
3. HVAC Equipment repairs
4. Roof drains
5. Installation of basement shop light

Projects

1. Landscaping project – The Friends of the Library provided funds to revamp the landscaping, including removal of overgrown shrubs and planting replacement trees and shrubs
2. Interior remodeling – Pursuit of grant funding – CADL is pursuing grants for window replacement, interior furnishings, painting, etc.

972 N. Mason St.

This single family residential structure was acquired in 2011. Due to the current condition and location the structure is scheduled for demolition in 2013 pending budget approval.

1020 E. Ash St.

The structure was acquired along with the property on Temple Street largely consisting of agricultural lands. Staff is currently exploring options for disposal of this building either by relocation (cost to be covered by recipient of structure) or demolition, pending budget approval.

PLANNING, ZONING & COMMUNITY DEVELOPMENT

The Zoning and Development Department has been active in the past year with development permits and variances. The following table illustrates the comparative levels of zoning permits between 2010 and 2012.

Zoning Permit Type	2010	2011	2012
Rezoning	0	0	1
Special Use Permits	2	3	1
Public Hearings	-	-	2
Preliminary Site Plan Reviews	1*	2*	2
Final Site Plan Reviews	1	2	2
Plats (Preliminary / Final)	0	0	0
Planned Unit Developments	0	0	0
Parking Lot Plan Reviews	0	0	0
Land Divisions/Conveyance/Combinations	2	2	3
Zoning Board of Appeals	3	6	3
Historic District Commission	7	8	7
Building Code Board of Appeals	0	0	0
Sign Code Board of Appeals	1	2	0
Soil Erosion & Sedimentation Control	3	15	20
TOTAL	20	35	41

* Site plan reviews not covered by special use permits.

Ordinance Amendments Studied/Prepared:

Michigan Medical Marihuana Act – Staff continues to provide general background and updates on the ever-changing landscape of pending legislation, legal opinions, case law, and ordinance samples.

Swimming Pool Setback – Staff successfully completed an ordinance update to relieve the setback constraints on swimming pool installation and placement. Swimming pools may now be installed not closer than 10 feet from rear and side property lines.

State Street Rezoning – At the request of the City Council and Planning Commission staff is working on rezoning a couple properties on State Street to commercial in the vicinity of the Service Master site.

Urban Service Management

As a member of the Urban and Rural Service District/Urban Service Boundary Committee, staff continues to participate in forwarding the mission of this Tri-County Regional Planning Commission work group:

The Regional Growth Initiative's Urban and Rural Service District Boundary Committee Mission is:

- *to keep urbanized areas viable*
- *to protect farmland, open space and rural quality of life*
- *to preserve priority conservation areas*
- *to utilize existing infrastructure*
- *to save costs through cooperation and efficiency*

Master Plan Update

The Mason Planning Commission continues the process to update to the Master Plan. Commissioners Burns, Brown, King, Waltz and Naeyaert have been courageous enough to volunteer their Saturday mornings to the effort. The Committee worked on the following issues in 2012:

- Updated background information in the plan
- Updated data in appendices
- Completed integration of public visioning meeting comments
- Completed a boundary history and utility agreements summary (cooperative effort between City of Mason, City Engineer and Tri-County Regional Planning Commission Intern, Matt Lafferty)
- Developed a unified color gradient scheme between maps used in the Master Plan and Zoning Ordinance
- Updated the Future Land Use Map to reflect current land use trends

Historic District Commission Inventory of Historic Places

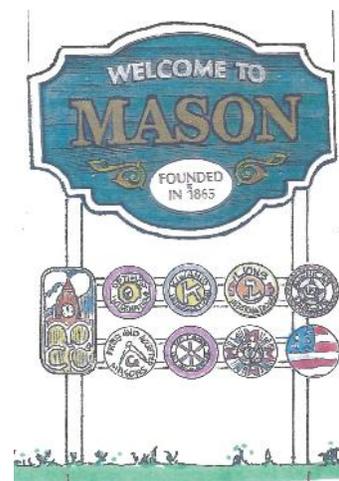
The Department was grateful to welcome volunteer, Ron Springer. As a retired planner from East Lansing, Ron brings with him 27 years of experience. Ron has been extremely invaluable in office management and project work. Ron is currently working to update the City's website to include the inventory information, including photographs.

Mason 150th Celebration Planning

The Mason Historic District Commission (HDC) formally acted to be the lead organizing group to begin the planning for the City's 150th anniversary celebration. Planning is continuing to move forward by exploring fiduciary responsibilities, event planning, etc.

Mason Welcome Sign

Staff was approached by Larry Miller who would like to develop a new welcome and entrance sign at the northwest entrance to the City on North Cedar Street near the Mason City Limits and bowling alley. The sign is proposed to be similar in design to the existing entrance signs located at the entrances to the City on North and South Jefferson Streets.



The sign will also include area service organization logos. Each service organization will participate in fund raising to pay for expenses associated with the construction of the sign. Mr. Miller has received a building permit for the proposed sign and is scheduled for completion in 2013.

Community Garden

Staff is proud to report on a third successful community garden growing season. The purpose of the garden is to provide space for individuals to grow produce for their personal consumption, as well as provide space for volunteers to grow produce to donate to area organizations in need, such as Jefferson Square Apartments, the Mason Capital Area Community Services food pantry, Green Acres, etc. The garden is located at 213 North Jefferson Street just south of the Hayhoe Riverwalk trailhead.

The community garden received a grant from the Lansing Garden Project and the Michigan Disability Rights Coalition/Michigan Developmental Disability Council entitled Including Our Neighbors (ION). The ION grant allowed the garden volunteer coordinators to obtain brick paving, raised bed materials, and gate to provide gardening opportunities for persons with disabilities. As a result of the grant funding, there is now hard-surface access from the parking area into the garden. Persons with disabilities no longer have to fight the uneven ground of pathway and lawn. Also, the raised beds provide access without the need for bending or stooping. The total grant amount was in excess of \$250. Many of the materials, such as the gate and pavers, were donated by area agencies (H & H Welding and the Ingham County Land Bank).



Volunteer garden coordinators, Jill Slade and Jason McMahon, worked very hard to complete a successful year. Together, they were responsible to regular communication with gardeners being responsive to concerns regarding garden pests and irrigation functionality by solving complex watering system designs, resulting in a nice watering system that is easy to use by all gardeners.

Staff and the volunteer coordinators were able to successfully recruit volunteers and gardeners to obtain

compost, fencing, tilling, hose, rakes, shovels and other miscellaneous materials necessary for the garden.

Twenty-seven individual garden plots are available to the public. Individual garden plots are 15 feet by 15 feet and cost \$10 for the season. Gardeners now have the option of a half-plot at 7.5 feet by 15 feet. There was no cost for volunteering in the community donation plot. Donations were sought as this is a community supported program (i.e. general funds are not used to support this program). The program is relying on registration fees and donations, which help with seasonal costs, such as seeds, water usage, plants garden hose, and miscellaneous supplies.

The garden has received a wide variety of support. The City of Mason provides the land and administrative support. The Garden Project of the Greater Lansing Food Bank has provided a wealth of information and guidance, as well as funding for fencing, training and access to plants and seeds. Resources that volunteers bring to the garden are immensely beneficial. The Mason Public Works Department generously provided labor and materials to provide water to the garden.



During the growing season, gardeners created a Facebook account for the garden as a means of communication, organization and to report donations.

Staff is proud to report that volunteer gardeners put in a total combines 214 hours of service to the community! Staff is also proud to report that with the guidance of volunteer coordinator Kelli Green the program was directly responsible for growing and delivering 465 pounds of produce to residents in need. **According to the FDA, that's enough to feed a family of four for two months! Thank you Kelli Green, and thank you Mason gardeners!**

465 POUNDS DONATED!!!



The Mason Community Garden is a proud affiliate of the Lansing Garden Project.

BUILDING & CONSTRUCTION

The Department strives to provide contractors, applicants, property owners, tenants and residents with expert consultation in a way that anyone can understand. Our goal is to provide anyone with an interest in improving their property with the resources they need to get the job done right, on-time and as cost effectively as possible.

The overall level of building permits issued in 2012 increased significantly (nearly 50%) as compared to permits issued in 2011. Residential permits are also up significantly at 50% from a year ago, with all new residential permits in the single-family category. The following table illustrates the comparative building activity in the City for the past three years:

Building Permit Type	2010	2011	2012
New Single Family Homes	9	8	17
Value	\$493,150	\$817,000	\$1,882,000
Multiple family permits (incl. two fam.)	0	3	0
Value	\$0	\$238,000	\$0
Commercial permits	11	13	10
Value	\$218,401	\$15,787,006	174,500
Sign permits	7	6	8
Demolition permits	6	11	11
Other permits	132	134	193
Total permits	165	175	239
Total value of construction	\$1,957,491	\$18,040,462	3,632,948
Total permit fees	\$26,979	\$123,521	\$34,726

The major commercial, office, industrial, and institutional buildings receiving building permits in 2012 are as follows (permits over \$10,000):

1. Bad Brewing, 440 S. Jefferson
2. Nana's Sweet Treats, 302 S. Cedar
3. Subway (inside Meijer), 550 Hull Rd.
4. SBA cell tower (AT&T 4G upgrade), 700 Buhl

City Partners with Meridian Township

The loss of a staffed Building Official/inspector in 2010 brought the challenge of providing building inspection services. Fortunately we were able to utilize Meridian Township inspectors to provide this service on a on-call basis. Meridian Township inspectors and support staff are providing an exceptional service to the City and community. Permits are typically issued within 48 hours of receipt and in many cases issued the same day.

Inspections are performed within 24 hours of request. Inspectors are timely, courteous and professional. Inspection results are communicated effectively to reception staff and in return to property owners/applicants.

As we see development on the rise as demonstrated in the table on the previous page, costs associated with inspection are also on the rise. Staff will continue to analyze the cost-benefit to having a building inspector on staff vs. contracted inspectors and advise accordingly.

Year End Highlights

The year brought much needed demolition to a total of 11 damaged or functionally obsolete properties (8 residential) including the following:

- 440 S. Jefferson St. (interior commercial)
- 863 Brookdale St. (garage)
- 137/139 N. Jefferson St. (garage)
- 218 Ash Ridge (mobile home)
- 210 State St. (commercial)
- 320 Center St. (residential)
- 306/308 W. Columbia (residential)
- 238 W. Elm St. (residential)
- 409 W. Columbia St. (residential)
- 402 North St. (commercial)
- 315/317 W. Elm St. (residential)



Staff has worked diligently with property owners to facilitate and assist their needs with regard to demolition projects, such as providing contacts with area demolition contractors, assisting with permit process and utility disconnection.

CODE ENFORCEMENT

Staff has been working very closely with the Code Enforcement Officer, Jim Duthie, to provide assistance in procedural issues, case history, experience, etc. Staff meets with the code officer on a weekly basis to discuss relevant issues. It is the goal of the Zoning Department to continue to provide assistance to code enforcement officer in order to make him (the position) self sustainable.

FORECLOSURES

The following is the historical trend for foreclosures in the City. These properties are either owned by a bank or will be owned by a bank at the end of the six month redemption period. Some of the properties are redeemed by the individuals. The following table indicates a welcome trend, a reduction in foreclosures.

	2006	2007	2008	2009	2010	2011	2012
Foreclosed Properties	19	32	68	41	50	21	24
Properties Sold by Banks	5	11	24	61	33	14	15

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: March 18, 2013

Agenda Item: 8(E)

AGENDA ITEM

Motion – 2012 Annual Report - Mason Police Department

EXHIBITS

None.

STAFF REVIEW

Police Department

SUMMARY STATEMENT

The members of the Mason Police Department are justifiably proud of the outstanding service we provide to the community and appreciate this opportunity to share the success we have had over the past year. We are pleased to present the Department's 2012 Annual Report.

RECOMMENDED ACTION

Move to accept the 2012 Annual Report for the Mason Police Department.



**MASON POLICE DEPARTMENT
2012 ANNUAL REPORT**



**John Stressman
Chief of Police**



Cover Photos by Jim Duthie

Edited by Jann Lifsey



2012 Annual Report

Introduction



2012 was, in a sense, a more stable year than its predecessor, 2011. The Department had settled into its new facility and there was minimal personnel change. There were some issues that somewhat changed our service delivery, both in patrol and administratively, most of which had their roots in the Michigan State Legislature: new concealed pistol and firearms ownership legislation, the legalization of Consumer Grade Fireworks, revenue source reductions, the ever-evolving Medical Marijuana and Pharmaceutical Marijuana law changes, and a number of other issues that have

affected law enforcement service delivery in one manner or another. But, I am glad to report that, in spite of outside pressures, the Mason Police Department still provided excellent service to its customers, and always intends to do so.

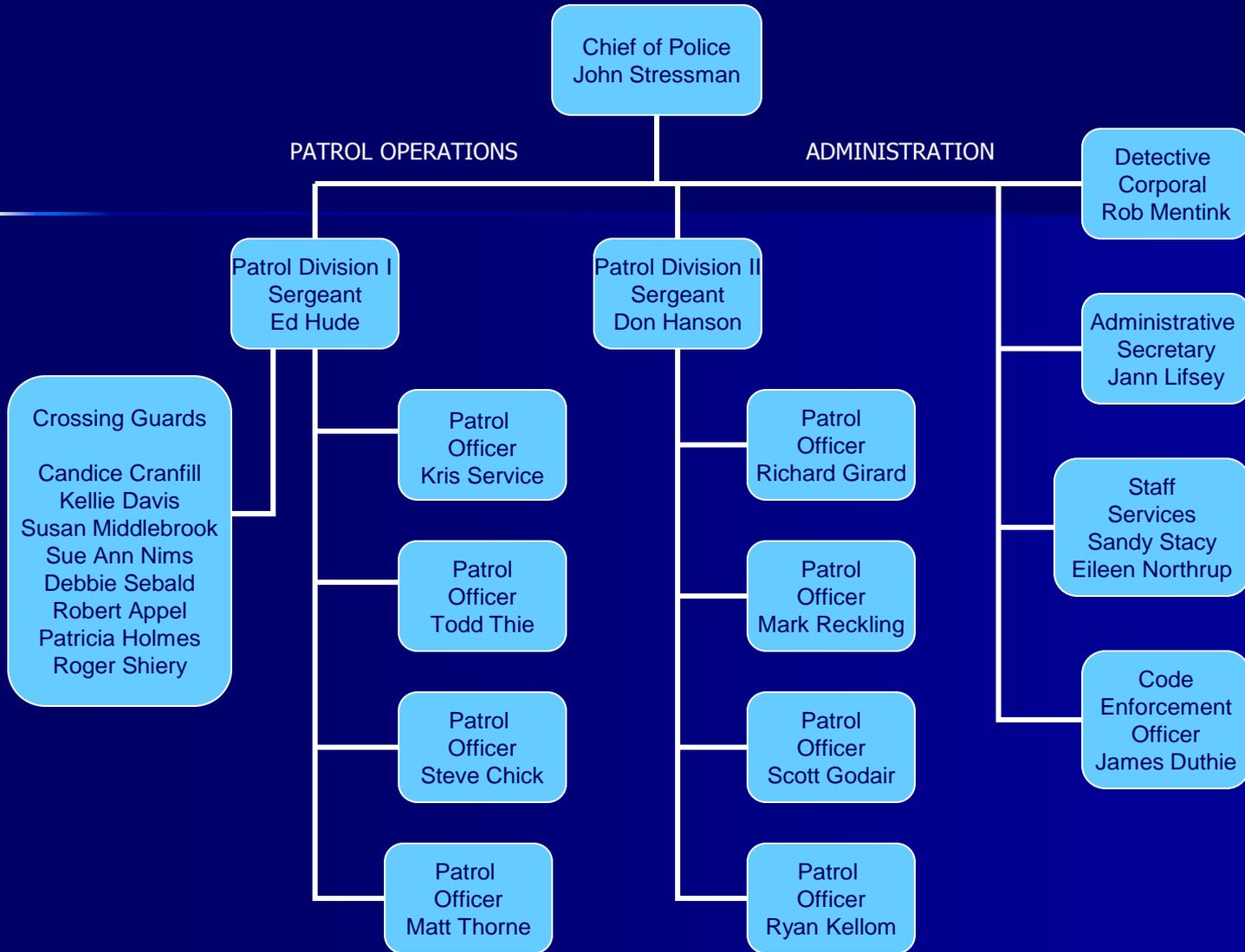
As you review this report, you will see the Department has been a pro-active organization, continuing its problem-solving and community-oriented approach. We have still maintained this after the loss of the Community Officer position whose responsibilities have been shared by a number of officers willing to step up and address those minor matters that tend to want to fester into full-blown police problems.

I also want to bring attention to the precipitous decline in citizen complaints that I attribute directly to the efforts of our officers and supervisors to more efficiently deliver service and maintain a good level of communication with those whom we make contact. Furthermore, I believe our efforts to keep the citizens of Mason informed as to our activities and our providing a resource to comment on this delivery, help us maintain a superior sense of transparency through which we can be scrutinized and evaluated.

I am pleased to offer to you, our community, the 2012 Mason Police Department Annual Report.

City of Mason Mission Statement

Mason is a community founded upon a respect for our historic past while encouraging an atmosphere that values family, business, the environment, and arts creating a sense of place for present and future generations.”



Ethics and Standards



The operational philosophy of the Mason Department has been, and always will be, centered on transparency and accountability—no matter the consequence. Our adherence to a strict citizen complaint process and our Policies and Procedures—crafted upon models established by the International Association of Chiefs of Police, the Michigan Municipal League’s Law Enforcement Action Forum, and the Michigan Municipal Risk Management Association—are in place to ensure adherence to our philosophy.

All complaints against the Department and its members are scrutinized thoroughly. Some are initiated by citizens dissatisfied with an officer’s conduct or the service they received, while some are rooted in disagreement or lack of understanding of procedural issues. Others are triggered by an unsatisfactory Citizen Satisfaction Survey or originate internally during incident reviews. And, in compliance with Department policy, an annual review of the complaint process is conducted and reported by the Chief of Police.

Internal Investigations: Ordered if a sustained complaint could result in severe disciplinary action—up to termination. The Department opened one internal investigation, which was closed as “exonerated.”

Citizen Initiated	1	Administrative	0	Survey Response	0
Sustained	0	Sustained	0	Sustained	0
Not Sustained	1	Not Sustained	0	Not Sustained	0
Total Closed	1		0		0

Administrative Reviews: Ordered for possible infractions of a lesser nature which could result in some form of reprimand or training. Four investigations were conducted by supervisors; all generated by citizen complaints. In each case, the allegations were reviewed with the officer(s) so they could see how they might have been perceived.

Citizen Initiated	4	Administrative	0	Survey response	0
Sustained	0	Sustained	0	Sustained	0
Not Sustained	4	Not Sustained	0	Not Sustained	0
Total Closed	4		0		0

I am very pleased to note a significant decrease in complaints made against the Department and officers from 2011. I attribute this to a number of reasons, but primarily it is a result of a concerted effort by all members of the Department to apply good service and a keen awareness of the community’s priorities.

	2011	2012	Difference	% Change Complaints
Internal Investigations	3	1	- 2	-66
Administrative Reviews	14	4	-10	-71
Total	17	5	-12	-71 (overall)

Detective Bureau

Detective Corporal Robert Mentink



2012 was my first full year in the Detective Bureau. I have faced the many challenges the new assignment has presented. I was assigned 65 cases in 2012, which included 6 Death Investigations, 7 Criminal Sexual Conduct cases, 15 Larcenies, and numerous fraud cases. I was also temporarily assigned to the Task Force investigating the I-96 shootings and the Operation Key Swap Task Force investigating auto theft from car dealerships. I currently have a caseload of 34 cases and am working on a statewide credit card fraud case that occurred over a 4-month period in 2012. The case involves over 50 victims, around 40 different banks, and over \$100,000.00 in fraudulent charges.

The outcome of many cases results in the cases being reviewed by a prosecuting entity—either the City Attorney’s Office, or the Ingham County Prosecutor’s Office. In 2012, the Mason Police Department presented a total of 28 cases to the City Attorney’s Office, resulting in 25 arrest warrants, 1 civil authorization, and 2 case denials, giving us a 93% prosecution rate for cases presented to the Mason City Attorney. The City Attorney’s Office is responsible for the review and prosecution of all misdemeanor local ordinance violations and authorization of civil infraction citations.

Respectively, the Ingham County Prosecutor’s Office reviews and prosecutes all violations of state law, both felony and misdemeanor. In 2012, The Mason Police Department presented a total of 142 cases to the County Prosecutor, with 24 felonies, 1 high court misdemeanor, and 62 misdemeanors being prosecuted. Of the 142 cases, only 49 were denied and did not result in prosecution, giving the Department a 65% prosecution for cases reviewed by the Ingham County Prosecutor.

In-Service Training

Sergeant Donald Hanson



Mason Police Department officers and supervisors attended 710 hours of in-service training in 2012, involving classroom, practical, scenario-based, and some on-line training. We continue to partner with other area police agencies—such as the Ingham County Sheriff’s Office, with whom we share instructors for larger common training programs—to optimize the training experience. We also host other local police agencies, such as the Leslie Police Department, Stockbridge Police Department, and Lansing Township Police Department, which serves to increase cohesion and interoperability between the agencies.



Continual and practical in-service training continues to be a priority for the Mason Police Department, especially as it is applied to high-risk, low-use facets of an officer’s duties, especially in those rare instances where an officer may be required to make an instant decision which will be scrutinized for months—and even years—to come.



Core training topics of the Department involve around the best law enforcement practices and instruction and Department policy and procedure, with emphasis being placed on Application of Force:

Subject Restraint and Control instructs officers in practical application of hand-to-hand-type resistance control techniques. At the conclusion of each class, officers are confronted with completely unknown scenarios in a controlled training environment and are expected to utilize the reasonable and appropriate use of force to restrain an actively-resisting subject safely while minimizing risk of injury to the suspect or officer.



Lethal Force training includes classroom, range, and mandatory qualification in the use of on-and-off duty pistols, patrol rifles, and shotguns. Officers are challenged in various techniques and tactics while meeting the State of Michigan Firearms Qualification Standard. Officers must also successfully pass an annual written test on the Department’s use of force and use of weapons policies.



Members of the Department annually participate in a simulator exercise sponsored by the Ingham County Sheriff's Office, during which officers respond to on-screen challenges and are rated on their responses to a variety of challenges under duress. Officers also participate in Active Violence Incident training, which involves a live action exercise simulating an armed assailant inside a school building, and are evaluated on their responses and neutralizing the threat—a matter under a great deal of national scrutiny and requiring a great deal of inter-agency cooperation.



Electronic Control Weapons and Qualification is a 6-hour block of classroom, video, and practical exercises. Each student completes a scenario while under duress where the student must identify the threat, utilize verbal commands, and, if necessary, deploy the ECW at an actively-resisting suspect. Excited Delirium—how to recognize it and the appropriate response—is emphasized during this training.



Each year several individual officers also attend additional or specialized training to enhance their professional knowledge and credentials. In 2012, this training included Firearms Laws of Michigan, Elder Abuse, Michigan Vehicle Code Review, Field Training Officer, Drug Interdiction, Standardized Field Sobriety Testing and Data Master, and Methamphetamine Drug Investigations. Officers are also provided with a constant battery of on-line updates involving legal topics, law enforcement trends, and intelligence bulletins—all part of an ongoing and continuous training program.



Firearms Training

Detective Corporal Robert Mentink

The 2012 Firearms Training Program continued to use three separate locations—which have become the regular training locations—to train the Mason Police Department staff: the Eaton County Sheriff’s Department outdoor range, the Ingham County Sheriff’s Office indoor range, and privately-owned property on Columbia Road. Each location offers unique opportunities to train officers to the Department’s specific needs.

The Department has opened the training schedule and integrated three area police departments into the training program. Lansing Township Police, Stockbridge Police Department, and the Leslie Police all participated in the training instructed by Mason Police Department Firearms instructors. Positive feedback has been received from all the involved departments’ police chiefs, as well as from the officers receiving the training. Combining resources because of budget shortfalls has become more prevalent with the potential of some Revenue Sharing depending on cooperative efforts by local governments and a need to be prepared for interagency responses to incidents of active violence.

In 2012, all area law enforcement agencies participated in the simunitions training program offered by the Ingham County Sheriff’s Office. The Sheriff’s Office developed the training, and two instructors are provided by the Mason Police Department. Officer Kris Service and Sergeant Don Hanson assist as instructors along with instructors from other area agencies, making it a multi-county, joint training opportunity, with officers receiving scenario-based, live-fire training. This training replicates active shooter incidents and prepares officers to respond to any location there is an active violence event as quickly and efficiently as possible to preserve the lives of victims at the scene.

For 2013, we anticipate challenges will present themselves, including the increased costs of materials and supplies. Nonetheless, instructors will make every effort to provide quality training to the officers of the Mason Police Department, and in a cooperative effort, to the other police departments that now look to us for training.

Code Enforcement

James Duthie

2012 was a very active year for Nuisance Code Enforcement. There were 162 code violation complaints opened, broken down as follows:



- 18 - Dangerous Tree complaints (approximately 50 trees)
- 59 - Junk and Junk Vehicle complaints
- 25 - Tall Grass complaints
- 41 - Exterior Structure Deterioration (houses, outbuildings, fences)
- 2 - Sign Ordinance complaints
- 5 - Obstructed Sidewalk complaints
- 8 - Salvaged Vehicle Inspections
- 4 - Miscellaneous complaints



The good news is that when 2012 complaints were compared with those from previous years, the numbers were smaller in scale and more manageable. However, there were some instances when property owners failed to abate nuisance items they had received warnings for, which required the issuance of citations charging them with violations of the City of Mason Code of Ordinances. They were as follows:



- 4 - Junk Vehicles
- 1 - Junk Pile Accumulation and Junk Vehicle
- 1 - Junk Pile Accumulation
- 1 - Exterior Structure
- 7 - Total Citations

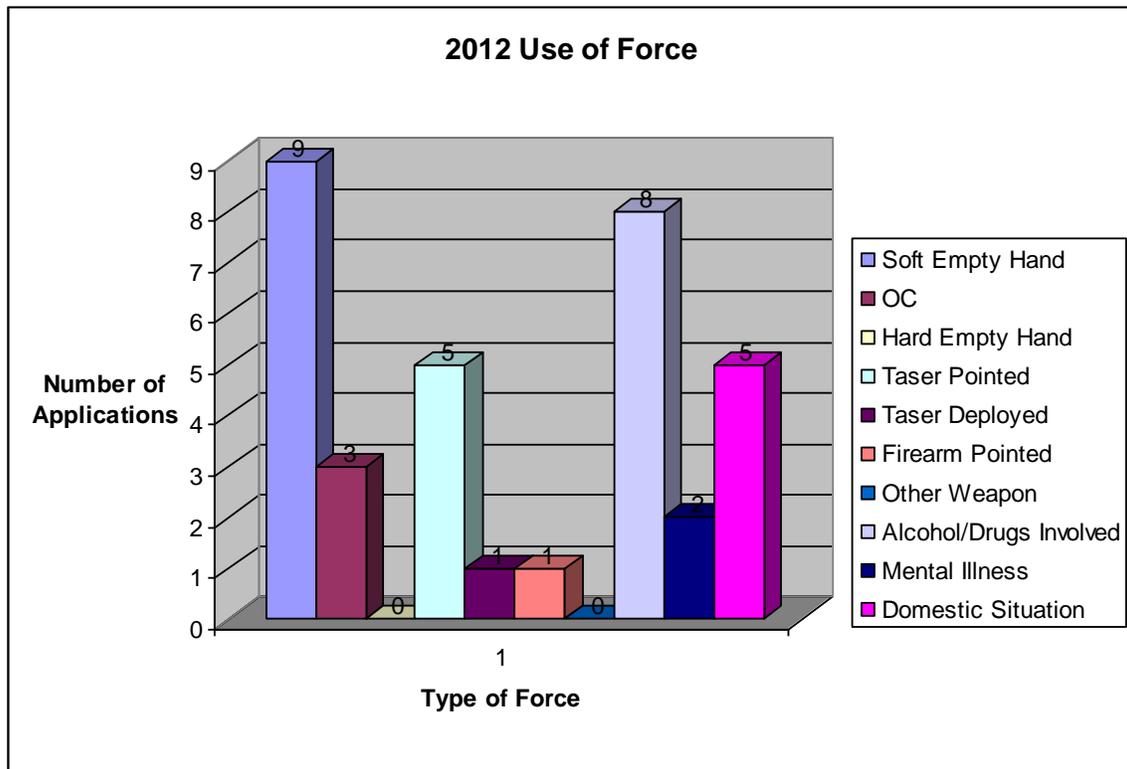


Court appearances were required on all of the issued citations and were either dismissed because the property owners had abated the nuisances and brought the properties up to code, or the property owners were found responsible and were ordered to pay fines and costs. None of the citations were dismissed for “no cause.”



I would like to acknowledge the Department of Public Works and all the assistance they provided me—and the Mason Lions Club and their President, Lynne Mark, who voluntarily organized and executed the clean up of two properties owned by senior citizens; one, involving demolition and the removal of a small garage. I would also like to acknowledge the several new and responsible apartment house owners and apartment complex managers for making a very obvious effort to work with the community and maintain property standards.





Above is a breakdown of some of the factors that are considered when reporting use of force incidents. In 2012, Mason Police Officers were involved in 15 incidents where necessary force was applied. Mason Police Department policy requires officers to report all appropriate use of force incidents. Our policy and reporting comply with the best practice standards set by the Law Enforcement Action Forum, International Association of Chiefs of Police, and the Michigan Law Enforcement Officer-Subject Control Continuum.

In highlight of our adherence to the best practices approach, Sergeant Don Hanson and Officer Matt Thorne completed a five-year use of force study using data collected through Mason Police Use of Force Reports.

Mason Police Department Use of Force Five-Year Study

By Sgt. Don Hanson and Officer Matt Thorne

INTRODUCTION

The Mason Police Department's Use of Force Policy requires an annual review of force applications by officers. The review is then compiled into a report and published. After each use of force or subject control incident, we capture the data, which is then reviewed by a supervisor to determine the incident's compliance with Department policy and the law. It is then reviewed by the Chief of Police. The purpose of this reporting is not just for publication alone, but also serves as an indicator of possible training needs—department wide or for an individual—effectiveness of the tools used, and the regular review of Department policy.

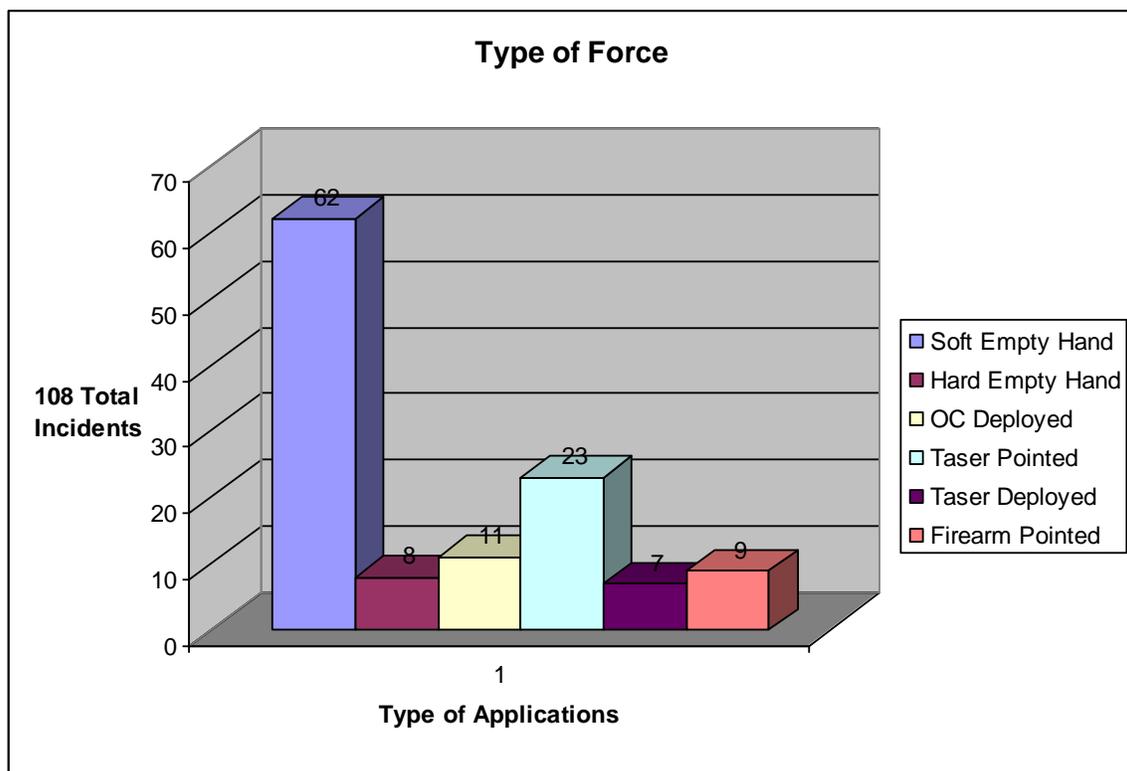
In 2008, our mandatory reporting requirements were amended to better document the specifics surrounding each incident. In 2009, another amendment was made to obtain additional information, especially regarding Taser usage. We now have five years of data since these amendments, so we felt a five-year analysis and report was an appropriate publication for the community's review.



Figure 1 The proper application of handcuffs to an arrested subject

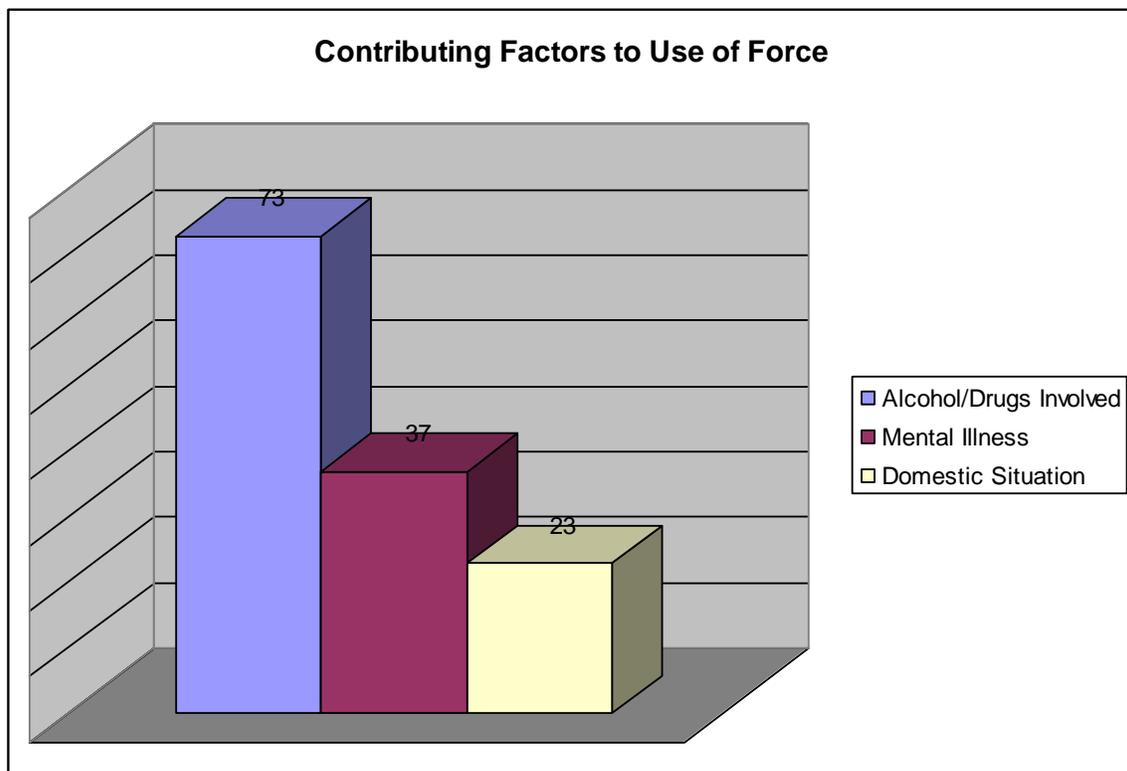
OVERVIEW OF APPLICATION OF FORCE

Since January 1, 2008, there have been 108 documented applications of force requiring mandatory reporting. It is important to understand, too, that one incident may contain various types of resistance by a subject and of force in order to gain compliance. Within those 108 applications, 62 involved the application of “Soft Empty Hand Control,” described as joint locks and pressure points; basically going hands-on, but not hard strikes to a subject. Also within those 108 applications 8 did involve “Hard Empty Hand Controls”, described as hand strikes, knee strikes, and more serious applications of force, but still empty handed without the use of any type of intermediate device. A total of 11 incidents involved the deployment of a Chemical Agent, commonly called Oleoresin Capsicum or OC. In 23 of the applications of force, a Taser was pointed at a subject to gain compliance. The merely pointing of the Taser did not mean the Taser was actually deployed. In 7 incidents the Taser was actually deployed, meaning a Neuro Muscular Incapacitation, or NMI, was attempted. In 9 incidents a firearm was pointed at a subject. Since 2008, a firearm has not been discharged at a subject, meaning there have been no officers who have actually shot or shot at resisting subjects or to capture a fleeing felon.



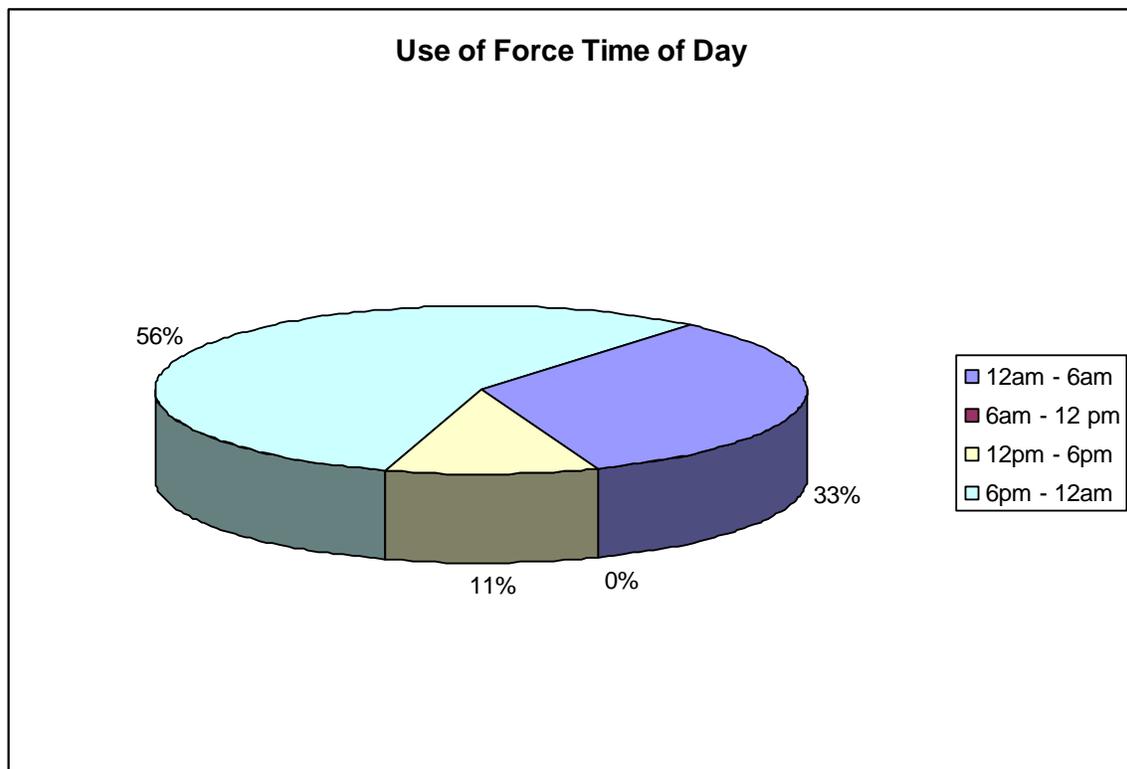
CONTRIBUTING FACTORS TO THE NEED TO USE FORCE

There are many contributing factors that may add to why a subject elects to exhibit actions (resistance) requiring an officer to apply force in order to control a subject. Since 2008, we have been tracking 3: alcohol and/or drug use, mental illness, and domestic situations. During many uses of force, two or even all three of the factors have been present, further increasing the possibility a subject may resist in some form or another. During the 108 applications of force, 73 times the resisting subject had been under the influence of alcohol and/or drugs; 37 times the subject had mental illness or was in need of mental health care; and in 23 of the incidents, officers were responding to a domestic situation.



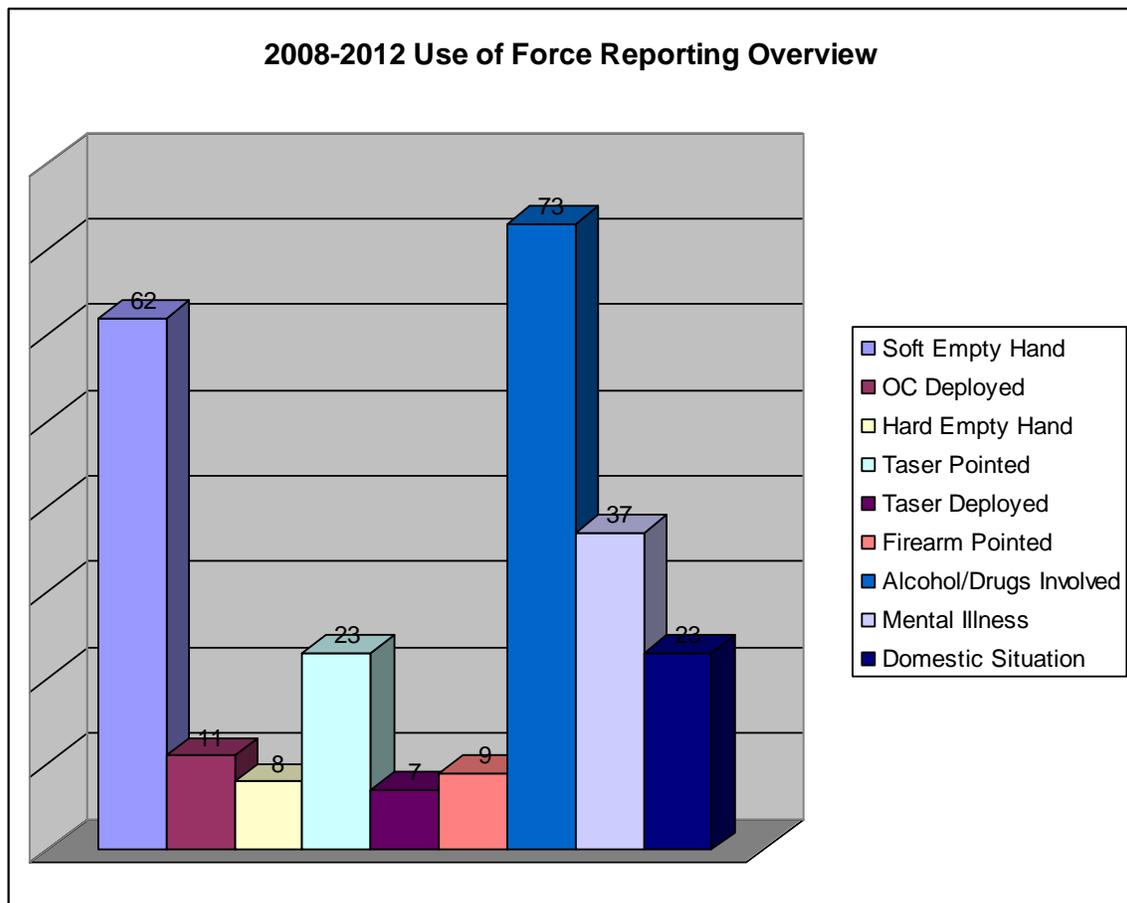
TIME OF DAY WHEN APPLICATION OF FORCE OCCURRED

We decided to break down the 24-hour clock into four 8-hour sections: 6 AM to 12 PM (noon), 12 PM (noon) to 6 PM, 6 PM to 12 AM (midnight), and 12 AM (midnight) to 6 AM. Zero percent of the applications of force had occurred from 6 AM to 12 PM (noon); 11% had occurred from 12 PM to 6 PM; 56% had occurred from 6 PM to 12 AM; and 33% had occurred from 12 AM to 6 AM. Obviously, the late evening to early morning period is when most incidents requiring police use of force occurred. As previously mentioned, one can also conclude that the majority of incidents where subjects are under the influence of alcohol and/or drugs and resist police, requiring the application of force, occurred between 6 PM and 6 AM.



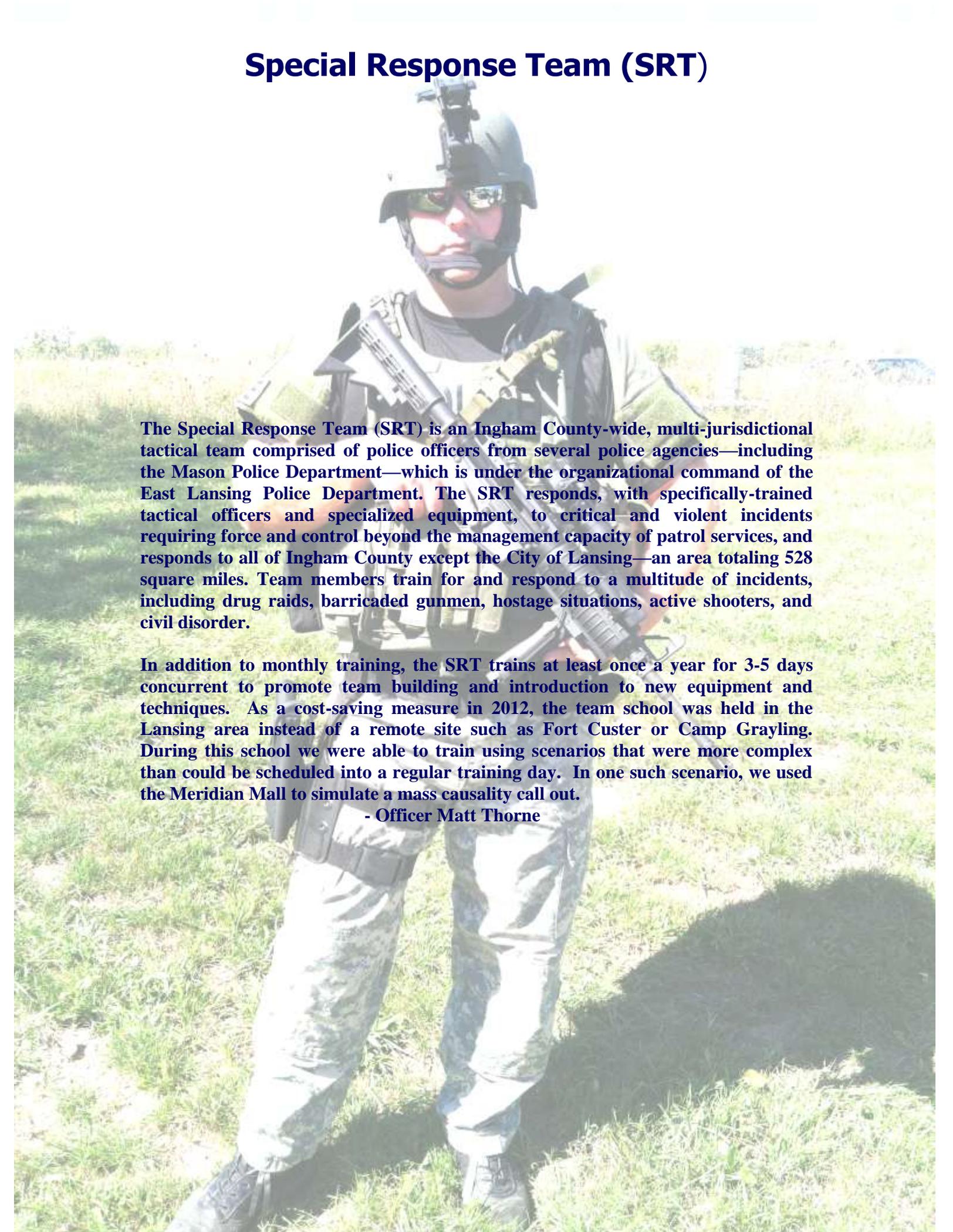
TASER EFFECTIVENESS INFORMATION

As shown on page 2, during the timeline of this report, a Taser has been pointed at a subject 23 times. Of those Use of Force Applications, officers gained voluntary compliance from the resisting subject 74% of the time. A Taser was deployed 7 times since the start of this study, and forced compliance was gained 6 times, or 86% of the time. Overall, Taser usage was 96% effective in gaining the compliance of a resisting subject. This is comparable to data released by “Taser”, reporting 94.5% effectiveness with ideal probe deployment from the X-26 Taser.



Mason Police Department requires, by policy, an annual analysis and report of every level of its application of force. The Department will always require the documentation and review of use of force applications, whether it is to gain the compliance of a resisting suspect or to the unfortunate application of lethal force. We analyze this data to insure the proficiency and compliance of Mason Police officers with legal and procedural controls; to train for whatever scenario an officer may face; and to reinforce appropriate decision making. The ultimate goal is to protect citizens' lives and the well being of the community, and to reduce the risk of injury to officers and to those we are forced into applying necessary and reasonable force upon.

Special Response Team (SRT)



The Special Response Team (SRT) is an Ingham County-wide, multi-jurisdictional tactical team comprised of police officers from several police agencies—including the Mason Police Department—which is under the organizational command of the East Lansing Police Department. The SRT responds, with specifically-trained tactical officers and specialized equipment, to critical and violent incidents requiring force and control beyond the management capacity of patrol services, and responds to all of Ingham County except the City of Lansing—an area totaling 528 square miles. Team members train for and respond to a multitude of incidents, including drug raids, barricaded gunmen, hostage situations, active shooters, and civil disorder.

In addition to monthly training, the SRT trains at least once a year for 3-5 days concurrent to promote team building and introduction to new equipment and techniques. As a cost-saving measure in 2012, the team school was held in the Lansing area instead of a remote site such as Fort Custer or Camp Grayling. During this school we were able to train using scenarios that were more complex than could be scheduled into a regular training day. In one such scenario, we used the Meridian Mall to simulate a mass causality call out.

- Officer Matt Thorne

Support Staff Operations

Secretary Jann Lifsey

I have had the privilege of working for the Mason Police Department since the summer of 1994, and have seen many, many changes during that period of time. Most of these changes have been greatly beneficial to the Department—such as the addition of my co-worker, Sandy Stacy, in November of 2006, and now our newest clerical employee, Eileen Northrup, who joined us in November of 2012, after leaving the City Hall Receptionist desk to come here. The construction



of the “new” City Hall and Police Department was a momentous undertaking which greatly enhanced the working environments for every employee in the building. In my case, one of the most delightful provisions of moving into the new building was to finally have not just one, but several windows. I am fortunate to have my desk at the back of the Police Department where it overlooks the Riverwalk and a tiny piece of paradise for squirrels, birds, and other small wildlife.



Eileen Northrup

Besides providing support services to the Chief of Police and the Patrol Division, we clerical staff provide services to our residents and other customers. In 2012, we saw increases in some of those services—particularly, in handgun purchase permit applications—and slight decreases in other services, such as the sale of overnight parking permits.

Handgun Purchase Permits – A total of 227 handguns were purchased by City residents, including those purchased by persons with concealed pistol licenses, as compared to 157 purchased in 2011—a trend reflecting the national increase in total firearms purchases. Women accounted for 9.8 percent of all purchase permits processed by the Department, as opposed to 12 percent in 2011.

Downtown Parking Permits – The sale of parking permits went down in 2012, with only 4 being purchased. This compared with 2 permits in 2009, 10 in 2010, and 17 permits in 2011. Of these four, two were for a year’s parking, one was for six months, and one was for three months.

One of my duties as Secretary to the Chief is to send out citizen satisfaction surveys to residents our officers and personnel have recently come in contact with. We hope by providing these surveys that our residents will give us honest input as to how we are doing as a department so we can improve on any areas that may need it.

Citizen Satisfaction Surveys – Of the 196 surveys I mailed in 2012, 55 were returned. Of the 234 surveys mailed in 2011, 73 were returned; and in 2010, 71 were mailed back to us. We appreciate those residents and business owners who take the time to complete the surveys and

return them, as their feedback enables us to evaluate our performance and plan improvements in service delivery. When respondents identify concerns and provide us with their names and contact information, the Chief assigns a supervisor to contact them. That supervisor is expected to determine whether the issue is a result of poor employee performance or a lack of clarity or understanding on the respondent's part, before getting back to the Chief with an explanation and possible resolutions to the problem.

2012 CITIZEN SATISFACTION SURVEY RESULTS

198 Surveys Sent in 2012
55 Completed Surveys 2 (returned as undeliverable)
36% of Surveys Responded to by Recipients

Positive Responses	53
Negative Responses	2
Number of Written Suggestions/Comments	30

<i>Respondents' Feedback</i>	Good	Fair	Poor
"The police coverage around my neighborhood/business is:"	44	9	1
"The image of the Mason Police Department within the community is:"	46	3	2

<i>Comments/Suggestions/Concerns/Negative Feedback</i>
"Please write or stamp "survey enclosed" on the initial mailer. Completely freaked me out to receive mail from the MPD. I thought it was a bill for calling 911 or some ticket/complaint/notice from my neighbor. Not a good adrenaline rush. ☺"
"I wish I knew what happened when the officer went looking for the two men who scared me at my door."
"After I called, I saw police cars patrolling around my road/yard. However nobody ever came up to my door to make sure everything was alright. If somebody had gotten into my house, I could have been dead, but nobody even tried to come up to my door. I am especially upset because 2 months before, somebody had obviously broken in. I was home alone this time, and felt very much in danger, and never got reassurance by the police."
"I understand that our case is not the only case the Department has to work on, however, I have not received a call from our assigned Detective as of yet to keep us informed as to what is taking place with the case or its progress."
"I called to report fireworks by neighbor after 11 pm shot over Laylin Park and dry grass. I didn't see police up close, just a drive through. I had called again because fireworks were being shot off in park just after dark...and my neighbor shot fireworks off just about every night between 9:30 and 12:00 a.m."
"Have someone available to answer the #676-2458 during the lunch hour for emergency calls."
"I know it's probably not possible but I would always like to be notified if there is ever a problem at this property or if there (are) specific people I should be concerned about. Again thank you for your help in taking care of my property."

<p>The image of the Mason Police Department within the community is: “Hard ___ for giving out tic(ke)ts!” “No one wants to come to Mason cuz they think the cops just look to give out tic(ke)ts. 1 Headlight – if you work after hrs. does not mean (you) come from bar – but get tailed home by Mason police. Not like anyone is open 24x7 or I have a way to change headlight in the middle of the night.”</p>
<p>“Unfortunately we feel the officer didn’t really pursue our case and try to get our belongings back that were stolen. We gave him the name and number of the man who knew who had our stuff. And nothing was done. I had to call the officer quite a few times to get any info. Then I had to come down to the Dept. and find out the police had closed the case and told me it was a civil case now if I wanted to pursue getting my belongings back. I feel more should have been done with the info we gave the Department.”</p>
<p>“Add a street light to Willow St. between Warner and Brookdale. <u>Very</u> dark at night and have children outside with only house light to see and play.”</p>
<p>“There has been a lot of stealing in our park and nobody can seem to put a stop to it.” The image of the Mason Police Department within the community is: “Poor”. “The reason I answered it fair is because you are too thin in coverage and that’s not your fault.” “Need to set up a sting operation and put sensors on some of the things so you can track stolen things.”</p>
<p>“Consider listing the positive activities: Are the officers volunteering or speaking at 4-H meetings? Do they participate, as a team, in community events – Ex: Running for breast cancer survivors, fair, community functions? This may have a positive image on children, pre-teen and their families and others in Mason. How can the community of Mason help our police?”</p>
<p>“When spring arrives, it would be nice to have occasional police presence in the afternoon (or one of those MPH monitoring machines) as a number of parents picking up their children from Steele School really roar up Oak and Elm. Thanks!”</p>

<p><i>Positive Feedback</i></p>
<p>“This (complaint) was executed in a proper time and manner. The Detective was courteous, attentive and handled it expeditiously.” “We moved to Lansing, however we respect the Mason depts.. of law and justice.”</p>
<p>“Our problem involved Officer Todd Thie responded to a home invasion that occurred...while we were (away). He was very thorough in recording what he saw, the damage and the loss of personal property. His report was given to our home insurance carrier. I later was given a police form to use requesting a police drive-by when we would be gone from home for an extended time.”</p>
<p>“Thank you for your assistance with my neighbor. Have a great week!”</p>
<p>“The officer did follow thru in having our address removed from the internet list as a bond company. Thank you!!”</p>
<p>“Officer Thorne was the responding officer. He was very polite, informative and has a very calming manner. He went above and beyond his required duty by stopping by the following evening on his own accord to check on our family and drop off a baby item for my grandson that Officer Thorne’s own son had outgrown.”</p>
<p>“I think you are doing a wonderful job. But there are still too many young ones out after dark and smoking.”</p>
<p>“In the whole scheme of what the police have to deal with, I guess my loss, although important to me, was a small issue. Officer Girard treated it as important and helped me above and beyond what would be expected. His concern, care and professionalism give me a big respect for (him). In the past, the code enforcement officer has been most helpful.”</p>
<p>“The police officer was helpful, encouraging and very kind! I was very pleased with his willingness to help, as I had lost my engagement ring and was filing a police report (may have</p>

been stolen). I did call when I had found my ring and again he was so kind and was even excited for me!”
“The middle of April, I walked into the police department office, asking to talk to an officer about a fraud telephone call. I was assigned an officer. We talked about this call for a length of time. As for a professional appearance, personal courteous and respectfulness, along with knowledge of the law, I felt well served and satisfied. Thank you for his help.”
“We did not make the call. Our pool sitter did...We did receive a very polite call at our cottage and the policeman was very pleasant.”
“The MPD is an excellent professional organization. Our city is lucky to have a police department of the caliber of our department. Every interaction I’ve had with the PD has been an excellent one. Have you thought of creating a police auxiliary group? Keep up the good work.”
“Keep up the good job.”
Concerning police coverage in the neighborhood: “You are always over at _____.”
“I was very pleased (with) the officer. He was very friendly and helpful. And he returned my call promptly after I had left a message for him that the person had returned.”
“Steve Chick is a very kind and helpful person. Your office is fortunate to have him. He is very patient, considerate and professional. Steve is your greatest asset.”
“Thank you. I walked in to file a credit card fraud on my account. Issue was resolved quickly. Thanks you.”

<i>Respondents' Feedback regarding the MPD's weekly report.</i>	Yes	No	Not Often or Occasionally
“Do you read the Mason Police Department’s weekly report in the Ingham County Community News or The Shopping Guide?”	30	15	7
If so, do you find it a useful source of information as to Police Department activities and crime in the community?	36	0	Sometimes 0
<i>Comments Concerning the Weekly Report</i>			
“I find it humorous how stupid some people can be.”			
“I teach Sunday School and encourage the students to read it and not put themselves in the same situations.”			
“It’s the best part of the paper. It keeps me alert to situations I need to avoid. It helps me to feel in touch with the police department and their efforts in the community.”			
“It could help others to be aware of some of the scams in our area.”			
“I’m in property management. One of the properties I manage is _____. I appreciate MPD looking out for the property. Thanks for your help!”			
“Wish they would put street in.”			
“It’s nice to know what’s happening in the community. And how officers appear when they are on a case.”			
“It is the first thing I turn to in the paper. I love reading it every week. It is a good tool and a great way of communicating with the community.”			
“It’s nice to know if things are being done close to home.”			
“Rarely do I read the Weekly Report. Those who do read the Police report can verify that the officers are very busy. We need more funds to hire more police officers. They are Mason’s Heroes!!! Thank you!”			
“I wish it was more specific sometimes. For example, if there were attempted car break-ins “on the east side”, it would be helpful to know generally where on the east side.”			



Prescription Drug Task Force

Initiated in 2011 and continuing through 2012, the Capitol Area Prescription Drug Task Force and its membership represent law enforcement, the 55th District Court, the Ingham County Health Department, the Mason Public School District, the medical and pharmaceutical profession, and the Mason State Bank.

Our purpose is to impact, by reduction, incidences of prescription drug abuse, especially by our youth, through education and community interaction. Our target groups include students, their parents, and family members whom we want to educate on the ramifications of abusing prescription drugs and the means of detection and prevention of drug abuse. We have also begun a partnership with Families Against Narcotics (F.A.N.)—a regional support group in Southeast Michigan that was formed to “reach out to those whose lives are affected by drugs: the addict, the recovering addict, families of addicts, concerned parents and community members”—because we have come to realize that prescription drugs are becoming a gateway to possible heroin addiction—a cheaper and quicker means of achieving the same results as a prescribed opiate. We are hoping to facilitate an area support group using the F.A.N. model.

In August, 2012, Officer Kris Service volunteered to act as the Task Force Liaison and immediately began work on scheduling a 2013 public forum, which will target the broader community. The goal is to present and share an awareness of the ever-increasing dangers prescription drug abuse poses, especially to susceptible youth, and its ramifications as it applies to the introduction and use, and potential addiction of illicit narcotics

The Task Force also introduced the Prescription Drug Take Back program in City Hall, instituted by the Mason Police Department, which has amounted to a pilot project for the broader Ingham County Health Department’s Drug Take Back program. The community response to having a location to discard prescription and over-the-counter medications for disposal has been so tremendous that the take back program can now assess the best, most cost-effective means of spending grant dollars to facilitate it. We are very proud of what we have offered and provided to the community in our effort to reduce availability of prescription drugs to be abused, to protect the health of our seniors, and to help protect the ground water supply. It is all well worth the effort and extra work.



Evidence

Sandy Stacy

Sealed Bid Auction

In 2012, the Mason Police Department held its first Sealed Bid Auction consisting of 15 bicycles, 1 scooter and 1 snow glider. The auction was advertised for one week prior to the starting date through the City of Mason's cable channel, the Police Department's weekly article in the Community News, and on the City of Mason's website. Each item was assigned a number and posted for viewing along with photographs of each item and also displayed in the City Hall lobby for viewing along with bid sheets to be filled out. Sealed bids were accepted for two weeks by the Mason Police Department and remained sealed until the specified opening date. Bids were opened and the highest bidder for each item was contacted and apprised of the winning bid. Bidders bought bikes for themselves, summer getaways, kids, and grandchildren, and everything but one bicycle was sold. Our first Sealed Bid Auction turned out to be an exciting and successful event and we look forward to holding other auctions when needed.

Mason Police Department Helps the Environment--Prescription Take Back



The Mason Police Department, the Ingham County Health Department and many surrounding law enforcement agencies, started a Prescription Drug Take Back Program. The purpose of this program is to keep medications out of the water systems, land fills, and off the streets where they are used illicitly. The Ingham County Health Department received a grant for this program and purchased specially-designed Medication Drop Boxes in which we accept all types of prescription and over-the-counter medications, with the exception of syringes.

When the drop box is full, the Department technician retrieves and packages the contents, securing everything into the Department's evidence room. An Ingham County Sheriff's deputy then makes arrangements with each participating agency for pickup and transport of the sealed packages to a designated incinerator located in Western Michigan for disposal. The Department, along with representatives of the Health Department and other participating agencies, discuss the progress and improvements to the program at the Prescription Drug Task Force Meetings held each month. To date, the Mason Police Department has collected five 55-gallon containers of medications from our community. This program is proving to be a growing improvement for the Mason community and our environment.



2012 Technology

Sgt. Ed Hude

The Mason Police Department was involved in fewer technology upgrades than in recent years, primarily because of reductions in funding opportunities. However, in 2012, the Department was able to budget for and purchase a new Mobilvision L3 server to support the patrol car audio video digital recording system. The new server is intended not only to improve the capacity and efficiency of data and evidence storage of our patrol car digital recordings, but also to provide the opportunity—with the increased available capacity—to install an interview room recording module. This would make the Department in compliance with Public Act 479 of 2012, effective March 28, 2013, which mandates certain interrogations be digitally recorded and time stamped for purposes of criminal prosecution. With this module, however, the Department intends to expand beyond the mandate and record all interviews held within the facility to enhance our law enforcement and prosecutorial efforts.

The Department has also begun discussions with two area businesses and the Michigan State Police regarding the implementation of a “Live Scan” fingerprinting system for pre-employment applicant checks. Much of this will depend on the need for this type of service and the ability to obtain funding for the required software and installation. With the Department’s ability to provide applicant fingerprint services, public and private employers within the community could send job applicants to be fingerprinted at the police department.

Ongoing discussions with Sprint Telecommunications—throughout 2012—have identified the company’s intent to upgrade its telecommunications equipment, currently located on the City’s tower, to 4G LTE service as an enhancement to the corporation’s subscribers. This upgrade should equate to more enhanced service to the many businesses and residents who use this service, including the City of Mason’s and Ingham County’s government cell phone network.



During the later part of June, members of the Central Michigan Amateur Radio Club, Ingham County Amateur Radio Public Service Corps, and the Lansing Area Civil Defense Repeater Association conducted Field Day at Rayner Park, starting on Saturday and ending on Sunday afternoon. The purpose of Field Day is to train for emergency communications needs with emergency power sources. The 2013 Field Day Event will once again take place at Rayner Park on June 22 and 23, with preliminary set up beginning late Friday afternoon, June 21.



Child Car Seat Inspections

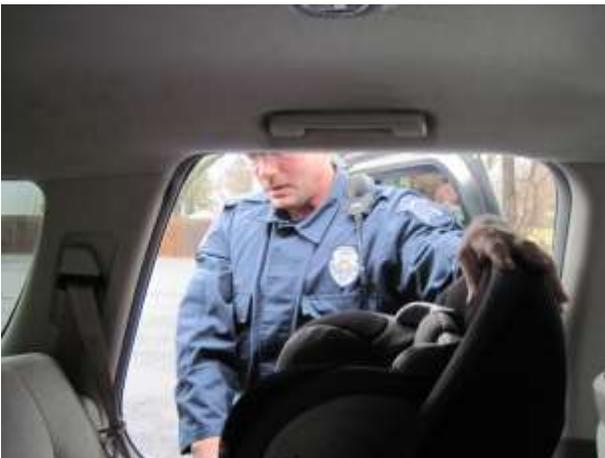
Officer Kris Service

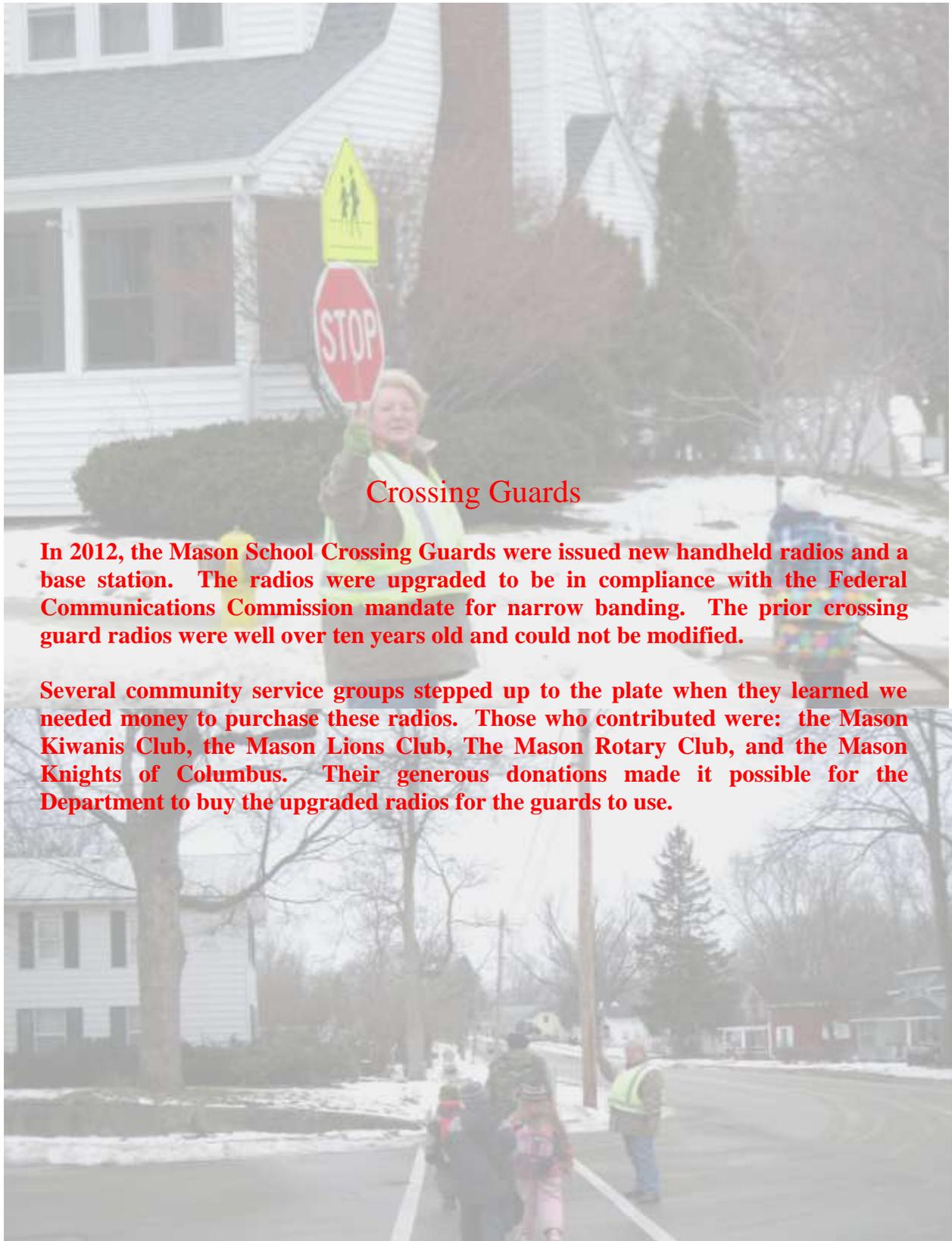
The Mason Police Department has a very active Child Car Seat Inspection program because we recognize the importance of properly installing child restraint seats in motor vehicles to prevent unnecessary injuries to or the deaths of our most precious of treasures—our children. The number one cause of accidental death of children aged one through nine is automobile crashes, and we hope that by educating parents in how to install their children's car seats properly, that we will keep our community's children from becoming part of the statistics.

I attended a 5-day, 40-hour class in 2006—presented by the national Highway Traffic Safety Council—where I achieved proficiency in correctly installing over 100 different brands, makes, and models of car seats before passing the written exam and becoming a certified car seat installer/inspector.

In 2012, I assisted more than a dozen Mason and Ingham County residents and families in safely installing child safety seats into their vehicles.

In 2013, I hope to attend a recertification course. At that time I would be eligible, upon successful completion of the course, to receive up to 20 complimentary car and booster seats to provide to those in need.





Crossing Guards

In 2012, the Mason School Crossing Guards were issued new handheld radios and a base station. The radios were upgraded to be in compliance with the Federal Communications Commission mandate for narrow banding. The prior crossing guard radios were well over ten years old and could not be modified.

Several community service groups stepped up to the plate when they learned we needed money to purchase these radios. Those who contributed were: the Mason Kiwanis Club, the Mason Lions Club, The Mason Rotary Club, and the Mason Knights of Columbus. Their generous donations made it possible for the Department to buy the upgraded radios for the guards to use.



DEPARTMENT PERSONNEL COMMUNITY ACTIVITIES

Several members of the Mason Police Department volunteer their time outside the scope of their regular duties. The following are some of the activities they are involved in:

2012 SHOP WITH A COP – This yearly program for needy Ingham County children started off with breakfast at Plymouth Congregational Church in Lansing. The 104 children were then paired off with local law enforcement officers and driven in a motorcade of police cars—lights and sirens running—to the Wal-Mart store at Eastwood Town Center. They were greeted by Santa and Mrs. Claus and then, with \$100 to spend on themselves and their family members, went shopping with their cart-pushing officers. The success of this program, which was started in 2004, is due to all the volunteers from the participating law enforcement agencies. For the 2012 event, Mason Police Department was represented by **Officers Todd Thie and Mark Reckling**.



TRIAD: NO SENIOR WITHOUT A CHRISTMAS Officer Kris Service

TRIAD is a group of senior citizens and law enforcement officers from area jurisdictions who meet monthly to maintain communication between senior citizens and law enforcement as a crime prevention tactic. Senior citizens are very often the victims of crimes because of the perception they are easy targets—especially internet fraud and identity theft. **NO SENIOR WITHOUT A CHRISTMAS** is an attempt to ensure no senior in our community is forgotten at Christmas. Through referrals and requests, TRIAD prepares and provides Christmas gift baskets to these seniors, which are delivered by uniformed officers in marked police vehicles, on a designated day in December. Over 100 volunteers from nearly all police and fire services in Ingham, Eaton, and Clinton counties participate, and 300 baskets were assembled and delivered in 2012.



I felt it appropriate to relay some excerpts from a few thank-you notes received afterwards to emphasize this program's impact on its senior recipients.

“Dear Police Dept. I want to thank-you so much for the lovely Christmas basket...I know it was from a lot of people and a lot of effort went into it...”

“To Everybody Involved: I want to especially thank all involved with the food & gift box for seniors. You made my day & my Christmas that there was someone out there who really cared...the holidays are hard & depressing.”

“Dear Friends: A note of thanks for the wonderful box...How special I feel to once again be on your list of recipients...”

I personally discovered that although the baskets are welcomed, the visit and time spent with the recipients is of more value. Although some visits are brief, many are not. I spent much time sitting in a living room or kitchen visiting and listening to stories of times past. I shared laughter and tears with those who received and walked away feeling like I had actually received “the gift.” It was a true feeling of Christmas and one of the best days of my entire law enforcement career.



And sometimes our officers take time off from their busy schedules to give TOURS!



BOARDS AND COMMITTEES

Chief of Police John Stressman

MICHIGAN ASSOCIATION OF CHIEFS OF POLICE

Chief John Stressman continues to work with the Michigan Association of Chiefs of Police as a member of the Legislative Committee, the Awards Committee, and the Executive Committee, representing District 7 (Mid-Michigan Chiefs Assoc). He has found that the networking and information exchange, as well as the educational experience, has been invaluable in his development as a police administrator, and for planning the future of the Mason Police Department and its function in the community.

MID-MICHIGAN ASSOCIATION OF CHIEFS OF POLICE

Chief Stressman, who served one term as Vice-President and two terms as President of the Mid-Michigan Association of Chief of Police and now serves as the immediate Past President, remains a driving force to increase the influence of our district's Chiefs in legislative issues in Lansing and in pushing for cooperatives such as those involving joint training programs.

MASON PROMISE SCHOLARSHIP PROGRAM

Of the Boards Chief Stressman serves on, he believes the Promise Scholarship program is the most important to this community. The education and development of our youth is a high priority and an issue which must be supported. The program provides an opportunity to a young citizen who would not otherwise be able to seek higher education, or who might have no sense of direction without this kind of incentive.

CAPITAL AREA PRESCRIPTION DRUG TASK FORCE

Chief Stressman is the current Chairman of the Capital Area Prescription Drug Task Force and is an active participant in public discourse, while trying to bring about public awareness of the growing threat of illicit use of prescription drugs to our community and its dangerous impact on our youth and adults alike. The Chief approached Judge Donald Allen, who has been a steadfast proponent of fighting prescription drug abuse as well as illicit use of illegal drugs and alcohol, and together they approached the necessary partners and initiated this community effort. Officer Kris Service is the Task Force liaison and provides much of the group's presentation to community groups.

LAW ENFORCEMENT ACTION FORUM

Chief Stressman firmly believes the core of any law enforcement agency is its rules and policies and procedures. These documents define an agency and must be evaluated and updated in a never-ending cycle of reviews. For this, LEAF offers the best resource as a coalition of police executives, risk managers, and attorneys who create, review, and update model policies for Michigan law enforcement. The Chief has been a member and contributor of LEAF for eleven years and attributes LEAF to many facets of his management principals, department methodology, and our success at managing risk.

Sergeant Ed Hude

INGHAM COUNTY TECHNOLOGY IMPROVEMENT COMMITTEE

I continue to represent the Mason Police Department as a member of the Ingham County Technology Improvement Committee. The TIC members are comprised of multiple Ingham County law enforcement agencies that use a common records management system.

911 BOARD

Mason Chief of Police John Stressman is the elected representative to the 911 Board, representing the smaller law enforcement agencies in Ingham County. I serve as the alternate member. The purpose of this position is to represent the interests of the smaller law enforcement agencies in Ingham County when interacting with the 911 Dispatch Center located in Lansing.

AMERICAN RADIO RELAY LEAGUE

When not working at the Department, I continue to serve the community through my appointed position as the American Radio Relay League's State Government Liaison for Michigan. The League is a national organization that represents the interests of Amateur Radio. Amateur Radio is a vital communications resource used by communities, as well as the Michigan State Police and the federal government, during disasters and other emergencies and community events.

Motor Vehicle Pursuits

Mason Police Department Policy and Procedures regarding motor vehicle use requires an annual audit and report by the Chief of Police of all police pursuits involving the use of Department-owned vehicles—whether initiated by Department personnel or if personnel assist another agency in the pursuit. Supervisors are required to complete a review of each incident for compliance to Department procedures and report their findings to the Chief of Police. The patrol car digital recording systems are an invaluable resource in the supervisor’s evaluation.

In calendar year 2012, Department personnel were involved in one traffic pursuit. The action occurred during an assist to other county departments who were pursuing a felony armed robbery suspect. The review of the incident found the officers’ actions complied with Department procedure.



2012 Annual Traffic Safety Report

Officers investigate automobile crashes on both private property and public roadways. Of the total 203 accidents reported in 2012—177 which were investigated—there was no discernable pattern or grouping indicating an established traffic problem. The Department continues its practice of aggressive traffic enforcement, which not only deters accident-causing driver behavior, but also an excellent deterrent to criminal enterprise.

Personal Injury Accidents (causing personal injury)	9
Fatalities	0
Public Property Accidents (no personal injuries)	134
Public Property Hit & Runs	12
Private Property Accidents	33
Private Property Hit & Runs (no suspects)	15
<hr/> Total Reported Traffic Crashes	203

2012 Reported Incidents

Abduction/Kidnapping	0
Accidents (Motor Vehicle)	203
Accidents (Non-Motor Vehicle)	4
Administrative Investigations	24
Administrative Tasks	4
Alarms	111
Arson	0
Assistance to Other Agencies/Departments	215
Assaults	
Aggravated/Felonious	4
Non-Aggravated	29
Domestic (includes aggravated and non-aggravated)	28
Intimidation/Stalking	8
Telephone/Internet Harassment	41
Bomb Threats	1
Burglaries	
Forced Entry	13
No Force	4
Citizen Assists	157
Civil Disputes	53
Controlled Substance/Narcotic Equipment Violations	60
Criminal Sexual Conduct	13
Damage to Property (Malicious)	51
Death Investigations	4
Disorderly Conduct/Mischief	36
Family - Abuse/Neglect/Non-support—Nonviolent	5
Family Trouble/Trouble with Subjects	70
Fireworks	4
General – Non Criminal	166
Gone On Arrival	73
Health and Safety/Conservation	42
Homicide	0
Identity Theft	3
Immigration	1
Inspections	31
Juvenile Complaints	5
Juvenile Runaways	6
Larcenies	92
Larcenies by Fraud	31
Larcenies – Motor Vehicle Theft	2

Larcenies – Retail Fraud	27
Liquor Law Violations	15
Lost and Found	43
Mental Health	30
Misdemeanor Sex Offenses	4
Missing Persons	13
Obstructing Justice/Police	49
Operating Under Influence Liquor or Drugs	25
Ordinance Violations	79
Public Relations/Special Events	32
"Quality of Life" Non-Criminal Complaints	85
SRT Call Out	4
Suicides/Attempts	1
Suspicious Persons/Situations	184
Traffic Complaints/Violations	90
Trespassing	21
Weapons Offenses	1
Welfare Checks	117



OFFICER DAILY REPORTED ACTIVITIES
Information Extrapolated from Officer Daily Logs

	2011	2012
General Activities		
Calls for Service	2821	2730
Written Reports	2325	2275
P/C Misdemeanor Arrest or A/T	233	207
P/C Felony Arrests	25	14
Warrants Arrests	197	168
On Court Duty	383	154
In-Service Training	771	682
Court Ordered Alcohol Breath Tests	501	520
Patrol Activities		
Field Interviews	189	204
Traffic Stops	1476	1436
V/W (No Enforcement)	1037	1041
Hazardous Violations	248	193
Non-Hazardous Violations	258	267
Parking Violations	172	251
Hours of Radar Operation	946	1302
Community Policing		
Liquor Inspections	273	130
Property Checks	1360	1490
Citizen Contacts	706	772
Special Presentations/Events	250	182
Hours of Foot/Bike Patrol	70	64
Investigations		
Warrant Requests (No Arrest)	110	97
Hours of Follow-up and Reports	4831	3929
Hours of Evidence Submission	261	207
Juvenile Enforcement		
Juvenile Violations (Informal Enforce)	38	25
Juvenile Cases (Cited/Lodged/Petitioned)	37	34
RMS Incidents		
Number Total Org. Incidents	2452	2387
Number Assist Other Officer		526
RMS Citations (non-parking)		
Number Total Citations	703	555
RMS Arrests		
Number Total Arrests	243	233

2012 Arrests

<u>Description</u>	<u>2012</u>
Kidnapping (Other)	0
Criminal Sexual Conduct	
First and Third Degree	0
Second and Fourth Degree	0
Stalking	0
Robbery	0
Felony Assaults*	4
Misdemeanor Assaults*	15
Arson	0
Burglaries	1
Larcenies	4
Motor Vehicle Thefts	0
Forgeries	2
Larcenies by Fraud	3
Embezzlements	0
Stolen Property	3
Property Damage	5
Retail Fraud	9
Drug Offenses	16
Sex Offense - Other	0
Child Neglect/Cruelty	0
Liquor Law Violations	5
Resisting/Obstructing Police	0
Obstructing Justice	34
Warrant Arrest for Other Jurisdictions	60
Weapons Offense	0
Ordinance Violations	6
Impaired Driving/OWI Offenses	29
Driving Offenses	23
Health & Safety Offenses	0
Miscellaneous Offenses	2
	221

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: March 18, 2013

Agenda Item: 8(F)

AGENDA ITEM

Motion – Mason Area Chamber of Commerce (MACC) Annual Events

EXHIBITS

- MACC letter of request dated March 11, 2013
- Memo from Police Sergeant Ed Hude dated March 15, 2013

STAFF REVIEW

Police Department

SUMMARY STATEMENT

Doug Klein, MACC Executive Director, has outlined events for 2013 sponsored by the Mason Chamber of Commerce as well as a request for equipment, staffing, and various street closings.

RECOMMENDED ACTION

Move to approve the request as outlined in the letter from Doug Klein, MACC Executive Director, dated March 15, 2013, for street closures, use of equipment, electrical power, and waiver of permit and fees for the annual community events.



Mason Area Chamber of Commerce

148 East Ash Street • Mason, Michigan 48854
Telephone: (517) 676-1046 • Fax: (517) 676-8504
masonchamber@masonchamber.org • www.masonchamber.org

March 11, 2013

Mr. Martin Colburn, Administrator
City of Mason
P.O. Box 370
Mason, MI 48854

Dear Marty,

The Mason Area Chamber of Commerce is again hosting quite a few community events in 2013. We are also assisting our members with the May 3 Mason State Bank 5K Run that benefits the Mason Public Schools Foundation, the veterans organizations' May 27 Memorial Day parade, the American Cancer Society's Relay for Life activity on June 14 and 15, the July 4 Car Show sponsored by the County Seat Old Car Club, and the veterans organizations' November 11 Veterans Day parade. The City of Mason has always been a very supportive partner in making all these community events successful and, on behalf of our Board of Directors; I am requesting the City's continued support in 2013. The events in 2013 are similar to those of last year.

1. The 30th Annual Spring Fling Courthouse Show on Saturday, May 4. We request the same street closures as we have in past years: Maple Street between Jefferson and Barnes Streets and the west lane of Barnes Street between Maple and Ash Streets from 8 AM to 5 PM. We also request that the electricity around the Courthouse and in front of the Hilliard Building be turned on during the day on Friday, May 3 and left on throughout the event. In previous years we have used the city trash receptacles and request them again this year for Friday and Saturday.
2. On behalf of our members, the 25th Annual Mason State Bank 5K Run on Friday, May 3 to benefit the Mason Public Schools Foundation. The activities will begin in late afternoon with the race to be run at 7 PM. We request the same street closures as last year: Maple Street between Jefferson and Barnes Streets and both lanes of Barnes Street between Maple and Ash Streets to be closed to vehicular traffic from 4 PM to 10 PM. We also ask that Maple Street between Barnes and Steven Streets be closed to vehicular traffic from 7 PM to 8:45 PM. These street closures will provide the highest degree of safety for all participants. We also request the electricity around the Courthouse and in front of the Hilliard Building be turned on during the day on Friday, May 3 and left on throughout the event.
3. On behalf of our members, Mason's Memorial Day Parade and Ceremonies on Monday, May 27. The American Legion Post 148 and VFW Post 7309 will hold ceremonies at 8:00 AM at the Monument on the Courthouse lawn. They also request that the electricity around the Courthouse and near the Monument be turned on for the day. Their parade will assemble in the parking lot of Bond Park at Columbia and step off at 9:00 AM. We request the streets on the parade route of Barnes Street to Ash Street to Jefferson Street to Maple Street, to State Street to East Street into the Cemetery be closed to vehicular traffic during the parade at times to be determined by the Mason Police Department. Ceremonies will be held briefly as the parade crosses the bridge on State Street, with longer ceremonies upon the parade's arrival in the Cemetery. We also request the use of the city trash receptacles.

4. Our ninth season of Thursday Night Live! Courthouse Concerts on May 23, June 6, June 20, July 11, July 18, August 8, August 22, September 5 and September 19. The concerts on the west Courthouse lawn begin at 6 PM and end before 8 PM and require power to be on under the big Christmas tree. As they did in past years, these events will comply with Sec. 22-36 of the City's noise ordinance and we again request a waiver from the specific individual registrations pursuant to Sec. 22-61 to 22-63. The Mason Optimists will again be selling hotdogs and pop at each event, necessitating the use of two parking spaces on Jefferson Street and will require electricity from the pole closest to them.

5. On behalf of our member, the American Cancer Society, we again ask that the annual Relay for Life be held around Courthouse Square on June 14 and 15. Set up will begin at noon on Friday, June 14 which may include some parking spaces on Maple and Barnes Streets and the event will last until Saturday, June 15 at 3:00 p.m. On behalf of our member, we again request the road closure of Maple Street between Jefferson and Barnes on Friday, June 14 at 1 PM and ending on Saturday, June 16 at 4 PM. On our member's behalf, we also request a waiver from the sound ordinance to go until 11 PM on Friday, as the last ceremony for the evening will traditionally begin at 10 PM. We also request that the electricity around the Courthouse and in front of the Hilliard Building be turned on during the day on Friday, June 14 and left on throughout the event. We also request the use of the city trash receptacles for this event.

6. Mason's Independence Day Celebration will be on Thursday, July 4. The County Seat Old Car Club will host their 15th annual Car Show around the Courthouse square and downtown throughout the day. The cars will begin lining up about 8 AM and the show will conclude about 5 PM. In previous years we have used the city trash receptacles and request them again this year. The car show will be followed by the parade stepping off at 7:30 PM, and the fireworks at the Fairgrounds sponsored by the Fire Department at dusk. On behalf of our member, the County Seat Old Car Club, we request the same street closures as we have in the past seven years: Jefferson Street from Ash Street to Sycamore Street from 8 AM to 5 PM with Jefferson Street from Ash to Maple Street remaining closed until after the parade concludes. Maple Street from Barnes Street to the Mason State Bank parking lot entrance from 8 AM to 5 PM with Maple Street from Barnes to Jefferson Street remaining closed until after the parade concludes. The west lane of Barnes Street from Maple Street to Ash Street closed from 8 AM until after the parade concludes. We also request that the electricity around the Courthouse and in front of the Hilliard Building be turned on (including the tree grates on Maple Street) on or before the day of Wednesday, July 3. The Chamber hosts the annual July 4 Parade, which will begin at 7:30 PM from the south lot at Mason High School. We request the parade route streets of Barnes Street (beginning south of Mason High School near Kipp), South Street, Jefferson Street, Maple Street, and Barnes Street returning to the High School to be closed to vehicular traffic during the parade at times to be determined by the Mason Police Department.

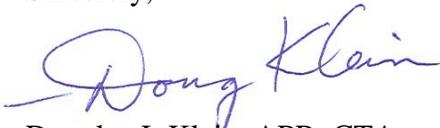
7. The 40th annual Down Home Days Courthouse Show is on Thursday, September 19-22. We request the same street closures as we have in past years: Maple Street between Jefferson and Barnes Streets and the west lane of Barnes Street between Maple and Ash Streets from 8 AM to 5 PM. We request that the electricity around the Courthouse and in front of the Hilliard Building be turned on during the day on Friday, September 20 and left on through the weekend. In previous years we have used the city trash receptacles and request them again this year.

8. On behalf of our members, we request again a Veterans Day Parade in Mason -- this year on Monday, November 11. The American Legion Post 148 and VFW Post 7309 will have their parade assemble in at the Ingham County Fairgrounds this year, stepping off at 3:00 PM. We request the streets on the parade route of Ash Street to Jefferson Street to Maple Street to Washington Street back into the Fairgrounds be closed to vehicular traffic during the parade at times to be determined by the Mason Police Department. We also request the use of the city trash receptacles for this event.

9. Mason's Holidays Celebration – Christmas Tree Lighting and Lighted Parade, Friday, November 29. Going back to our pattern for previous years, we'll be lighting the big Christmas tree in front of the Courthouse this year. However, different from all previous years, we are working with our member the Ingham County Fair Foundation to change our parade route. This year, parade staging will take place in the parking lot of Bond Park at Columbia and step off at 6:30 PM. We request the streets on the parade route of Columbia Street to Barnes Street to Sycamore Street to Jefferson Street to Ash Street back to Barnes Street, ending on Maple Street between Barnes and Jefferson Streets. These streets are to be closed to vehicular traffic during the parade at times to be determined by the Mason Police Department. Some "street-legal" units may leave the parade to proceed on Ash Street to the Fairgrounds instead of turning left on Barnes. Others may continue north on the east side of Barnes Street to return to vehicle parking off that street before reaching the staging area. Nonetheless, we also request both lanes of Barnes Street from Ash to Maple Streets and Maple Street from Barnes to Jefferson Streets be closed to vehicular traffic from 6:30 PM to 8:00 PM so the remaining lighted parade units can be on display to pedestrians for a time after the parade in the 100 block of East Maple and on the west side of Barnes Street. In previous years we have used the city trash receptacles and request them for this as well.

We respectfully request that the City waive the fees for the four parades. The parades are investments in the quality of life in our community and attract large crowds. All our 14 Chamber-hosted downtown events, and those others put on by our members, generate community pride and outside interest in our area attractions and businesses. We are glad to continue to extend an executive level membership in the Chamber of Commerce to the City in recognition of our long-time partnership. Thanks again for the City's continuing support of all these community events and activities. I am always available if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Douglas J. Klein". The signature is written in a cursive, flowing style.

Douglas J. Klein, APR, CTA
Executive Director



Mason Police Department

201 W. Ash St.
P.O. Box 370
Mason, MI 48854-0370

JOHN STRESSMAN
Chief of Police

Office: (517) 676-2458
Fax: (517) 244-9024
MASON_PD@ingham.org

MEMORANDUM

To: Martin Colburn
City Administrator

From: Sgt Ed Hude *EH*

Date: March 15, 2013

Ref: Chamber of Commerce Community Events Schedule

I have reviewed the March 11, 2013 letter to you, received from Mr. Doug Klein of the Mason Area Chamber of Commerce, regarding the upcoming scheduled community activities for 2013. I have met with Mr. Doug Klein and Chief John Stressman. At this time we have no additional comments. The Mason Police Department will provide the necessary police services as stipulated by you and the City Council.

CITY OF MASON
STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: March 18, 2013

Agenda Item: 8(G)

AGENDA ITEM

Discussion – Sister City, Vitina, Kosovo, Exchange

EXHIBITS

None.

STAFF REVIEW

Mayor Clark

SUMMARY STATEMENT

Vitina, Kosovo contingent, Mayor Nexhmedin Arifi, Mr. Defrim Piraj, and Mr. Jakup Jahiri will be arriving March 30, 2013 and visiting through April 4, 2013. An itinerary of their visit needs to be determined.

RECOMMENDED ACTION

No action required.

PERIOD ENDING 02/28/2013

GL NUMBER	DESCRIPTION	2012-13	END BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2013 NORMAL (ABNORMAL)	MONTH 02/28/2013 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
000.00		164,635.00	1,685.48	0.00	162,949.52	1.02
215.00	CLERK	0.00	142.82	0.00	(142.82)	100.00
254.00	TREASURER/FINANCE	4,787,985.00	4,110,901.55	116,746.31	677,083.45	85.86
262.00	ELECTIONS	0.00	5,791.73	0.00	(5,791.73)	100.00
271.00	FORESTRY	29,770.00	29,870.00	0.00	(100.00)	100.34
276.00	CEMETERY	40,750.00	24,131.00	4,995.00	16,619.00	59.22
301.00	POLICE DEPARTMENT	116,115.00	52,739.99	5,271.71	63,375.01	45.42
336.00	FIRE DEPARTMENT	148,555.00	114,620.18	33,157.90	33,934.82	77.16
528.00	REFUSE COLLECTION	331,755.00	333,655.90	0.00	(1,900.90)	100.57
747.00	COMMUNITY GARDEN	250.00	0.00	0.00	250.00	0.00
751.00	RECREATION	11,000.00	3,355.00	1,750.00	7,645.00	30.50
775.00	SENIOR CITIZENS	4,000.00	0.00	0.00	4,000.00	0.00
850.00	WORKERS COMPENSATION	55,100.00	29,840.00	9,720.00	25,260.00	54.16
TOTAL Revenues		5,689,915.00	4,706,733.65	171,640.92	983,181.35	82.72
Expenditures						
101.00	COUNCIL	44,305.00	22,779.98	352.60	21,525.02	51.42
172.00	ADMINISTRATOR	240,240.00	175,980.88	13,384.49	64,259.12	73.25
209.00	ASSESSING	47,185.00	30,109.85	3,704.55	17,075.15	63.81
247.00	BOARD OF REVIEW	650.00	150.00	0.00	500.00	23.08
254.00	TREASURER/FINANCE	475,615.00	350,632.09	27,505.21	124,982.91	73.72
260.00	TECHNOLOGY	48,565.00	31,595.62	6,620.06	16,969.38	65.06
262.00	ELECTIONS	135,590.00	87,613.72	7,939.98	47,976.28	64.62
265.00	BUILDING OFFICIAL/CITY HALL	145,710.00	100,001.54	26,031.63	45,708.46	68.63
266.00	LEGAL/ATTORNEY	70,000.00	56,039.32	6,332.56	13,960.68	80.06
268.00	PARK STREET PROPERTY	41,985.00	0.00	0.00	41,985.00	0.00
269.00	PROPERTY	430,595.00	303,284.83	468.22	127,310.17	70.43
271.00	FORESTRY	67,705.00	27,121.25	2,510.32	40,583.75	40.06
272.00	ADMINISTRATIVE SERVICES	233,895.00	179,956.23	7,563.50	53,938.77	76.94
276.00	CEMETERY	146,525.00	101,036.44	8,224.87	45,488.56	68.96
305.00	POLICE ADMINISTRATION	337,945.00	222,227.45	19,036.66	115,717.55	65.76
315.00	CROSSING GUARDS	33,595.00	18,789.42	2,122.35	14,805.58	55.93
316.00	POLICE PATROLLING	1,016,720.00	728,847.37	64,028.17	287,872.63	71.69
336.00	FIRE DEPARTMENT	429,785.00	342,998.16	11,835.68	86,786.84	79.81
380.00	PLANNING/ZONING OFFICIAL	120,000.00	78,720.12	8,460.12	41,279.88	65.60
426.00	CIVIL DEFENSE	8,100.00	100.38	0.00	7,999.62	1.24
428.00	DISASTER ACCOUNT	100.00	0.00	0.00	100.00	0.00
441.00	PUBLIC SERVICES	6,400.00	4,071.75	212.05	2,328.25	63.62
447.00	ENGINEERING	285.00	285.00	0.00	0.00	100.00
448.00	STREET LIGHTING	134,985.00	69,005.77	11,049.35	65,979.23	51.12
528.00	REFUSE COLLECTION	331,235.00	226,104.55	26,525.28	105,130.45	68.26
747.00	COMMUNITY GARDEN	250.00	420.56	0.56	(170.56)	168.22
756.00	PARKS AND BALL DIAMONDS	142,610.00	94,406.43	3,471.66	48,203.57	66.20
775.00	SENIOR CITIZENS	8,010.00	5,210.00	425.00	2,800.00	65.04
790.00	LIBRARY	8,045.00	5,783.95	1,328.00	2,261.05	71.89
806.00	CHRISTMAS DECORATIONS	4,505.00	5,283.78	56.16	(778.78)	117.29
807.00	CABLE COMMISSION	4,300.00	2,937.50	600.00	1,362.50	68.31
808.00	PLANNING COMMISSION	1,385.00	954.28	12.85	430.72	68.90
850.00	WORKERS COMPENSATION	55,100.00	29,840.00	0.00	25,260.00	54.16
855.00	RETIREE BENEFITS	101,200.00	60,871.79	5,702.22	40,328.21	60.15
890.00	CONTINGENCIES	56,590.00	495.00	0.00	56,095.00	0.87
999.00	SURPLUS	760,205.00	0.00	0.00	760,205.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 02/28/2013

GL NUMBER	DESCRIPTION	2012-13	END BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	02/28/2013 NORMAL (ABNORMAL)	MONTH 02/28/2013 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 101 - GENERAL FUND								
Expenditures								
	TOTAL Expenditures	5,689,915.00	3,363,655.01	265,504.10	2,326,259.99	59.12		
Fund 101:								
	TOTAL REVENUES	5,689,915.00	4,706,733.65	171,640.92	983,181.35	82.72		
	TOTAL EXPENDITURES	5,689,915.00	3,363,655.01	265,504.10	2,326,259.99	59.12		
	NET OF REVENUES & EXPENDITURES	0.00	1,343,078.64	(93,863.18)	(1,343,078.64)	100.00		

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 02/28/2013

GL NUMBER	DESCRIPTION	2012-13	END BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	02/28/2013 NORMAL (ABNORMAL)	MONTH 02/28/2013 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 202 - MAJOR STREETS FUND								
Revenues								
000.00		1,173,410.00	181,563.51	28,505.45	991,846.49	15.47		
TOTAL Revenues		<u>1,173,410.00</u>	<u>181,563.51</u>	<u>28,505.45</u>	<u>991,846.49</u>	<u>15.47</u>		
Expenditures								
000.00		55,980.00	185.48	0.00	55,794.52	0.33		
451.00	STREET/ROAD CONSTRUCTION	860,205.00	22,142.50	0.00	838,062.50	2.57		
463.00	STREET MAINTENANCE	131,260.00	86,668.19	4,546.97	44,591.81	66.03		
474.00	TRAFFIC SERVICES	24,230.00	14,087.89	1,008.38	10,142.11	58.14		
478.00	WINTER MAINTENANCE	38,255.00	12,106.10	5,788.15	26,148.90	31.65		
482.00	STREET ADMIN/GEN EXP	63,480.00	63,480.00	0.00	0.00	100.00		
TOTAL Expenditures		<u>1,173,410.00</u>	<u>198,670.16</u>	<u>11,343.50</u>	<u>974,739.84</u>	<u>16.93</u>		
Fund 202:								
TOTAL REVENUES		1,173,410.00	181,563.51	28,505.45	991,846.49	15.47		
TOTAL EXPENDITURES		<u>1,173,410.00</u>	<u>198,670.16</u>	<u>11,343.50</u>	<u>974,739.84</u>	<u>16.93</u>		
NET OF REVENUES & EXPENDITURES		0.00	(17,106.65)	17,161.95	17,106.65	100.00		

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 02/28/2013

GL NUMBER	DESCRIPTION	2012-13	END BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	02/28/2013 NORMAL (ABNORMAL)	MONTH 02/28/2013 INCREASE (DECREASE)	NORMAL (ABNORMAL) BALANCE			
Fund 203 - LOCAL STREETS FUND								
Revenues								
000.00		191,380.00	66,736.18	9,851.01	124,643.82	34.87		
TOTAL Revenues		<u>191,380.00</u>	<u>66,736.18</u>	<u>9,851.01</u>	<u>124,643.82</u>	<u>34.87</u>		
Expenditures								
000.00		0.00	1,500.00	0.00	(1,500.00)	100.00		
463.00	STREET MAINTENANCE	139,970.00	98,798.52	6,399.14	41,171.48	70.59		
474.00	TRAFFIC SERVICES	8,385.00	1,811.76	1,314.41	6,573.24	21.61		
478.00	WINTER MAINTENANCE	31,525.00	8,548.41	4,118.54	22,976.59	27.12		
482.00	STREET ADMIN/GEN EXP	11,500.00	11,500.00	0.00	0.00	100.00		
TOTAL Expenditures		<u>191,380.00</u>	<u>122,158.69</u>	<u>11,832.09</u>	<u>69,221.31</u>	<u>63.83</u>		
Fund 203:								
TOTAL REVENUES		<u>191,380.00</u>	<u>66,736.18</u>	<u>9,851.01</u>	<u>124,643.82</u>	<u>34.87</u>		
TOTAL EXPENDITURES		<u>191,380.00</u>	<u>122,158.69</u>	<u>11,832.09</u>	<u>69,221.31</u>	<u>63.83</u>		
NET OF REVENUES & EXPENDITURES		0.00	(55,422.51)	(1,981.08)	55,422.51	100.00		

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 02/28/2013

GL NUMBER	DESCRIPTION	2012-13	END BALANCE	ACTIVITY FOR		AVAILABLE		% BDT USED
		AMENDED BUDGET	02/28/2013 NORMAL (ABNORMAL)	MONTH 02/28/2013 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
000.00		123,245.00	84,985.55	(3,987.57)		38,259.45		68.96
TOTAL Revenues		<u>123,245.00</u>	<u>84,985.55</u>	<u>(3,987.57)</u>		<u>38,259.45</u>		<u>68.96</u>
Expenditures								
000.00		123,245.00	46,931.02	46.31		76,313.98		38.08
TOTAL Expenditures		<u>123,245.00</u>	<u>46,931.02</u>	<u>46.31</u>		<u>76,313.98</u>		<u>38.08</u>
Fund 248:								
TOTAL REVENUES		123,245.00	84,985.55	(3,987.57)		38,259.45		68.96
TOTAL EXPENDITURES		<u>123,245.00</u>	<u>46,931.02</u>	<u>46.31</u>		<u>76,313.98</u>		<u>38.08</u>
NET OF REVENUES & EXPENDITURES		0.00	38,054.53	(4,033.88)		(38,054.53)		100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 02/28/2013

GL NUMBER	DESCRIPTION	2012-13	END BALANCE	ACTIVITY FOR		AVAILABLE		% BDT USED
		AMENDED BUDGET	02/28/2013 NORMAL (ABNORMAL)	MONTH 02/28/2013 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 250 - LOCAL DEV. FINANCE AUTHORITY								
Revenues								
000.00		674,600.00	1,774,317.30	215.80	(1,099,717.30)	263.02		
TOTAL Revenues		<u>674,600.00</u>	<u>1,774,317.30</u>	<u>215.80</u>	<u>(1,099,717.30)</u>	<u>263.02</u>		
Expenditures								
691.00	L.D.F.A.	674,600.00	48,445.00	0.00	626,155.00	7.18		
TOTAL Expenditures		<u>674,600.00</u>	<u>48,445.00</u>	<u>0.00</u>	<u>626,155.00</u>	<u>7.18</u>		
Fund 250:								
TOTAL REVENUES		674,600.00	1,774,317.30	215.80	(1,099,717.30)	263.02		
TOTAL EXPENDITURES		<u>674,600.00</u>	<u>48,445.00</u>	<u>0.00</u>	<u>626,155.00</u>	<u>7.18</u>		
NET OF REVENUES & EXPENDITURES		0.00	1,725,872.30	215.80	(1,725,872.30)	100.00		

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 02/28/2013

GL NUMBER	DESCRIPTION	2012-13	END BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	02/28/2013 NORMAL (ABNORMAL)	MONTH 02/28/2013 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 297 - ECONOMIC DEVELOPMENT COMM.								
Revenues								
000.00		60.00	41.94	5.24		18.06	69.90	
TOTAL Revenues		60.00	41.94	5.24		18.06	69.90	
Expenditures								
000.00		60.00	0.00	0.00		60.00	0.00	
TOTAL Expenditures		60.00	0.00	0.00		60.00	0.00	
Fund 297:								
TOTAL REVENUES		60.00	41.94	5.24		18.06	69.90	
TOTAL EXPENDITURES		60.00	0.00	0.00		60.00	0.00	
NET OF REVENUES & EXPENDITURES		0.00	41.94	5.24		(41.94)	100.00	

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 02/28/2013

GL NUMBER	DESCRIPTION	2012-13	END BALANCE	ACTIVITY FOR		AVAILABLE		% BDT USED
		AMENDED BUDGET	02/28/2013 NORMAL (ABNORMAL)	INCREASE	MONTH 02/28/2013 (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 353 - 1992 LDFA BOND								
Revenues								
000.00		0.00	37,660.00		0.00		(37,660.00)	100.00
TOTAL Revenues		0.00	37,660.00		0.00		(37,660.00)	100.00
Expenditures								
000.00		0.00	37,660.00		0.00		(37,660.00)	100.00
TOTAL Expenditures		0.00	37,660.00		0.00		(37,660.00)	100.00
Fund 353:								
TOTAL REVENUES		0.00	37,660.00		0.00		(37,660.00)	100.00
TOTAL EXPENDITURES		0.00	37,660.00		0.00		(37,660.00)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00		0.00		0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 02/28/2013

GL NUMBER	DESCRIPTION	2012-13	END BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2013 NORMAL (ABNORMAL)	MONTH 02/28/2013 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 592 - WATER/SEWER FUND						
Revenues						
000.00		3,843,700.00	1,754,340.54	189,924.60	2,089,359.46	45.64
TOTAL Revenues		<u>3,843,700.00</u>	<u>1,754,340.54</u>	<u>189,924.60</u>	<u>2,089,359.46</u>	<u>45.64</u>
Expenditures						
545.00	WATER & SEWER ADMINISTRATION	41,335.00	25,971.29	3,071.91	15,363.71	62.83
546.00	SEWER IMPROVEMENT	43,260.00	0.00	0.00	43,260.00	0.00
548.00	SEWER MAINTENANCE	187,270.00	86,404.07	21,001.13	100,865.93	46.14
555.00	WASTEWATER TREATMENT PLANT	878,425.00	618,324.41	50,333.81	260,100.59	70.39
556.00	WATER MAINTENANCE	389,895.00	266,516.03	28,873.16	123,378.97	68.36
557.00	STORM SEWER PROGRAM	10,320.00	16,191.96	8,820.18	(5,871.96)	156.90
558.00	WATER IMPROVEMENT	759,265.00	194,976.46	2,200.75	564,288.54	25.68
559.00	WATER TREATMENT PLANT	843,195.00	287,417.36	21,170.12	555,777.64	34.09
566.00	ALLOWANCE FOR DEPRECIATION	690,735.00	0.00	0.00	690,735.00	0.00
TOTAL Expenditures		<u>3,843,700.00</u>	<u>1,495,801.58</u>	<u>135,471.06</u>	<u>2,347,898.42</u>	<u>38.92</u>
Fund 592:						
TOTAL REVENUES		<u>3,843,700.00</u>	<u>1,754,340.54</u>	<u>189,924.60</u>	<u>2,089,359.46</u>	<u>45.64</u>
TOTAL EXPENDITURES		<u>3,843,700.00</u>	<u>1,495,801.58</u>	<u>135,471.06</u>	<u>2,347,898.42</u>	<u>38.92</u>
NET OF REVENUES & EXPENDITURES		0.00	258,538.96	54,453.54	(258,538.96)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 02/28/2013

GL NUMBER	DESCRIPTION	2012-13	END BALANCE	ACTIVITY FOR		AVAILABLE		% BDT USED
		AMENDED BUDGET	02/28/2013 NORMAL (ABNORMAL)	MONTH 02/28/2013 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 612 - MASON BUILDING AUTHORITY								
Revenues								
000.00		275,330.00	107,755.71	5.71		167,574.29	39.14	
TOTAL Revenues		<u>275,330.00</u>	<u>107,755.71</u>	<u>5.71</u>		<u>167,574.29</u>	<u>39.14</u>	
Expenditures								
000.00		275,330.00	66,213.63	(41,502.56)		209,116.37	24.05	
TOTAL Expenditures		<u>275,330.00</u>	<u>66,213.63</u>	<u>(41,502.56)</u>		<u>209,116.37</u>	<u>24.05</u>	
Fund 612:								
TOTAL REVENUES		275,330.00	107,755.71	5.71		167,574.29	39.14	
TOTAL EXPENDITURES		<u>275,330.00</u>	<u>66,213.63</u>	<u>(41,502.56)</u>		<u>209,116.37</u>	<u>24.05</u>	
NET OF REVENUES & EXPENDITURES		0.00	41,542.08	41,508.27		(41,542.08)	100.00	

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 02/28/2013

GL NUMBER	DESCRIPTION	2012-13	END BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	02/28/2013 NORMAL (ABNORMAL)	MONTH 02/28/2013 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 661 - MOTOR VEHICLE POOL								
Revenues								
000.00		357,960.00	144,404.35	45,026.42		213,555.65		40.34
TOTAL Revenues		<u>357,960.00</u>	<u>144,404.35</u>	<u>45,026.42</u>		<u>213,555.65</u>		<u>40.34</u>
Expenditures								
567.00	SHOP & BLDG. MAINTENANCE	46,935.00	43,745.98	4,694.35		3,189.02		93.21
568.00	EQUIPMENT MAINTENANCE	171,615.00	102,613.45	13,036.60		69,001.55		59.79
901.00	EQUIPMENT-CAPITAL OUTLAY	139,410.00	59,337.54	214.42		80,072.46		42.56
TOTAL Expenditures		<u>357,960.00</u>	<u>205,696.97</u>	<u>17,945.37</u>		<u>152,263.03</u>		<u>57.46</u>
Fund 661:								
TOTAL REVENUES		357,960.00	144,404.35	45,026.42		213,555.65		40.34
TOTAL EXPENDITURES		<u>357,960.00</u>	<u>205,696.97</u>	<u>17,945.37</u>		<u>152,263.03</u>		<u>57.46</u>
NET OF REVENUES & EXPENDITURES		0.00	(61,292.62)	27,081.05		61,292.62		100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 02/28/2013

GL NUMBER	DESCRIPTION	2012-13	END BALANCE	ACTIVITY FOR		AVAILABLE	% BDT USED
		AMENDED BUDGET	02/28/2013 NORMAL (ABNORMAL)	MONTH 02/28/2013 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)		
Fund 702 - RAYNER BOND FUND							
Revenues							
000.00		30,750.00	22,586.96	3,959.54		8,163.04	73.45
TOTAL Revenues		<u>30,750.00</u>	<u>22,586.96</u>	<u>3,959.54</u>		<u>8,163.04</u>	<u>73.45</u>
Expenditures							
000.00		30,750.00	16,914.64	0.00		13,835.36	55.01
TOTAL Expenditures		<u>30,750.00</u>	<u>16,914.64</u>	<u>0.00</u>		<u>13,835.36</u>	<u>55.01</u>
Fund 702:							
TOTAL REVENUES		30,750.00	22,586.96	3,959.54		8,163.04	73.45
TOTAL EXPENDITURES		<u>30,750.00</u>	<u>16,914.64</u>	<u>0.00</u>		<u>13,835.36</u>	<u>55.01</u>
NET OF REVENUES & EXPENDITURES		0.00	5,672.32	3,959.54		(5,672.32)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 02/28/2013

GL NUMBER	DESCRIPTION	2012-13	END BALANCE	ACTIVITY FOR		AVAILABLE	% BGD USED
		AMENDED BUDGET	02/28/2013 NORMAL (ABNORMAL)	INCREASE	MONTH 02/28/2013 (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 711 - CEMETERY TRUST FUND							
Revenues							
000.00		5,550.00	3,786.00		700.28	1,764.00	68.22
TOTAL Revenues		<u>5,550.00</u>	<u>3,786.00</u>		<u>700.28</u>	<u>1,764.00</u>	<u>68.22</u>
Expenditures							
000.00		5,550.00	0.00		0.00	5,550.00	0.00
TOTAL Expenditures		<u>5,550.00</u>	<u>0.00</u>		<u>0.00</u>	<u>5,550.00</u>	<u>0.00</u>
Fund 711:							
TOTAL REVENUES		5,550.00	3,786.00		700.28	1,764.00	68.22
TOTAL EXPENDITURES		<u>5,550.00</u>	<u>0.00</u>		<u>0.00</u>	<u>5,550.00</u>	<u>0.00</u>
NET OF REVENUES & EXPENDITURES		0.00	3,786.00		700.28	(3,786.00)	100.00

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PERIOD ENDING 02/28/2013

GL NUMBER	DESCRIPTION	2012-13	END BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	02/28/2013 NORMAL (ABNORMAL)	MONTH 02/28/2013 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 812 - SPECIAL ASSESSMENT FUND								
Revenues								
000.00		204,505.00	66,533.65	0.00	137,971.35	32.53		
TOTAL Revenues		<u>204,505.00</u>	<u>66,533.65</u>	<u>0.00</u>	<u>137,971.35</u>	<u>32.53</u>		
Expenditures								
000.00		204,505.00	88,849.00	0.00	115,656.00	43.45		
TOTAL Expenditures		<u>204,505.00</u>	<u>88,849.00</u>	<u>0.00</u>	<u>115,656.00</u>	<u>43.45</u>		
Fund 812:								
TOTAL REVENUES		204,505.00	66,533.65	0.00	137,971.35	32.53		
TOTAL EXPENDITURES		<u>204,505.00</u>	<u>88,849.00</u>	<u>0.00</u>	<u>115,656.00</u>	<u>43.45</u>		
NET OF REVENUES & EXPENDITURES		0.00	(22,315.35)	0.00	22,315.35	100.00		
TOTAL REVENUES - ALL FUNDS		12,570,405.00	8,951,445.34	445,847.40	3,618,959.66	71.21		
TOTAL EXPENDITURES - ALL FUNDS		<u>12,570,405.00</u>	<u>5,690,995.70</u>	<u>400,639.87</u>	<u>6,879,409.30</u>	<u>45.27</u>		
NET OF REVENUES & EXPENDITURES		0.00	3,260,449.64	45,207.53	(3,260,449.64)	100.00		



MEMORANDUM

TO: Honorable Mayor and Council Members

FROM: Martin Colburn, City Administrator

DATE: March 18, 2013

RE: City Administrator's Report

Lansing Economic Area Partnership (LEAP) Art Grant- Request for Proposal

The City has entered into a contract with LEAP to formally accept the \$10,000 grant award for a piece of artwork/sculpture to be placed at the property at 848 S. Jefferson. Our Request For Proposal (RFP) has been distributed by LEAP to their art contacts, and will be distributed through the City's channels as well (City website, Facebook age, etc.).

The initial deadline for artists to respond with their proposals is April 26, 2013. The artwork is to be completed by September 20, 2013 and installed onsite by September 27, 2013. A requirement of the grant funding is that the artist must be "regional" and from the Tri-County area. The six person Art Selection Committee will make the initial review of proposals and will forward their recommendations to City Council and LEAP for final determination.

MMRMA Risk Pool Training

City staff enjoyed complimentary training by the City's liability company "Risk Pool" on March 7, 2013. One of the classes offered was on parliamentary procedure, and a Tip Sheet for Motions Charts is attached for your review. The instructor stuck to the basics and had an extremely user friendly process to follow. The attachment demonstrates by number the different motions and actions that may be taken. Only a higher numbered motion may be made that allows further discussion and action prior to referring back to the original or prior motion. I hope you find the Tip Sheet helpful.

TIP SHEET

MOTIONS CHARTS

	Rank	Second?	Debatable?	Amendable?	Vote?
PRIVILEGED MOTIONS					
Fix time to which to adjourn	13	Yes	No	Yes	Majority
Adjourn	12	Yes	No	No	Majority
Recess	11	Yes	No	Yes	Majority
Raise a question of privilege	10	No	No	No	Chair decides
Call for orders of the day	9	No	No	No	At request of one member
SUBSIDIARY MOTIONS					
Table	8	Yes	No	No	Majority
Previous question or call the question*	7	Yes	No	No	Two-thirds
Limit or extend limits of debate	6	Yes	No	Yes	Two-thirds
Postpone to a certain time	5	Yes	Yes	Yes	Majority
Refer to committee	4	Yes	Yes	Yes	Majority
Secondary amendment		Yes	Yes	No	Majority
Primary amendment		Yes	Yes	Yes	Majority
Amendment*	3	Yes	Yes	Yes	Majority
Postpone indefinitely	2	Yes	Yes	No	Majority
MAIN MOTION					
Main motion	1	Yes	Yes	Yes	Majority

* Amendment and previous question may be applied to motions higher than themselves.

INCIDENTAL MOTIONS				
	Second?	Debatable?	Amendable?	Vote?
Request for information	No	No	No	Chair responds
Point of order	No	No	No	Chair rules

BRING-BACK MOTIONS				
	Second?	Debatable?	Amendable?	Vote?
Reconsider	Yes	It depends	No	Majority
Rescind	Yes	Yes	Yes	§
Amend something previously adopted	Yes	Yes	Yes	§
Take from table	Yes	No	No	Majority

§ Majority with previous notice, two-thirds without notice, or majority of entire membership