

CITY OF MASON

201 West Ash St.
Mason, MI 48854-0370

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

CITY COUNCIL MEETING - COUNCIL CHAMBER Monday, May 20, 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. Christian Anderson, System Manager of WOW
7. Consent Agenda
 - A. Approval of Minutes – Regular Council Meeting: May 6, 2013
 - B. Approval of Bills
8. Regular Business
 - A. Motion – Bid - Uniform DPW
9. Unfinished Business
10. New Business
11. Correspondence
 - Revenue & Expenditure Report
 - WOW – Christian Anderson, System Manager
12. Liaison Reports
13. Councilmember Reports
14. Administrator's Report
 - Cedarwoods Condominiums
 - Local Development Finance Authority
15. Adjournment

**CITY OF MASON
REGULAR CITY COUNCIL MEETING
MINUTES OF MAY 6, 2013**

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

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

ANNOUNCEMENTS

- School Band Fundraiser Dinner held at A&W tonight
- Thank you from City Council to Tree Commission Chair Brenda Hershberger for the Arbor Day Celebration
- Mason 150 Steering Committee - meets the second Monday of each month

PEOPLE FROM THE FLOOR

John Lower of 703 South Barnes Street, on behalf of his wife, thanked those who assisted in the Rayner Park cleanup efforts. He asked about the status of the cable service transition and when the problems would be solved. McGinty was asked to respond. He stated that the Michigan Uniform Cable Franchise Act took away all local control over customer relations; customer complaints must be made to Michigan Public Service Commission. Mr. Lower also asked about how he may view the proposed budget. He was told that a public copy is available at the City Clerk's Office.

Stan Jordan of 310 East Sycamore Street echoed the concerns stated by Mr. Lower regarding cable service. Also, he stated that he feels city sidewalks are not being maintained as they should. He stated that the audio portion of broadcast meetings is poor in quality.

PRESENTATION

Pat Hicks, Vice President of the Sun Dried Music Festival, Incorporated, informed Council regarding the organization's plans for its annual event. Last year, the organization established itself as a non-profit; therefore, the Downtown Development Authority has shifted its role from Event Underwriter to Event Sponsor. He spoke regarding the organization's investment last year in the Downtown area infrastructure and plans to add water manifolds this year. He elaborated on the particulars planned for the event and requested Council approval for street closures, a waiver of associated fees, and the waiver of the amplified music ordinance until 1:00 a.m. on August 25.

PUBLIC HEARING

FY 2013-2014 Budget

Clark opened the public hearing at 7:54 p.m.

Norm Austin of 331 West Ash Street spoke regarding the proposed budget. He summarized his comments by stating that there needed to be changes in the budget. There should be hiring of

mid-management and employees to fill positions that have been vacated. He ended by saying he feels the city needs to be brought back to the standards that Mason is accustomed to, even if it required paying additional taxes.

Clark closed the public hearing at 8:00 p.m.

Resolution No. 2013-15 – Adoption of the FY 2013-2014 Budget

MOTION by Naeyaert, second by Droscha,
to consider Resolution No. 2013-15 read.

MOTION APPROVED UNANIMOUSLY

Resolution No. 2013-15 was introduced by Naeyaert and seconded by Droscha.

Colburn gave a brief overview of the FY 2013-2014 Budget, as discussed at the April 10, 11, and 23, 2013 budget meetings.

Extensive discussion was held regarding the proposed Budget. Bruno stated that he would not be voting in favor of the proposed budget as it is presented, due to concern regarding the street improvements for the 2013-2014 fiscal year.

At the request of staff, McGinty provided an opinion regarding street improvements. He informed Council regarding an opinion he had provided years previous where the city assessor confirmed that street assessments must benefit assessed property owners and be reasonably proportionate to the benefit that the property owner will realize. The true cash value must go up at least an amount reasonably equal to the amount of the assessment. The majority of the properties proposed for assessment are accessed on interior streets, not Columbia Street. He also referenced previous improvements on Jefferson Street. The current city assessor confirmed that there would be no benefit to the property owners that do not have access to Columbia Street, nor would it add to curb appeal.

Clark outlined various concerns in the proposed Budget and stated that he would not be voting in favor of the proposed budget as it is presented because it would not accomplish what the residents of Mason deserve.

Council spoke to various Budget items, as well as the consideration of a slight millage increase, of which there was no consensus or action taken.

MOTION by Droscha, second by Naeyaert,
to defer action on Resolution No. 2013-15 to the next regular meeting to all
members of the body to be present.

Yes: (2) Brown, Droscha

No: (4) Bruno, Ferris, Naeyaert, Clark

Absent: (1) Mulvany

MOTION FAILED

CITY OF MASON
CITY COUNCIL RESOLUTION 2013-15
ADOPTION OF THE FY 2013-2014 BUDGET
May 6, 2013

WHEREAS, the City Council of the City of Mason did hold a public hearing on the proposed 2013-2014 fiscal year budget on Monday, May 6, 2013 as prescribed by law; now

THEREFORE BE IT RESOLVED, that the proposed 2013-2014 Operating Budget is filed with the City Clerk, providing for the sums of \$12,223,470 to expend for municipal purposes of the General Fund, Special Revenue Funds, Capital Project Funds, Trust and Agency Funds, Enterprise Funds, Intergovernmental funds, and Special Assessment Funds for the 2013-2014 fiscal year, and the said amount of \$2,879,810 shall be raised by taxes, or a levy of 13.25 mills, upon real and personal property of the City of Mason.

RESOLVED FURTHER, that whereas the Downtown Development Authority (DDA) budget for 2013-2014 is forwarded to the City Council for its approval, and whereas the captured State Taxable Valuation for the DDA District is \$1,754,086 the sum of \$23,550 shall be placed in the DDA Fund along with other taxing jurisdictions' appropriate tax dollar amounts, and together this money will be used for future public improvements within the District, and bond payments.

RESOLVED FURTHER, that whereas the Local Development Finance Authority (LDFA) budget for 2013-2014 is forwarded to the City Council for its approval, and whereas the captured State Taxable Valuation for the LDFA District is \$62,628,423; the sum of \$174,345 shall be placed in the LDFA Fund along with other taxing jurisdictions' appropriate tax dollar amounts, and together this money will be used for future public improvements within the District, and bond payments.

RESOLVED FURTHER, that the 2013-2014 Governmental Fund Budgets shall be automatically amended on July 1, 2013 to re-appropriate encumbrances outstanding and reserved on June 30, 2013.

NOW, THEREFORE, BE IT FINALLY RESOLVED, that the City Council of the City of Mason hereby adopts the 2013-2014 proposed fiscal year budget which is currently on file in the office of the City Clerk.

ROLL CALL VOTE:

Yes: (4) Brown, Ferris, Droscha, Naeyaert

No: (2) Bruno, Clark

Absent: (1) Mulvany

MOTION APPROVED

CONSENT AGENDA

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

- Approval of Minutes – Regular Council Meeting: April 15, 2013
- Approval of Bills - \$67,683.44
- Motion – Street Closure – Mason Farmers Market Association, Inc
Approve the request of the Mason Farmers Market Association to use the public right-of-way by allowing the closure of East Maple Street from South Barnes Street to the center portion of the 100 block of East Maple Street, Saturday mornings, July 6, through October 5, 2013, between the hours of 6:00 a.m. and 2:00 p.m.
- Motion – Street Closures – Sundried Music Festival
Approve the request for the Sun Dried Music Festival Incorporated street closures as follow: Maple Street from the Mason State Bank parking lot entrance to Barnes Street, Jefferson Street from Sycamore Street to Ash Street, Barnes Street from Sycamore to Ash Street, and Ingham Court from Jefferson Street to Mason State Bank exit driveway. Also, for the use of equipment, electrical power, waiver of permits, fees and Section 22-6(2) of the Mason Code for the hours of 10:00 p.m. on August 24, 2013, to 1:00 a.m. on August 25, 2013, as well as from 9:00 a.m. – 12:00 p.m. to allow a community worship service to be held.
- Motion — Request to be Excused – City Council Member Jim Mulvany

Excuse the requested absence for Council Member James Mulvany from the May 6, 2013 regular council meeting.
MOTION APPROVED UNANIMOUSLY

REGULAR BUSINESS

Resolution No. 2013-16 – A Resolution to Accept a Ten Foot Public Utility Easement for 710 Temple Street

Haywood spoke briefly regarding the necessity of a ten foot easement for maintenance of public utilities at 710 Temple Street.

MOTION by Droscha, second by Naeyaert,
to consider Resolution No. 2013-16 read.

MOTION APPROVED UNANIMOUSLY

Resolution No. 2013-16 was introduced by Droscha and seconded by Naeyaert.

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2013- 16
A Resolution to Accept a Ten Foot Public Utility Easement for 710 Temple Street
May 6, 2013**

WHEREAS, Temple Street was constructed in 2005 for the future benefit of the City of Mason and approved as a public street on September 18, 2006 by Resolution No. 2006-36; and

WHEREAS, a sanitary sewer system was constructed to the design and specifications approved by the City of Mason and the Michigan Department of Environmental Quality to serve the properties adjacent to the street and for future development; and

WHEREAS, the sanitary sewer system was constructed along the east side of Temple Street with stubs extending to the east side of the street; and

WHEREAS, a sanitary sewer main was constructed parallel to the west side of Temple Street to accommodate a medical office building at 710 Temple Street; and

WHEREAS, it is in the best interest of the City of Mason to acquire a ten foot permanent easement for maintenance of public utilities at 710 Temple Street; and

WHEREAS, the City Attorney has reviewed and approved the easement agreement for form and the City Engineer has approved the easement description.

NOW THEREFORE BE IT RESOLVED, that the Mason City Council does hereby authorize the City Mayor and City Administrator to execute and record the easement with the Ingham County Register of Deeds on behalf of the City of Mason.

MOTION APPROVED UNANIMOUSLY

Resolution No. 2013-17 – Award of the Well No. 9 Raw Water Main Project

Heck spoke briefly regarding the bid process and recommendation for the Well No 9 raw water line main project.

MOTION by Naeyaert, second by Droscha,
to consider Resolution No. 2013-17 read.

MOTION APPROVED UNANIMOUSLY

Resolution No. 2013-17 was introduced by Naeyaert and seconded by Brown

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2013-17
AWARD OF THE WELL No. 9 RAW WATER MAIN PROJECT
May 6, 2013**

WHEREAS, staff publicly advertised bids for the well No. 9 raw water main project; and

WHEREAS, the bids were opened on April 16, 2013; and

WHEREAS, it is in the best interests of the City of Mason to award bid to the lowest qualified bidder; and

WHEREAS, the raw water main project is in the 2012/2013 budget for well No. 9; now

THEREFORE BE IT RESOLVED, that the Mason City Council does hereby approve the award of the raw water main project to Concord Excavating & Grading, Inc. for \$157,739.50

MOTION APPROVED UNANIMOUSLY

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

CORRESPONDENCE

All correspondence was distributed. An invitation will be extended to the new WOW System Manager to address Council.

LIAISON REPORTS

- Droscha informed Council regarding Traffic Commission business
- Clark informed Council regarding Downtown Development Authority business

COUNCILMEMBER REPORTS

None.

ADMINISTRATOR'S REPORT

Colburn informed Council regarding City business. The upcoming review to be conducted by the LEAP Art Grant committee was briefly discussed.

ADJOURNMENT

The meeting adjourned at 8:37 p.m.

Deborah J. Cwiertniewicz, City Clerk

Leon R. Clark, Mayor

05/17/2013 09:21 AM
User: TF
DB: Mason City

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MASON

EXP CHECK RUN DATES 05/10/2013 - 05/22/2013
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

COUNCIL REPORT
MONDAY, MAY 20, 2013

Vendor Code Invoice GL Number	Vendor Name Invoice Description GL Description	Invoice Date	Amount
07800	BLUE CROSS BLUE SHIELD OF MICHIGAN		
GR#7029499710DIV#002 750-000.00-231.015	HEALTH INS CITY EXPENSE HEALTH INS ~ CITY EXPENSE	05/17/2013	13,452.46
GR#70294999DIV#001 101-855.00-874.001	RETIREEES HEALTH INS ~ CITY EXPENSE RETIREEES HEALTH INS ~ CITY EXPENSE	05/17/2013	7,409.62
VENDOR TOTAL:			20,862.08
06474	CONSUMERS ENERGY		
MAY 2013 592-555.00-920.000	ELECTRICITY 3/23 - 4/24 ELECTRIC 3/23 - 4/24	05/10/2013	10,022.91
MAY 2013 101-448.00-926.000 592-548.00-920.000 592-556.00-920.000	ELECTRICITY 3/23 - 4/30 ELECTRIC 4/1 - 4/30 ELECTRIC 3/23 - 4/24 ELECTRIC 3/23 - 4/24	05/10/2013	8,501.08 134.42 1,187.67 9,823.17
VENDOR TOTAL:			19,846.08
05164	INGHAM COUNTY TREASURER		
2013-1 250-691.00-818.000	ECONOMIC DEV SERVICES 1/1 - 12/31/2013 ECONOMIC DEV SERVICES 1/1 - 12/31/2013	05/17/2013	8,191.00
VENDOR TOTAL:			8,191.00
05221	MCGINTY, HITCH, HOUSEFIELD, PERSON,		
MAY 2013 101-266.00-826.000	APRIL LEGAL FEES APRIL LEGAL FEES	05/17/2013	5,951.53
VENDOR TOTAL:			5,951.53
07722	ROBIN DALE ENTERPRISES, LLC		
13-J188 592-555.00-933.000	LABOR & PARTS TO REBUILD INFLUENT PUMP LABOR & PARTS TO REBUILD INFLUENT PUMP	05/17/2013	7,834.40
VENDOR TOTAL:			7,834.40
TOTAL - ALL VENDORS:			62,685.09

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: May 20, 2013

Agenda Item: 7(B)

AGENDA ITEM

Motion – Bid - Uniform Rental and Cleaning Service for the DPW

EXHIBITS

None.

STAFF REVIEW

Department: Public Works

SUMMARY STATEMENT

The City of Mason Department of Public Works advertised in the local paper requesting sealed bids to provide uniforms, shop towels, and floor mats to the DPW. The bids were opened on April 30, 2013 and 4 companies submitted bids. The low bidder Arrow Uniform Company has been our uniform provider for the last 8 years and they have provided a good service and a good value to the City. It is the recommendation of the Department of Public Works Division to award this contract for another 3 years to Arrow Uniform Company. Below is a breakdown of the bidders that submitted sealed bids for the uniform contract.

Company	Three Year Contract Cost
Arrow	\$20,142.56
CLS	\$25,326.60
Model Uniform Services	\$27,393.60
Gallagher Uniform service	\$30,388.80

RECOMMENDED ACTION

Move to approve the award of the Uniform Contract to Arrow Uniform Service for \$20,142.56 for a three year contract.

PERIOD ENDING 04/30/2013

GL NUMBER	DESCRIPTION	2012-13	END BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	04/30/2013 NORMAL (ABNORMAL)	MONTH 04/30/2013 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	4,389,378.61	105,952.02	398,606.39	91.67
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	33,481.50	4,489.00	7,268.50	82.16
301.00	POLICE DEPARTMENT	116,115.00	59,926.36	3,007.41	56,188.64	51.61
336.00	FIRE DEPARTMENT	148,555.00	120,836.68	5,836.50	27,718.32	81.34
528.00	REFUSE COLLECTION	331,755.00	333,484.26	98.08	(1,729.26)	100.52
747.00	COMMUNITY GARDEN	250.00	525.00	125.00	(275.00)	210.00
751.00	RECREATION	11,000.00	4,795.00	990.00	6,205.00	43.59
758.00	PUBLIC ART	0.00	5,000.00	5,000.00	(5,000.00)	100.00
775.00	SENIOR CITIZENS	4,000.00	4,000.00	0.00	0.00	100.00
850.00	WORKERS COMPENSATION	55,100.00	40,267.00	3,510.26	14,833.00	73.08
TOTAL Revenues		5,689,915.00	5,029,184.44	129,008.27	660,730.56	88.39
Expenditures						
101.00	COUNCIL	44,305.00	26,273.94	487.90	18,031.06	59.30
172.00	ADMINISTRATOR	240,240.00	202,493.60	12,841.88	37,746.40	84.29
209.00	ASSESSING	47,185.00	40,165.85	3,754.50	7,019.15	85.12
247.00	BOARD OF REVIEW	650.00	690.00	0.00	(40.00)	106.15
254.00	TREASURER/FINANCE	475,615.00	406,829.83	27,203.07	68,785.17	85.54
260.00	TECHNOLOGY	48,565.00	40,696.21	7,910.55	7,868.79	83.80
262.00	ELECTIONS	135,590.00	102,875.30	7,572.89	32,714.70	75.87
265.00	BUILDING OFFICIAL/CITY HALL	145,710.00	122,406.24	10,037.68	23,303.76	84.01
266.00	LEGAL/ATTORNEY	70,000.00	73,923.64	7,910.35	(3,923.64)	105.61
268.00	PARK STREET PROPERTY	41,985.00	10,866.09	10,866.09	31,118.91	25.88
269.00	PROPERTY	430,595.00	434,547.02	1,685.00	(3,952.02)	100.92
271.00	FORESTRY	67,705.00	57,579.89	7,262.79	10,125.11	85.05
272.00	ADMINISTRATIVE SERVICES	233,895.00	194,458.62	7,370.36	39,436.38	83.14
276.00	CEMETERY	146,525.00	118,599.96	9,627.65	27,925.04	80.94
305.00	POLICE ADMINISTRATION	337,945.00	262,335.33	15,788.43	75,609.67	77.63
315.00	CROSSING GUARDS	33,595.00	22,420.10	1,485.57	11,174.90	66.74
316.00	POLICE PATROLLING	1,016,720.00	848,443.60	59,453.67	168,276.40	83.45
336.00	FIRE DEPARTMENT	429,785.00	385,608.76	19,387.83	44,176.24	89.72
380.00	PLANNING/ZONING OFFICIAL	120,000.00	95,335.37	8,046.81	24,664.63	79.45
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	4,580.31	246.23	1,819.69	71.57
447.00	ENGINEERING	285.00	285.00	0.00	0.00	100.00
448.00	STREET LIGHTING	134,985.00	86,905.80	9,366.59	48,079.20	64.38
528.00	REFUSE COLLECTION	331,235.00	279,213.51	26,560.32	52,021.49	84.29
747.00	COMMUNITY GARDEN	250.00	421.68	0.56	(171.68)	168.67
756.00	PARKS AND BALL DIAMONDS	142,610.00	103,595.72	6,196.36	39,014.28	72.64
775.00	SENIOR CITIZENS	8,010.00	5,460.00	125.00	2,550.00	68.16
790.00	LIBRARY	8,045.00	7,132.70	1,348.75	912.30	88.66
806.00	CHRISTMAS DECORATIONS	4,505.00	5,283.78	0.00	(778.78)	117.29
807.00	CABLE COMMISSION	4,300.00	3,252.50	300.00	1,047.50	75.64
808.00	PLANNING COMMISSION	1,385.00	1,070.24	20.53	314.76	77.27
850.00	WORKERS COMPENSATION	55,100.00	39,382.00	0.00	15,718.00	71.47
855.00	RETIREE BENEFITS	101,200.00	73,920.31	6,514.26	27,279.69	73.04
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 04/30/2013

GL NUMBER	DESCRIPTION	2012-13	END BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	04/30/2013 NORMAL (ABNORMAL)	MONTH 04/30/2013 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 101 - GENERAL FUND								
Expenditures								
TOTAL Expenditures		5,689,915.00	4,057,648.28	269,371.62	1,632,266.72	71.31		
Fund 101:								
TOTAL REVENUES		5,689,915.00	5,029,184.44	129,008.27	660,730.56	88.39		
TOTAL EXPENDITURES		5,689,915.00	4,057,648.28	269,371.62	1,632,266.72	71.31		
NET OF REVENUES & EXPENDITURES		0.00	971,536.16	(140,363.35)	(971,536.16)	100.00		

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 04/30/2013

GL NUMBER	DESCRIPTION	2012-13	END BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	04/30/2013 (ABNORMAL)	MONTH 04/30/2013 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 202 - MAJOR STREETS FUND								
Revenues								
000.00		1,173,410.00	249,420.98	38,710.02		923,989.02		21.26
TOTAL Revenues		<u>1,173,410.00</u>	<u>249,420.98</u>	<u>38,710.02</u>		<u>923,989.02</u>		<u>21.26</u>
Expenditures								
000.00		55,980.00	40,185.48	40,000.00		15,794.52		71.79
451.00	STREET/ROAD CONSTRUCTION	860,205.00	34,133.79	10,102.00		826,071.21		3.97
463.00	STREET MAINTENANCE	131,260.00	99,029.43	9,783.91		32,230.57		75.45
474.00	TRAFFIC SERVICES	24,230.00	16,379.01	1,128.28		7,850.99		67.60
478.00	WINTER MAINTENANCE	38,255.00	28,404.54	553.86		9,850.46		74.25
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>281,612.25</u>	<u>61,568.05</u>		<u>891,797.75</u>		<u>24.00</u>
Fund 202:								
TOTAL REVENUES		1,173,410.00	249,420.98	38,710.02		923,989.02		21.26
TOTAL EXPENDITURES		<u>1,173,410.00</u>	<u>281,612.25</u>	<u>61,568.05</u>		<u>891,797.75</u>		<u>24.00</u>
NET OF REVENUES & EXPENDITURES		0.00	(32,191.27)	(22,858.03)		32,191.27		100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 04/30/2013

GL NUMBER	DESCRIPTION	2012-13	END BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	04/30/2013 (ABNORMAL)	INCREASE	MONTH 04/30/2013 (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 203 - LOCAL STREETS FUND								
Revenues								
000.00		191,380.00	130,145.76		53,374.32		61,234.24	68.00
TOTAL Revenues		<u>191,380.00</u>	<u>130,145.76</u>		<u>53,374.32</u>		<u>61,234.24</u>	<u>68.00</u>
Expenditures								
000.00		0.00	1,500.00		0.00		(1,500.00)	100.00
463.00	STREET MAINTENANCE	139,970.00	109,586.62		6,157.77		30,383.38	78.29
474.00	TRAFFIC SERVICES	8,385.00	8,423.68		755.39		(38.68)	100.46
478.00	WINTER MAINTENANCE	31,525.00	20,081.84		438.90		11,443.16	63.70
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>151,092.14</u>		<u>7,352.06</u>		<u>40,287.86</u>	<u>78.95</u>
Fund 203:								
TOTAL REVENUES		<u>191,380.00</u>	<u>130,145.76</u>		<u>53,374.32</u>		<u>61,234.24</u>	<u>68.00</u>
TOTAL EXPENDITURES		<u>191,380.00</u>	<u>151,092.14</u>		<u>7,352.06</u>		<u>40,287.86</u>	<u>78.95</u>
NET OF REVENUES & EXPENDITURES		0.00	(20,946.38)		46,022.26		20,946.38	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 04/30/2013

GL NUMBER	DESCRIPTION	2012-13	END BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	04/30/2013 NORMAL (ABNORMAL)	MONTH 04/30/2013 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
000.00		123,245.00	85,100.78	39.09		38,144.22	69.05	
TOTAL Revenues		<u>123,245.00</u>	<u>85,100.78</u>	<u>39.09</u>		<u>38,144.22</u>	<u>69.05</u>	
Expenditures								
000.00		123,245.00	48,901.76	1,945.44		74,343.24	39.68	
TOTAL Expenditures		<u>123,245.00</u>	<u>48,901.76</u>	<u>1,945.44</u>		<u>74,343.24</u>	<u>39.68</u>	
Fund 248:								
TOTAL REVENUES		123,245.00	85,100.78	39.09		38,144.22	69.05	
TOTAL EXPENDITURES		<u>123,245.00</u>	<u>48,901.76</u>	<u>1,945.44</u>		<u>74,343.24</u>	<u>39.68</u>	
NET OF REVENUES & EXPENDITURES		0.00	36,199.02	(1,906.35)		(36,199.02)	100.00	

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 04/30/2013

GL NUMBER	DESCRIPTION	2012-13	END BALANCE	ACTIVITY FOR		AVAILABLE		% BDT USED
		AMENDED BUDGET	04/30/2013 NORMAL (ABNORMAL)	MONTH 04/30/2013 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 250 - LOCAL DEV. FINANCE AUTHORITY								
Revenues								
000.00		674,600.00	1,775,679.62	518.19	(1,101,079.62)	263.22		
TOTAL Revenues		<u>674,600.00</u>	<u>1,775,679.62</u>	<u>518.19</u>	<u>(1,101,079.62)</u>	<u>263.22</u>		
Expenditures								
691.00	L.D.F.A.	674,600.00	49,600.00	0.00	625,000.00	7.35		
TOTAL Expenditures		<u>674,600.00</u>	<u>49,600.00</u>	<u>0.00</u>	<u>625,000.00</u>	<u>7.35</u>		
Fund 250:								
TOTAL REVENUES		674,600.00	1,775,679.62	518.19	(1,101,079.62)	263.22		
TOTAL EXPENDITURES		<u>674,600.00</u>	<u>49,600.00</u>	<u>0.00</u>	<u>625,000.00</u>	<u>7.35</u>		
NET OF REVENUES & EXPENDITURES		0.00	1,726,079.62	518.19	(1,726,079.62)	100.00		

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 04/30/2013

GL NUMBER	DESCRIPTION	2012-13	END BALANCE		ACTIVITY FOR		AVAILABLE		% B DGT USED
		AMENDED BUDGET	NORMAL	(ABNORMAL)	MONTH 04/30/2013 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 297 - ECONOMIC DEVELOPMENT COMM.									
Revenues									
000.00		60.00		52.02		4.96		7.98	86.70
TOTAL Revenues		<u>60.00</u>		<u>52.02</u>		<u>4.96</u>		<u>7.98</u>	<u>86.70</u>
Expenditures									
000.00		60.00		0.00		0.00		60.00	0.00
TOTAL Expenditures		<u>60.00</u>		<u>0.00</u>		<u>0.00</u>		<u>60.00</u>	<u>0.00</u>
Fund 297:									
TOTAL REVENUES		60.00		52.02		4.96		7.98	86.70
TOTAL EXPENDITURES		<u>60.00</u>		<u>0.00</u>		<u>0.00</u>		<u>60.00</u>	<u>0.00</u>
NET OF REVENUES & EXPENDITURES		0.00		52.02		4.96		(52.02)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 04/30/2013

GL NUMBER	DESCRIPTION	2012-13	END BALANCE	ACTIVITY FOR		AVAILABLE		% BDT USED
		AMENDED BUDGET	04/30/2013 NORMAL (ABNORMAL)	MONTH 04/30/2013 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 351 - PARK STREET PROPERTY								
Revenues								
000.00		0.00	10,866.09	10,866.09		(10,866.09)	100.00	
TOTAL Revenues		0.00	10,866.09	10,866.09		(10,866.09)	100.00	
Expenditures								
000.00		0.00	10,866.09	10,866.09		(10,866.09)	100.00	
TOTAL Expenditures		0.00	10,866.09	10,866.09		(10,866.09)	100.00	
Fund 351:								
TOTAL REVENUES		0.00	10,866.09	10,866.09		(10,866.09)	100.00	
TOTAL EXPENDITURES		0.00	10,866.09	10,866.09		(10,866.09)	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 04/30/2013

GL NUMBER	DESCRIPTION	2012-13	END BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	04/30/2013 (ABNORMAL)	MONTH 04/30/2013 INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 592 - WATER/SEWER FUND								
Revenues								
000.00		3,843,700.00	2,117,161.90	160,093.02		1,726,538.10		55.08
TOTAL Revenues		<u>3,843,700.00</u>	<u>2,117,161.90</u>	<u>160,093.02</u>		<u>1,726,538.10</u>		<u>55.08</u>
Expenditures								
545.00	WATER & SEWER ADMINISTRATION	41,335.00	32,736.76	3,684.48		8,598.24		79.20
546.00	SEWER IMPROVEMENT	43,260.00	45,958.40	0.00		(2,698.40)		106.24
548.00	SEWER MAINTENANCE	187,270.00	121,810.40	12,928.83		65,459.60		65.05
555.00	WASTEWATER TREATMENT PLANT	878,425.00	730,264.73	60,591.33		148,160.27		83.13
556.00	WATER MAINTENANCE	389,895.00	311,214.30	22,815.74		78,680.70		79.82
557.00	STORM SEWER PROGRAM	10,320.00	16,191.96	0.00		(5,871.96)		156.90
558.00	WATER IMPROVEMENT	759,265.00	203,626.60	6,274.75		555,638.40		26.82
559.00	WATER TREATMENT PLANT	843,195.00	761,499.36	25,943.58		81,695.64		90.31
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>2,223,302.51</u>	<u>132,238.71</u>		<u>1,620,397.49</u>		<u>57.84</u>
Fund 592:								
TOTAL REVENUES		3,843,700.00	2,117,161.90	160,093.02		1,726,538.10		55.08
TOTAL EXPENDITURES		<u>3,843,700.00</u>	<u>2,223,302.51</u>	<u>132,238.71</u>		<u>1,620,397.49</u>		<u>57.84</u>
NET OF REVENUES & EXPENDITURES		0.00	(106,140.61)	27,854.31		106,140.61		100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 04/30/2013

GL NUMBER	DESCRIPTION	2012-13	END BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	04/30/2013 NORMAL (ABNORMAL)	MONTH 04/30/2013 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 612 - MASON BUILDING AUTHORITY								
Revenues								
000.00		275,330.00	242,378.04	0.03		32,951.96	88.03	
TOTAL Revenues		<u>275,330.00</u>	<u>242,378.04</u>	<u>0.03</u>		<u>32,951.96</u>	<u>88.03</u>	
Expenditures								
000.00		275,330.00	274,826.13	0.00		503.87	99.82	
TOTAL Expenditures		<u>275,330.00</u>	<u>274,826.13</u>	<u>0.00</u>		<u>503.87</u>	<u>99.82</u>	
Fund 612:								
TOTAL REVENUES		275,330.00	242,378.04	0.03		32,951.96	88.03	
TOTAL EXPENDITURES		<u>275,330.00</u>	<u>274,826.13</u>	<u>0.00</u>		<u>503.87</u>	<u>99.82</u>	
NET OF REVENUES & EXPENDITURES		0.00	(32,448.09)	0.03		32,448.09	100.00	

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 04/30/2013

GL NUMBER	DESCRIPTION	2012-13	END BALANCE	ACTIVITY FOR		AVAILABLE		% BDT USED
		AMENDED BUDGET	04/30/2013 (ABNORMAL)	INCREASE	MONTH 04/30/2013 (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 661 - MOTOR VEHICLE POOL								
Revenues								
000.00		357,960.00	180,228.25		11,230.25		177,731.75	50.35
TOTAL Revenues		<u>357,960.00</u>	<u>180,228.25</u>		<u>11,230.25</u>		<u>177,731.75</u>	<u>50.35</u>
Expenditures								
567.00	SHOP & BLDG. MAINTENANCE	46,935.00	46,416.88		1,135.12		518.12	98.90
568.00	EQUIPMENT MAINTENANCE	171,615.00	130,282.37		15,013.71		41,332.63	75.92
901.00	EQUIPMENT-CAPITAL OUTLAY	139,410.00	64,842.80		2,414.96		74,567.20	46.51
TOTAL Expenditures		<u>357,960.00</u>	<u>241,542.05</u>		<u>18,563.79</u>		<u>116,417.95</u>	<u>67.48</u>
<hr/>								
Fund 661:								
TOTAL REVENUES		357,960.00	180,228.25		11,230.25		177,731.75	50.35
TOTAL EXPENDITURES		<u>357,960.00</u>	<u>241,542.05</u>		<u>18,563.79</u>		<u>116,417.95</u>	<u>67.48</u>
NET OF REVENUES & EXPENDITURES		0.00	(61,313.80)		(7,333.54)		61,313.80	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 04/30/2013

GL NUMBER	DESCRIPTION	2012-13	END BALANCE	ACTIVITY FOR		AVAILABLE	% BDT USED
		AMENDED BUDGET	04/30/2013 NORMAL (ABNORMAL)	MONTH 04/30/2013 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)		
Fund 702 - RAYNER BOND FUND							
Revenues							
000.00		30,750.00	37,108.23	10,256.14		(6,358.23)	120.68
TOTAL Revenues		<u>30,750.00</u>	<u>37,108.23</u>	<u>10,256.14</u>		<u>(6,358.23)</u>	<u>120.68</u>
Expenditures							
000.00		30,750.00	20,914.64	0.00		9,835.36	68.02
TOTAL Expenditures		<u>30,750.00</u>	<u>20,914.64</u>	<u>0.00</u>		<u>9,835.36</u>	<u>68.02</u>
Fund 702:							
TOTAL REVENUES		30,750.00	37,108.23	10,256.14		(6,358.23)	120.68
TOTAL EXPENDITURES		<u>30,750.00</u>	<u>20,914.64</u>	<u>0.00</u>		<u>9,835.36</u>	<u>68.02</u>
NET OF REVENUES & EXPENDITURES		0.00	16,193.59	10,256.14		(16,193.59)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 04/30/2013

GL NUMBER	DESCRIPTION	2012-13	END BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	04/30/2013 (ABNORMAL)	INCREASE	MONTH 04/30/2013 (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 711 - CEMETERY TRUST FUND								
Revenues								
000.00		5,550.00	5,205.77		770.66		344.23	93.80
TOTAL Revenues		<u>5,550.00</u>	<u>5,205.77</u>		<u>770.66</u>		<u>344.23</u>	<u>93.80</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>
<hr/>								
Fund 711:								
TOTAL REVENUES		5,550.00	5,205.77		770.66		344.23	93.80
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	5,205.77		770.66		(5,205.77)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 04/30/2013

GL NUMBER	DESCRIPTION	2012-13	END BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	04/30/2013 (ABNORMAL)	MONTH 04/30/2013 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 812 - SPECIAL ASSESSMENT FUND								
Revenues								
000.00		204,505.00	75,530.69	8,892.31		128,974.31		36.93
TOTAL Revenues		<u>204,505.00</u>	<u>75,530.69</u>	<u>8,892.31</u>		<u>128,974.31</u>		<u>36.93</u>
Expenditures								
000.00		204,505.00	204,722.62	10,047.50		(217.62)		100.11
TOTAL Expenditures		<u>204,505.00</u>	<u>204,722.62</u>	<u>10,047.50</u>		<u>(217.62)</u>		<u>100.11</u>
Fund 812:								
TOTAL REVENUES		204,505.00	75,530.69	8,892.31		128,974.31		36.93
TOTAL EXPENDITURES		204,505.00	204,722.62	10,047.50		(217.62)		100.11
NET OF REVENUES & EXPENDITURES		<u>0.00</u>	<u>(129,191.93)</u>	<u>(1,155.19)</u>		<u>129,191.93</u>		<u>100.00</u>
TOTAL REVENUES - ALL FUNDS		12,570,405.00	9,976,877.57	423,763.35		2,593,527.43		79.37
TOTAL EXPENDITURES - ALL FUNDS		12,570,405.00	7,603,843.47	511,953.26		4,966,561.53		60.49
NET OF REVENUES & EXPENDITURES		<u>0.00</u>	<u>2,373,034.10</u>	<u>(88,189.91)</u>		<u>(2,373,034.10)</u>		<u>100.00</u>

City of Mason

201 W. Ash St.
P.O. Box 370
Mason, MI 48854-0370
www.mason.mi.us



City Hall 517 676-9155
Police 517 676-2458
Fax 517 676-1330
TDD 1-800-649-3777

May 7, 2013

Mr. John Quackenbush, Chairman
Michigan Public Service Commission
Customer Intake Center
P.O. Box 30221
Lansing MI 48909

Re: Complaint Against WOW! Wide Open West

Dear Mr. Quackenbush:

Please see the attached February 11, 2013 letter to Mr. Ed Sesi, of WOW! Wide Open West Cable Company. The City of Mason continues to have issues with our WOW service. Mr. Sesi attended a City Council meeting on March 4, 2013 to address these issues and promised improved service. However, significant problems are ongoing, including pixilation, poor quality in general, with numerous channels going on and off, and intermittent disruptions in cable and internet, etc. These problems continue to have a negative impact to the many homes and businesses that they service.

It appears that WOW has severe quality control issues that need to be resolved. There have been numerous complaints from citizens presented at City Council meetings, and we plan to invite the new WOW manager to attend another meeting to discuss how they are proceeding in improving the system. The City of Mason is not receiving the appropriate quality of service for our community. We want to place on record documentation of our formal complaint regarding the lack of quality service from WOW within our governmental jurisdiction. We wish to follow appropriate recourse in order to ensure corrective action.

The service and follow up of quality control from WOW! has been poor, but we will continue to pursue potential resolutions to these issues. As detailed to Mr. Sesi, and as we will discuss with Mr. Christian Andersen, the new WOW System Manager, if the substandard service from WOW continues, we will be obligated to work with another company to provide the City of Mason residents their cable, internet and phone service. We also respectfully request that the Michigan Public Service Commission pursue an appropriate response to ensure that service quality of cable services within Mason are addressed and rectified. Assistance from the Commission would be greatly appreciated. Thank you.

Sincerely,


Martin A. Colburn
City Administrator

MAC/icn

CC: Mayor Leon Clark and City Councilmembers

City of Mason

201 W. Ash St.
P.O. Box 370
Mason, MI 48854-0370
www.mason.mi.us



City Hall 517 676-9155
Police 517 676-2458
Fax 517 676-1330
TDD 1-800-649-3777

February 7, 2013

WOW- Wide Open West
Mr. Ed Sesi
2512 Lansing Rd.
Charlotte, MI 48813

Via Email and US Mail: esesi@wideopenwest.com

Re: Service Disruption

Dear Mr. Sesi:

The region has experienced ongoing technical difficulties with WOW since Tuesday, February 5, 2013. The City of Mason has received numerous complaints about the service from WOW, and in follow up, we have determined that WOW was making some changes to the system, which apparently impacted a much wider area than anticipated. As of the time of writing this letter, February 7, WOW has reported that the Lansing and Detroit areas of their system are fully back and operational. However, WOW also reported that Mason, Charlotte, Marshall and Bath areas are still impacted and they have requested patience as they work out the issues.

It is my understanding that the actions taken by WOW have taken out the high definition channels. I was notified by a WOW representative that if you unhook your TV from the WOW box, you can get reception. While I have tested this and it appears that it does work, the reception is very poor with a lot of "snow." The City of Mason continues to express to our citizens that WOW is a separate public utility from the City, and that we have followed up with communications to them. However, the appalling service and reception from WOW reflects poorly on your organization and provides substandard service to the City.

I would like to discuss with you potential resolutions to these issues. If the substandard service from WOW continues, we will be obligated to work with another company to provide the City of Mason residents their cable, internet and phone service.

WOW
February 7, 2013
Page 2 of 2

Be advised that this issue is on the City Council agenda for Monday, February 18, 2013 at 7:30 PM for discussion, and you are invited to attend to address the concerns. I will look forward to hearing from you regarding the issues listed above. Thank you.

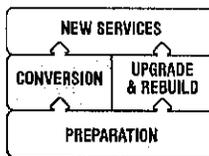
Sincerely,

A handwritten signature in black ink, appearing to read "Martin A. Colburn", with a long horizontal line extending to the right.

Martin A. Colburn
City Administrator

MAC/icn

CC: Mayor Leon Clark and City Council members
City Clerk Deborah Cwierniewicz



AN ELEVATION PLAN TO ENHANCED SERVICES.

February 8, 2013



T2 P1 412 *****AUTO**3-DIGIT 488
 City Hall Mason
 201 W Ash St
 Mason, MI 48854-1587

*****CRITICAL INFORMATION CONCERNING OUR UPCOMING DIGITAL CONVERSION*****

Dear City Hall Mason,

WOW!'s Project Rise is working to bring you better quality services and more exciting features. As part of Project Rise, we recently began upgrading your cable service from analog to all-digital delivery, and will soon begin additional phases of this all-digital conversion.

In each phase, a series of WOW! Cable channels will be converted to a digital signal. As a result, each television must be attached to a WOW! Digital Adapter or other WOW! digital equipment (a Standard Digital Receiver, an HD Receiver, a DVR, an HD DVR, or a CableCard) to continue to receive WOW! Cable channels.

If your television currently has WOW! digital equipment (a WOW! Digital Adapter, Digital Receiver, HD Receiver, DVR, HD DVR, or CableCard) you will not have to do anything and your service will remain the same.

For any televisions in your business that do not have WOW! digital equipment, you will need to connect a Digital Adapter to continue viewing WOW! Cable service uninterrupted. A Digital Adapter is a small 2.5" x 3.5" device that is installed between the cable outlet on your wall and your TV. The Digital Adapter will allow you to view all of your current channels after they have been converted to digital signals. At the conclusion of the conversion, you will not receive WOW! Cable service on any television still connected directly to the cable outlet on your wall.

Greater Lansing Channel Lineup Conversion Schedule

PHASE 2		PHASE 3		PHASE 4	
CHANNELS – converting to all-digital		CHANNELS – converting to all-digital		CHANNELS – converting to all-digital	
Tuesday, March 19, 2013		Tuesday, April 9, 2013		Tuesday, April 23, 2013	
A&E	54	ABC Family	52	ABC (WLAJ 53 - Lansing)	3
Animal Planet	61	AMC	53	Access	4
Big Ten Network	55	Cartoon Network	31	Access	21
Comedy Central	70	CNN	36	C-SPAN	16
HGTV	58	CNN Headline News	37	CBC (CBET 9 - Windsor)	2
History	57	Disney Channel	30	CBS (WLNS 6 - Lansing)	13
NBC Sports	74	Disney Junior	25	FOX (WSYM 47 - Lansing)	7
Speed	56	Disney XD	27	HSN	18
TLC	60	E!	47	ION	
		ESPN	32	(WZPX 43 - Battle Creek)	14
		ESPN2	33		
		Food Network	24		
		FOX News	38		
		FS Detroit	34		
		FX	35		
		Lifetime	29		
		National Geographic	23		
		Nickelodeon	28		
		TBS	50		
		TNT	49		
		Travel Channel	51		
		TV Land	26		
		USA	48		
				My Network TV	
				(WHTV 18 - Lansing)	6
				NBC (WILX 10 - Lansing)	12
				PBS	
				(WKAR 23 - E. Lansing)	9
				QVC	11
				Shop NBC	19
				The CW (WLAJ 5 - Lansing)	5
				WGN	10

Certain channels and services may require additional monthly subscription or may not be available for WOW! Business customers.

Continued on back

Just to recap, without a Digital Adapter or other WOW! Digital equipment connected to your TV, you won't be able to enjoy the channels converting to all-digital signals. So, to avoid unnecessary interruption, order your adapter(s) as soon as possible.

HOW TO GET A DIGITAL ADAPTER:

Digital Adapters are easy to order and simple to install. We recommend you order online at wowway.biz/digitaladapter no later than March 1, 2013, as delivery takes 7-10 business days. We will provide you with two Digital Adapters at no charge until 2015, and each additional Digital Adapter up to six are just \$2.00 each per month. If you require more than six adapters, please contact your WOW! Business Services Account Manager for pricing or call us at 1-866-876-8919.

Visit wowway.biz/digitaladapter and use your Account Number 10022414 to log in and place an order.

If you prefer to speak with a representative to order your Digital Adapters or schedule a professional installation, just call us at 1-866-876-8919 and we'll be happy to help. A \$50.00 fee may apply to professional installation.

To avoid interruption of WOW! Cable service, be sure to order your Digital Adapter(s) as soon as possible.

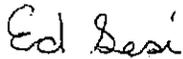
NEW CHANNEL LAUNCHES

Additionally, on March 21, 2013 we will be launching Soapnet on Digital Signature channel 175* and My Network TV HD on WOW! HD channel 454**.

We will continue to contact you throughout Project Rise. We also encourage you to sign up to receive our email communications with critical information at wowway.com/ProjectRise.

As always, we thank you for your cooperation.

Sincerely,



Ed Sesi

Problem Solver, Team Builder, Optimist
System Manager, WOW! Mid Michigan

*Digital Signature required. **HD channel availability is based on the tier of cable service to which the customer subscribes. Certain channels and services may require additional monthly subscription or may not be available for WOW! Business customers. HDTV and HD receiver are required to receive HD programming. Digital Adapters at no charge offer is limited to two Digital Adapters per account and is available to current business customers until January 1, 2015. Digital equipment is required on every TV to receive WOW! Cable. TVs with built in QAM digital tuners do not need WOW! digital equipment to receive WOW! Basic Cable. Offers and services subject to change without notice. Please see WOW!'s complete terms and conditions or call WOW! for further information regarding services and offers. © 2013 WideOpenWest Finance, LLC. GLnon-560BUS

★SIGN UP★

**FOR OUR EMAIL
COMMUNICATIONS WITH
CRITICAL INFORMATION**

wowway.com/ProjectRise



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TDD 1-800-649-3777

MEMORANDUM

TO: Honorable Mayor and Council Members

FROM: Martin Colburn, City Administrator

DATE: May 20, 2013

RE: City Administrator's Report

Cedarwoods Condominiums

The Cedarwoods Condominiums are a 16-unit condominium complex located on the east side of South Cedar Street on Cedar Woods Street, and built in 1988. A recent inquiry from their Homeowners Association requested a better understanding of the Storm Drain Agreement with the City. Staff has reviewed the issue and found a memorandum on file that documents that the intent of the Agreement was that the Condominium Association was responsible for 85% of the storm water and the City was responsible for 15% of the storm water coming from South Cedar Street. This Agreement was not originally filed by the Association's attorney as they should have done originally. We have communicated with the Association and they have requested that their attorney follow up with appropriate filing with the County Registrar of Deeds.

Local Development Finance Authority

This year's annual LDFA meeting will be held on May 23, 2013. Specifically, we will be discussing the current project of Well No. 9, which is being funded by the LDFA in accordance with their Plan. The first phase of drilling the test wells and production well is completed. City Council just approved expenditures of the raw water main, which is the second phase. The City engineer's office is currently working on drafting the bid documents for the equipment, pumps and well house.

Further discussion with the LDFA will address the implementation of the traffic safety lights at the intersections of Kipp Road and Jefferson Street and Kipp Road and Cedar Street. The grant we acquired for the traffic signals is inclusive of sidewalk on the north side of Kipp Road heading to US 127. We will also be addressing funding through the LDFA for possible sidewalks along the south side of Kipp Road and along Hull Road. I have met with the Meijer store director and requested that they further pursue sidewalk entering onto their property to ensure pedestrian safety.