

**CITY OF MASON**

201 West Ash St.  
Mason, MI 48854-0370

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

**AGENDA**

**CITY COUNCIL WORKSHOP  
MASTER PLAN**

**COUNCIL CHAMBERS**

**Monday, June 17, 2013**

**6:00 p.m.**

# 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, June 17, 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. Presentations
  - A. Christian Andersen, System Manager of WOW
  - B. Stewart Powell – Art Selection Committee recommendation of artist for LEAP \$10,000 grant
7. Consent Agenda
  - A. Approval of Minutes – Regular Council Meeting: June 3, 2013
  - B. Approval of Bills
8. Regular Business
  - A. First Reading – Ordinance No. 194 — An Ordinance granting to Consumers Energy Company, its successors and assigns, the right, power and authority to construct, maintain and commercially use electric lines consisting of towers, masts, poles, crossarms, guys, braces, feeders, transmission and distribution wires, transformers and other electrical appliances on, under, along and across the highways, streets, alleys, bridges, waterways, and other public places, and to do a local electric business in the City of Mason, Ingham County, Michigan, for a period of thirty years.
  - B. Resolution No. 2013-22 – Mason Fireworks Display Agreement
  - C. Resolution No. 2013-23 – Designate Authorizing Signatories
  - D. Resolution No. 2013-24 – Amend the 2012-2013 Fiscal Year Budget
  - E. Resolution No. 2013-25 – Return Delinquent Water and Sewer Bills to the July 2013 Tax Roll
  - F. Resolution No. 2013-26 – Levy 1% Tax Administration Fee
  - G. Resolution No. 2013-27 – Return Miscellaneous Bills to the July 2013 Tax Roll
  - H. Resolution No. 2013-28 – A Resolution Approving a Contract Between the City of Mason, Michigan and the Michigan Department of Transportation for Reconstruction Work Along West Columbia Street
  - I. Resolution No. 2013-29 – Resolution for Changing MERS Benefits
  - J. Resolution No. 2013-30 – 2012-2013 Local Streets Program

9. Unfinished Business
10. New Business
11. Correspondence
  - Monthly Revenue and Expenditure Report
12. Liaison Reports
13. Councilmember Reports
14. Administrator's Report
  - Lansing Economic Area Partnership Membership
15. Adjournment

# CITY OF MASON

## STAFF AGENDA REPORT TO CITY COUNCIL

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**Meeting Date:** June 17, 2013

**Agenda Item:** 6(B)

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### AGENDA ITEM

- Discussion – Art Selection Committee recommendation of artist for LEAP \$10,000 grant

### EXHIBITS

Proposals from artists Steve Baibak, Doug DeLind, Mary Gillis, Dace Koenigsknecht, James Lawton, and Scott Somerville

### STAFF REVIEW

- Administration
- Art Selection Committee

### SUMMARY STATEMENT

The City of Mason was recently awarded a \$10,000 placemaking grant from Lansing Economic Area Partnership (LEAP). A Request for Proposals (RFP) was released from the City of Mason, seeking interested individuals or a team of artists to submit proposals for a new landmark sculpture for the City of Mason. The sculpture(s) will be located on the property at 848 S. Jefferson Street, which was a county-foreclosed parcel that had a dilapidated house. The house on the property has been demolished and the land cleared, and the City will use the property as a trailhead to the Hayhoe Riverwalk. The public art will be placed on the southern tip of the parcel. This location for the artwork would be very visible along the arterial street and the Hayhoe Riverwalk, and would draw people into the Hayhoe Riverwalk trailhead area, as well as welcome visitors to the City of Mason itself.

In response to the RFP, six artists submitted proposals for at least one piece of artwork/sculpture for the new trailhead location. As part of the process, an Art Selection Committee was formed of seven members:

- Sara Graham, LEAP representative
- Tracy Casali, Mason Elementary School Art Teacher
- Jeff Mills, Mason resident and music artist/poet
- Stewart Powell, Mason resident, jeweler and owner of Linn & Owen Jewelers
- Shirley Renwick, Mason resident and artist (painting and drawing)
- Martin Colburn, Mason City Administrator
- Ingrid Nova, Mason City Executive Assistant

The Art Selection Committee met two times to review the artists' proposals utilizing the criteria detailed within the RFP, including:

- Originality of artwork; credentials of artist(s); relevance of artwork's theme, sustainability and/or maintenance.
- Artist's demonstrated excellence and relevance of past work in conceptual, aesthetic, and technical terms
- Capability of artist, in terms of professional qualifications and certifications, to fulfill the technical requirements of project
- Artist's ability to manage schedules, communications, and budgets as evidenced by previous projects.

More specifically, the Art Selection Committee graded the artists out of a possible 100 points on the following five factors:

1. **Visibility.** The design is clearly noticeable by motorists traveling on Jefferson Street at 25 miles per hour in daytime and nighttime. **(25 points)**
2. **Design.** The design is unique and innovative and representative of the Mason community. **(25 points)**
3. **Experience.** The proposal demonstrates the respondent's experience in building Public Art of comparable scale and complexity. **(20 points)**
4. **Durability.** The sculpture(s) is durable, low maintenance and safe for all ages. **(20 points)**
5. **Cost.** The proposal can be built and within the budget (\$10,000). **(10 points)**

The Art Selection Committee reviewed the individual and group scores of all artists' proposals and unanimously recommend for the City Council to choose Dace Koenigsknecht's proposal for the new Hayhoe Trailhead. Mr. Koenigsknecht's artwork includes a bench, which will help integrate it as part of the trailhead. Also, the Art Selection Committee felt that his artwork best represented Mason's history and future as a Tree City, USA, as well having a global influence with our new international Sister City in Kosovo.

#### **RECOMMENDED ACTION**

Select Dace Koenigsknecht's proposal for artwork at the new Hayhoe Riverwalk trailhead.

Dace

Koenigsknecht

# Dace Koenigsknecht

DaceK-13 Metal Art; [www.dacek13.com](http://www.dacek13.com)

4752 S. Williams Road, St. Johns, MI 48879

cell 517-930-9976 [dacek13@gmail.com](mailto:dacek13@gmail.com)

## Letter of Interest

The City of Mason seeks a monumental sculpture to visually connect its historic downtown with the Hayhoe Rivertrail.

Issue: The Hayhoe Rivertrail is a wonderful asset to the city. However, it bypasses the historic downtown square, with the courthouse and its small town charm. Visitors to the community may miss the opportunity to partake of this linear park.

The intent of this piece is to be seen; to visually denote that this area is special. It should provoke interest among visitors, act as a beacon for ease in directing visitors to the trailhead, and act as a landmark for active people utilizing the Rivertrail. Its location, several blocks from downtown, requires a durable material capable of withstanding weather, graffiti, and vandalism.

Proposal: For the intended project site, durability and visual impact are imperative. The durable metal options are weathering (corten) steel, aluminum, and stainless steel.

**Corten Steel:** This material rusts on the surface to prevent further deterioration. It is resilient but more susceptible to graffiti and vandalism. It's also not ideal for this piece because sitting or touching it will result in rust on hands and clothes.

**Aluminum:** A durable metal that resists weather and graffiti, but can be susceptible to vandalism. It is lighter and cheaper than stainless steel, and is reflective which allows it to look nice under lighting.

**Stainless Steel:** Extremely durable steel that resists aging and graffiti, and due to its hardness resists vandalism as well. This material is highly reflective, which allows it to look nice under lighting. This is the preferred material for this project.

Not only is reflectivity important for lighting, but automobile drivers have only a few seconds to distinguish this piece as something important and worthy of their attention. They need to quickly find the piece among the gentle hills and trees surrounding the project site. The tall, vertical nature of the proposed piece enables easy identification by both drivers on Jefferson Street and active people on the Rivertrail.

A low-maintenance piece is desired. The proposed piece introduces no color, as the reflective surface does well to attract attention. Color, whether paint or powdercoat, requires ongoing maintenance and is harder (and more costly) to accurately repair after graffiti or vandalism.

The unique aspects of this proposed piece are explained from base to top.

**Concrete:** A base of stamped concrete, preferably a natural pattern (leaves, flagstone, etc.), provides an attractive surface that enables visitors to use the space.

**Columns:** In traditional architecture, columns represent the values of wisdom, strength and beauty; they're often adopted by public institutions to convey trust. The round column refers to the majestic columns on the front of the courthouse.

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**Bench:** As a landmark for an active trail system, a circular bench allows pedestrians and cyclists (bike racks not included) opportunities to rest, stretch, and socialize. .

**Leaves:** The leaves represent Mason as a proud Tree City, USA. The leaves atop the column resemble the acanthus leaves atop Roman columns, and the falling leaves simply add visual interest to the column. Leaves to be included: oak, maple, elm.

**Sphere to bird:** The elements atop the column are direct reference to the historic courthouse, a source of community-wide pride, several blocks away in the town square. The sphere can be seen on the magnificent lamps on the front steps; the elongated pyramid tops each corner of the building; the bird is perched atop a weathervane above the bell tower.

Overall height: 13 ½ feet

## Installation

The piece will be installed upon a series of reinforced concrete piers, tied directly into the bottom of the stamped concrete pad. This proposed installation plan may change as site conditions are investigated. The removal of the dilapidated structure on the site has disturbed the soil, so alternate installation plans may be necessary.

## Timeframe

Application Deadline:	April 26, 2013
Selection of Finalist	May 24, 2013
Fabrication	July 14, 2013
Assembly	August 19, 2013
Site Preparation	September 13, 2013
Installation	September 27, 2013

## Maintenance Plan

Annually, in the spring, use high pressure water (or water and a mild bio-friendly detergent) to remove dust, debris, and bird droppings. During the cleaning process, visually inspect the sculpture for cracks or other signs of stress as well.

## Budget

Artist's Fee/Design	\$750
Fabrication	\$6000
Insurance	\$250
Transportation	\$1000
Installation	\$2000

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## Qualifications Summary

Professional Project Manager with over fifteen years experience.

Proven experience in a wide variety of metal manipulation & fabrication processes; produce quality forgings, artistic pieces, sculpture, etc. utilizing forges (gas & coal), anvil, welders, plasma cutter, and a wide variety of power & hand tools.

## Current Work

- 2013 **Public Sculpture**, *Snow Leopard*, Lions Club & Potter Park Zoo Sensory Garden  
Fabrication underway, completion by May 31, 2013.
- 2013 **Public Sculpture**, DeWitt Township Valley Farms Gateway Project  
Finalist (3), final proposal due May 10, 2013.

## Exhibitions

- 2012 **Group Exhibition**, *Holiday Art Market*, Lansing Art Gallery, Lansing MI
- 2012 **Group Exhibition**, *Holiday Exhibition*, Grove Gallery, East Lansing MI
- 2012 **Two-Person Exhibition**, *Creating Worlds: Hard Edges, Soft Surfaces*,  
Grove Gallery, East Lansing MI (with fiber artist, Marie Gile)
- 2012 **Group Exhibition**, *Art by the River*; curated by Lansing Art Gallery, Lansing MI
- 2011 **Group Exhibition**, *Grand Haven ArtWalk*, curated by Grand Haven MSDDA,
- 2011 **Group Exhibition**, *Holiday Exhibition*, Grove Gallery, East Lansing MI
- 2010 **Group Exhibition**, *Holiday Exhibition*, Grove Gallery, East Lansing MI
- 2008 **Group Exhibition**, *Dam Festival Art Show*, Red Ribbon Hall, Eaton Rapids MI

## Competitions

- 2012 **2<sup>nd</sup> Annual Art Attack! Festival**, REO Town Commercial Association, Lansing MI
- 2012 **4<sup>th</sup> Annual Old Town ScrapFest**, Old Town Commercial Association, Lansing MI
- 2011 **3<sup>rd</sup> Annual Old Town ScrapFest**, Old Town Commercial Association, Lansing MI
- 2010 **2<sup>nd</sup> Annual Old Town ScrapFest**, Old Town Commercial Association, Lansing MI

## Awards

- 2012 **Second Place**, 2<sup>nd</sup> Annual Art Attack! Festival, RTCA, Lansing MI
- 2012 **People's Choice Runner-up**, Art by the River, Lansing Art Gallery, Lansing MI
- 2012 **Purchase Award**, 4<sup>th</sup> Annual Old Town ScrapFest, OTCA, Lansing MI

## Selected Presentations

- 2012 *Patinas*; Blacksmiths of Woldumar (BOW) monthly meeting, St. Johns MI
- 2011 *Metalsmithing 101*; APT-Eastern Great Lakes bi-monthly meeting, Lansing MI
- 2011 *Repoussé*; Michigan Artist Blacksmith Association monthly meeting, Lansing MI

## Selected Current Volunteer Involvement

Blacksmiths of Woldumar (BOW) at Woldumar Nature Center, Lansing MI

*Founding member, Secretary*

Michigan Artist Blacksmith Association (MABA), statewide MI - *Active Member*

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## **Public Collections**

Old Town Commercial Association, Lansing MI  
City of Tecumseh, MI

## **Gallery Affiliations**

Lansing Art Gallery, Lansing MI  
Grove Gallery, East Lansing MI

## **References**

Catherine Allswede Babcock  
Executive Director  
Lansing Art Gallery  
119 N. Washington Square  
Lansing, MI 48933  
517-374-6400 Ext. 2  
[allswede.babcock@gmail.com](mailto:allswede.babcock@gmail.com)

Deborah Cholewicki  
Gallery Manager  
Grove Gallery  
325 Grove Street, Suite A  
East Lansing MI 48823  
517-333-7180  
[debcholewicki@gmail.com](mailto:debcholewicki@gmail.com)

Barb Whitney, CTA  
Program Manager  
Arts Council of Greater Lansing  
1208 Turner Street  
Lansing, MI 48906  
517-853-7582  
[barb@lansingarts.org](mailto:barb@lansingarts.org)

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## Artist Statement

I've created a wide array of functional and artistic metal pieces, finding pleasure in the process of creation – plan, sketch, fabricate, and deliver. The intellectual exercise and challenge is motivating, and the craftsmanship of handwork is very rewarding. I enjoy creating unique objects that are used or encourage interaction. I like abstraction because of the mental engagement required of the viewer. Their past and present experiences will 'personalize' what they see.

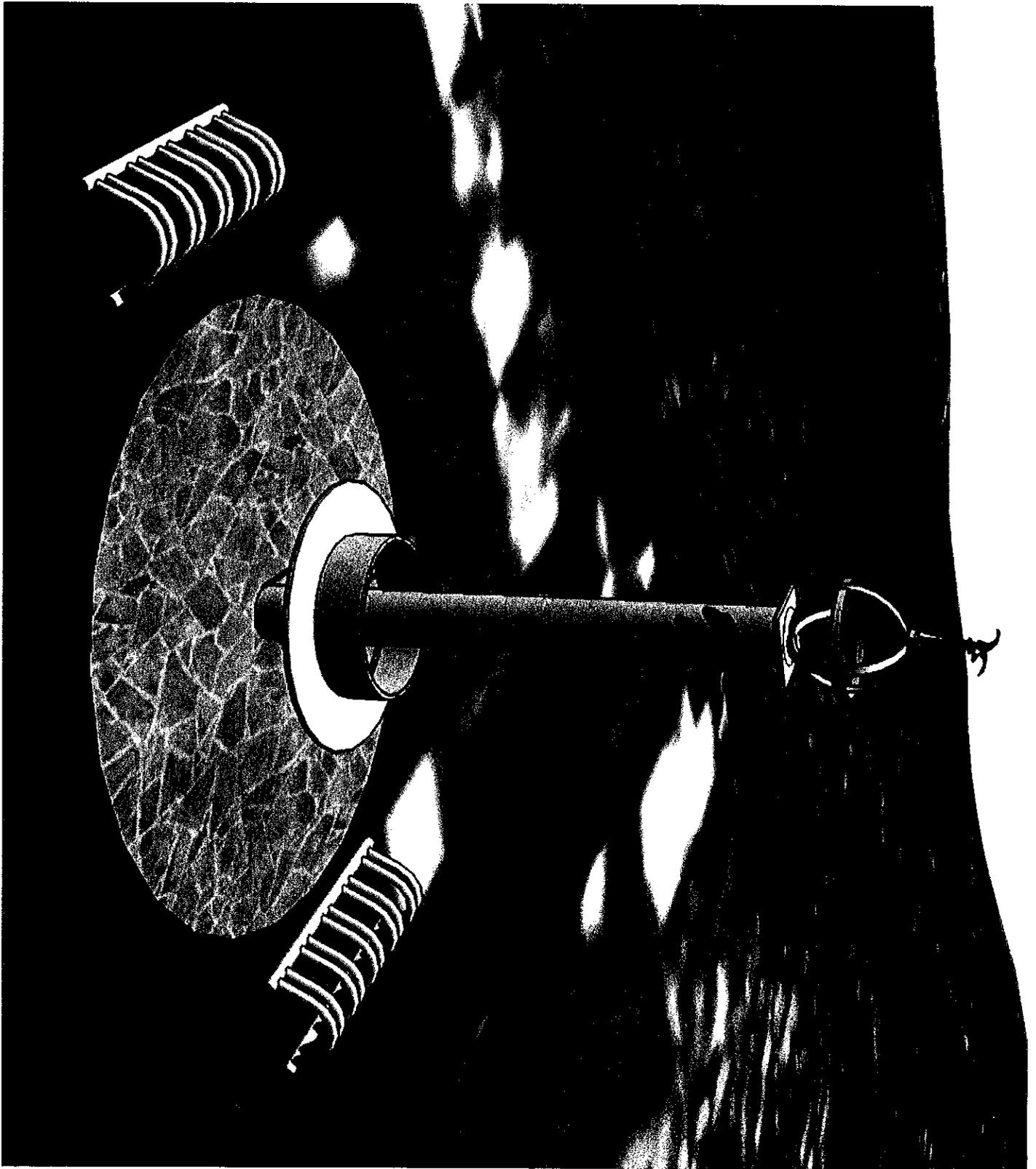
Dace Koenigsknecht

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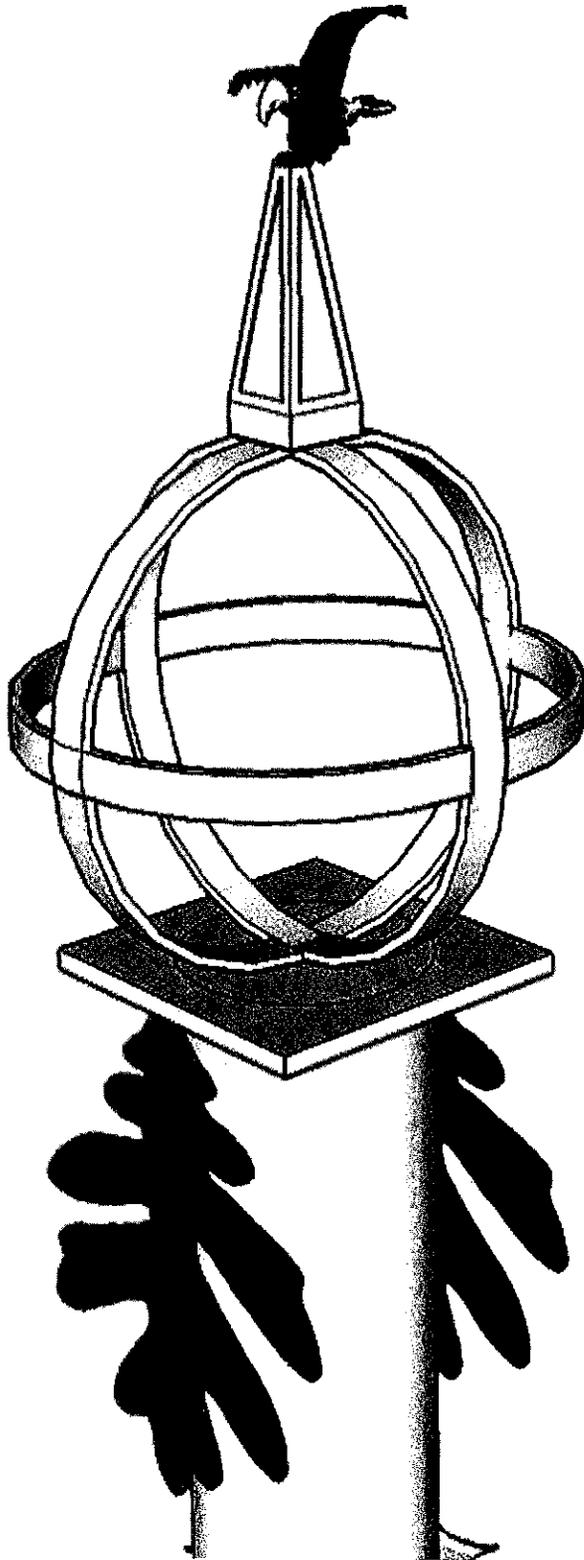


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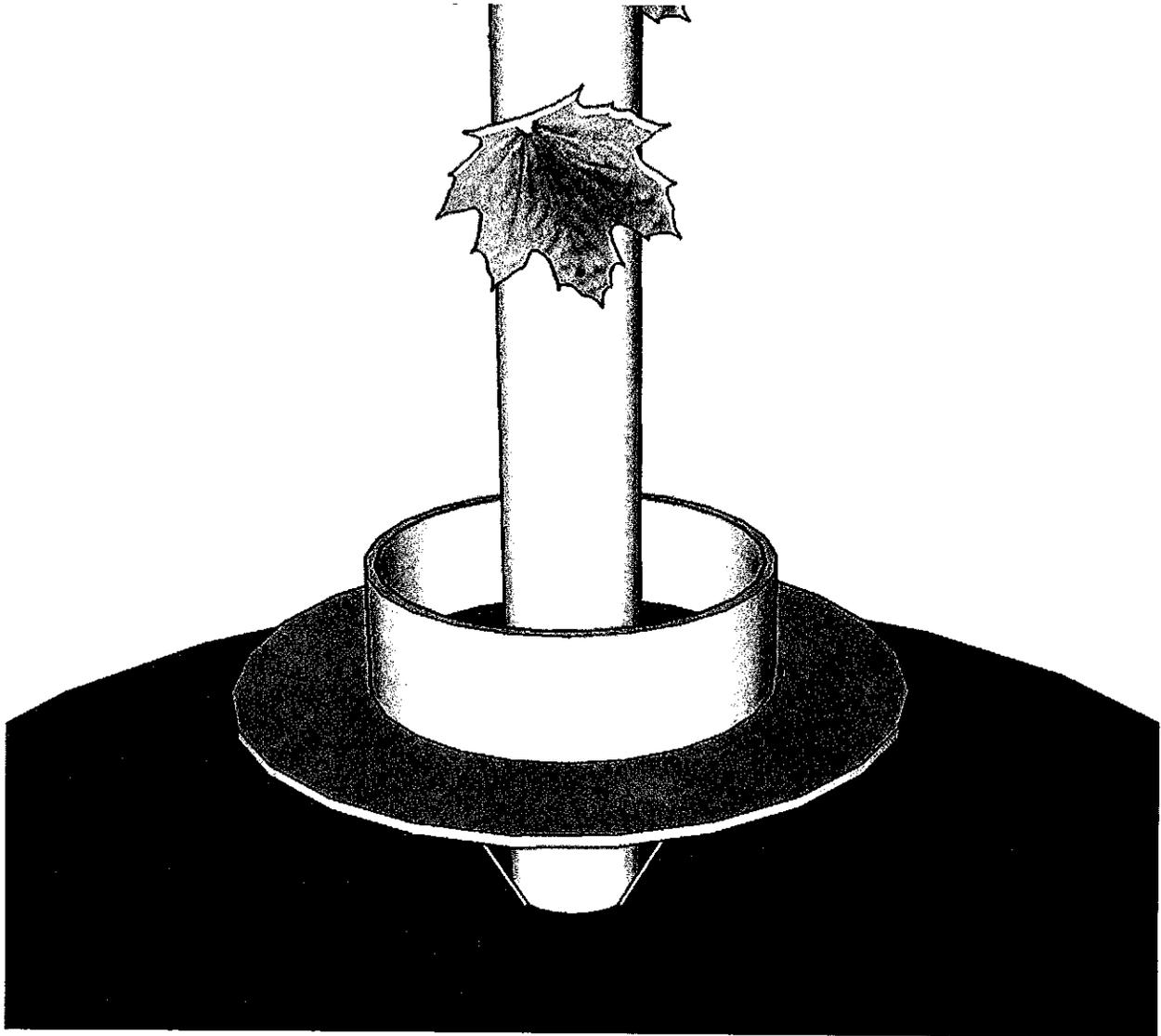


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## Image List



Title: "Snow Leopard"

Year: 2013

Medium: Iron/Steel; Aluminum; bio-friendly clear coat

Dimensions: approximately 18in wide x 6ft long x 6ft tall

Commission: \$3600

Notes: Fabrication is underway; competitive commission winner, Lions Club Sensory Garden at Potter Park Zoo, Lansing MI

cont.

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Title: "River Respite"

Year: 2012

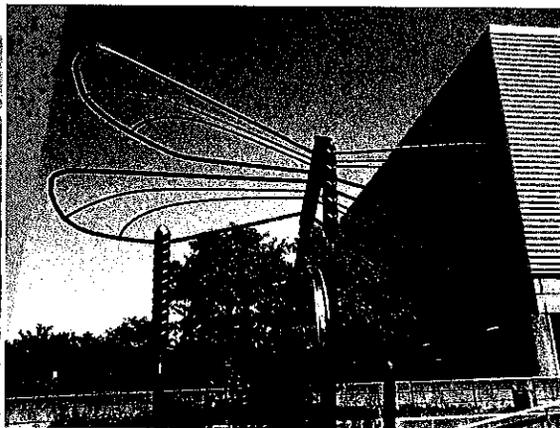
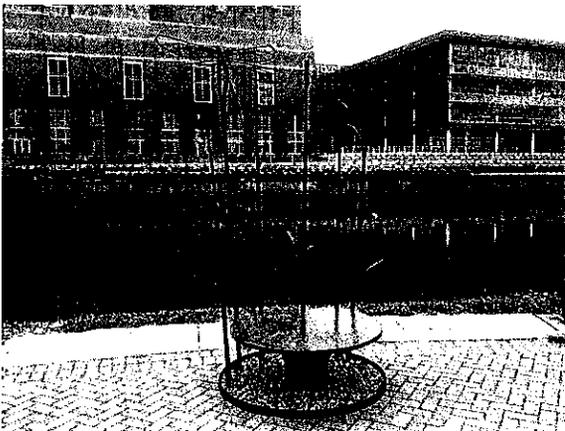
Medium: Reclaimed Iron/Steel; translucent and clear enamel paints

Dimensions: approximately 5ft round x 9ft tall

Retail Price: \$1750

Notes: Recently installed for 6<sup>th</sup> Annual Art Trail Tecumseh, Tecumseh MI;

2012: *Art by the River Exhibition*, People's Choice Award Runner-Up



cont.

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Title: "Building CommUnity"

Year: 2012

Medium: Reclaimed Iron/Steel; two week scrap metal competition

Dimensions: approximately 3ft wide x 4ft. deep x 14ft. tall

Purchase Award: \$1200

Brief Description: Installation photograph; Purchase Award, Old Town ScrapFest 2012; on permanent display in Old Town Lansing



Title: REO Town sign

Year: 2012

Medium: Reclaimed Iron/Steel

Dimensions: approximately 6ft wide x 4in. deep x 2ft. tall

Negotiated Price: \$400 (young non-profit organization)

Brief Description: REO Town sign; depicts community transition from industry to arts; Second Place Award, Art Attack! Festival 2012; purchased by REO Town Lansing

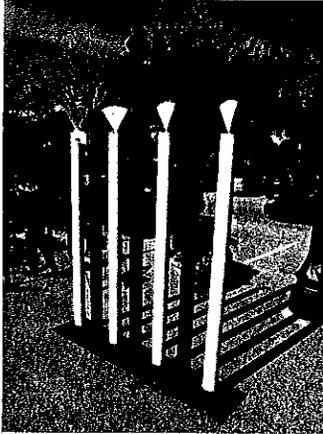
cont.

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cell 517-930-9976 [dacek13@gmail.com](mailto:dacek13@gmail.com)



Title: "Musical Fountain Glockenspiel"

Year: 2011

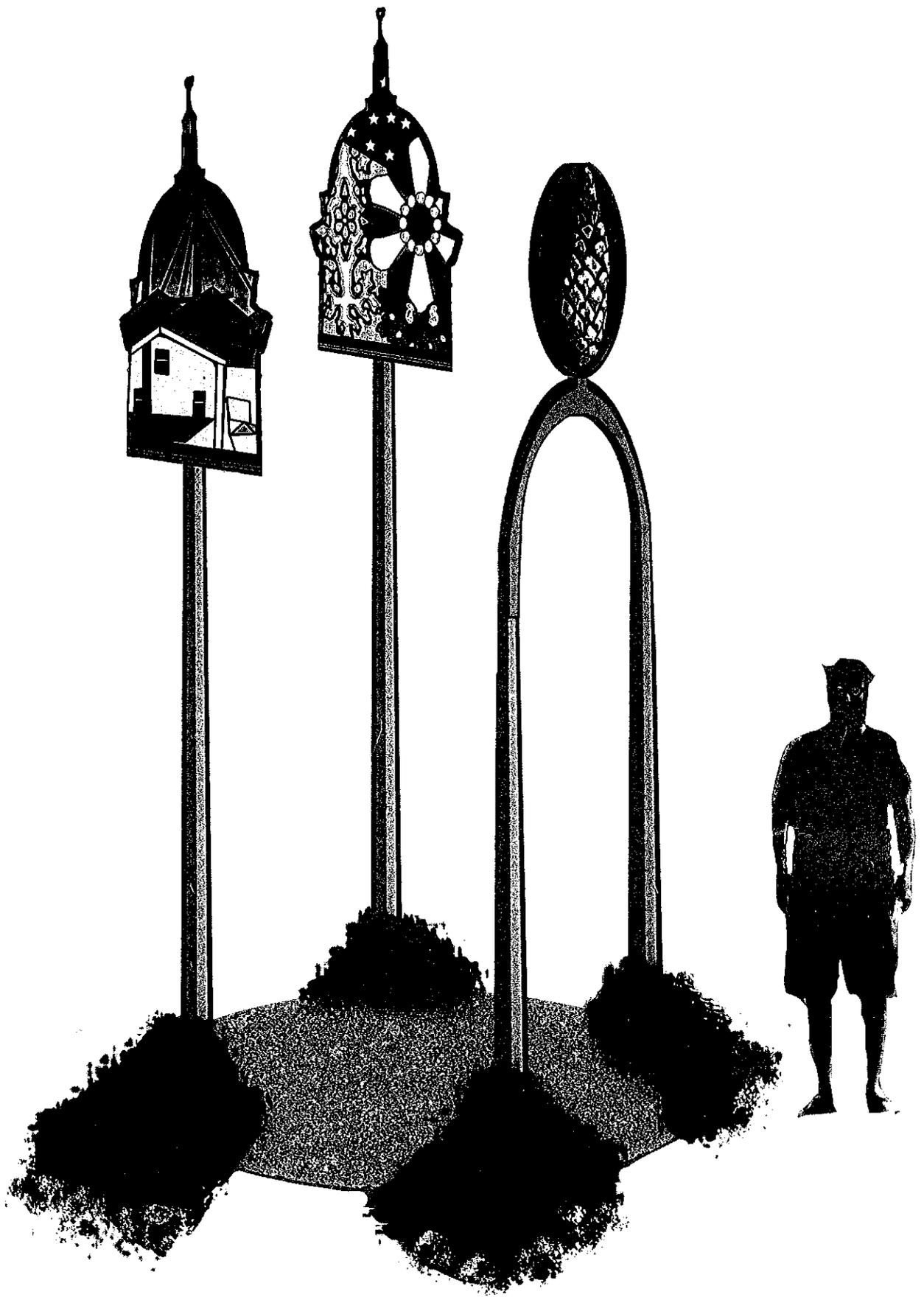
Medium: Reclaimed Iron/Steel; exterior paint

Dimensions: approximately 6ft wide x 18in. deep x 9ft. tall

Retail Price: NFS

Brief Description: Installation photograph; large wind chime inspired by the Musical Fountain; Artwalk 2011, Grand Haven, Michigan

**Steve Babiak**



Doug DeLind

# Narrative Drawing: Design #1

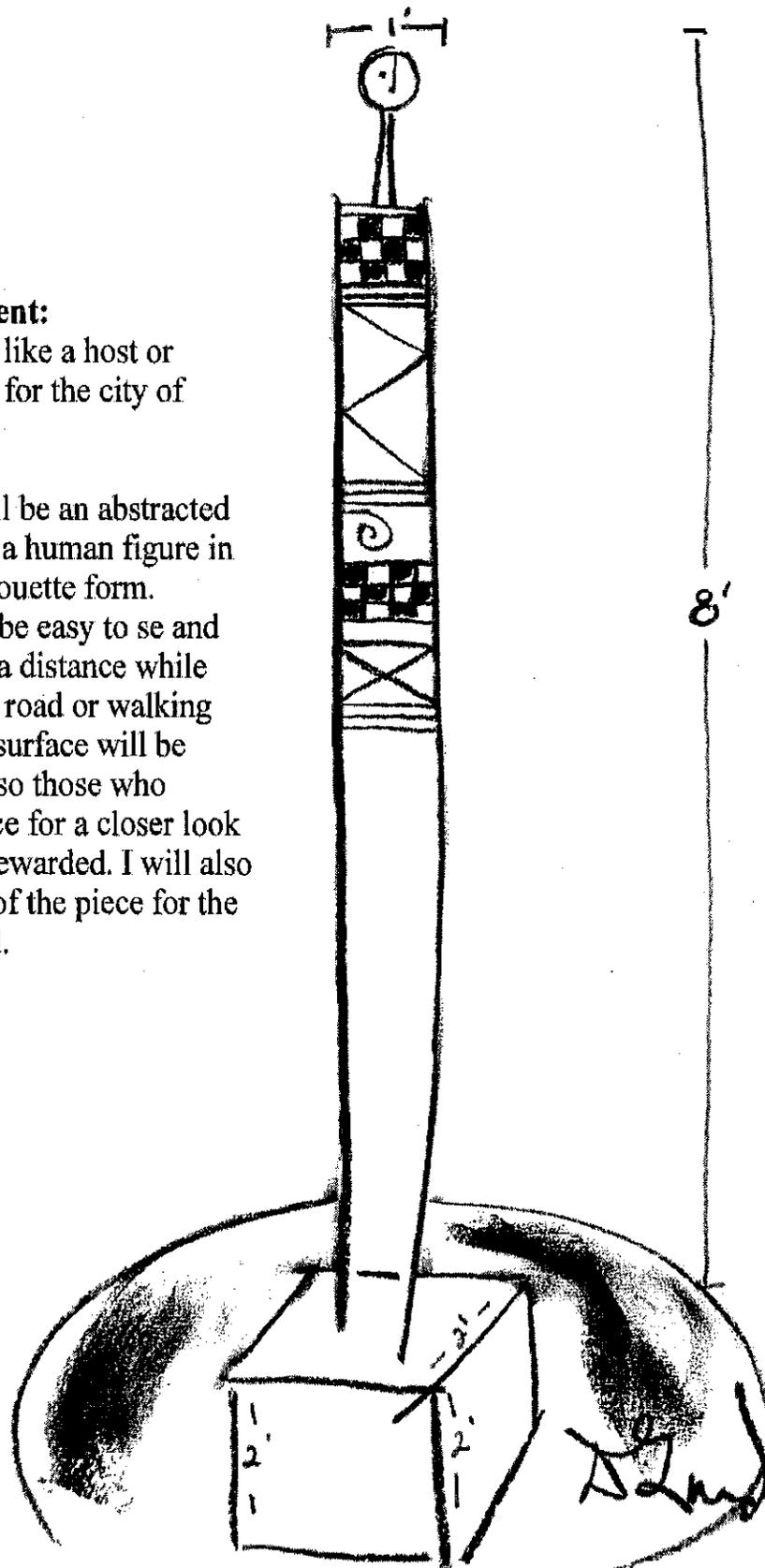
Doug DeLind

## Concept Statement:

A solitary figure, like a host or sentinel...a totem for the city of Mason.

The sculpture will be an abstracted representation of a human figure in a tall slender silhouette form.

A silhouette will be easy to see and understand from a distance while driving down the road or walking on the path. The surface will be highly patterned so those who approach the piece for a closer look will be visually rewarded. I will also include a model of the piece for the visually impaired.



## Size:

8ft high  
1ft wide  
1 inch thick  
(Combined with  
base: 10ft tall)

## Medium:

Bronze

## Color:

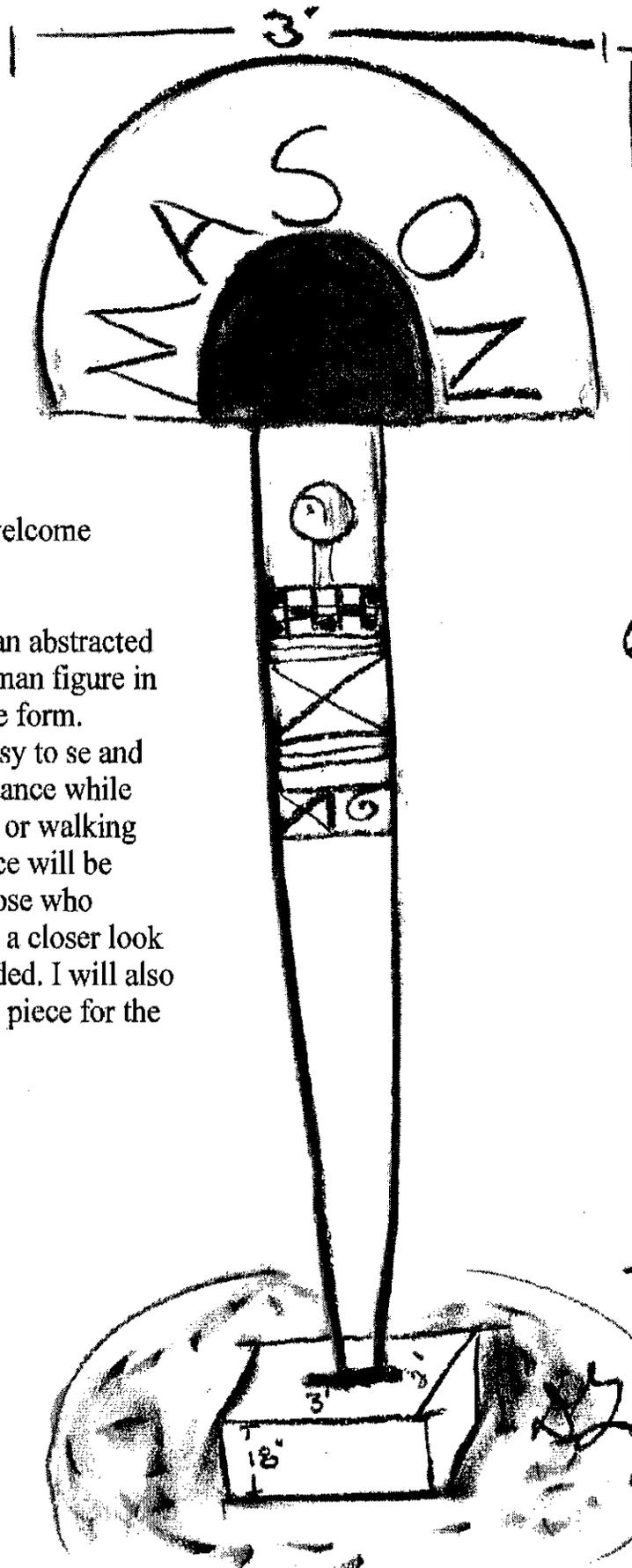
Bronze/natural patina

## Installation:

Concrete block  
with footing

# Narrative Drawing: Design #2

Doug DeLind



## Concept Statement:

A gateway figure...a welcome to the City of Mason.

The sculpture will be an abstracted representation of a human figure in a tall slender silhouette form. A silhouette will be easy to see and understand from a distance while driving down the road or walking on the path. The surface will be highly patterned so those who approach the piece for a closer look will be visually rewarded. I will also include a model of the piece for the visually impaired.

## Size:

6ft high  
3ft wide  
1 inch thick  
(Combined with base: 7.5ft tall)

## Medium:

Bronze

## Color:

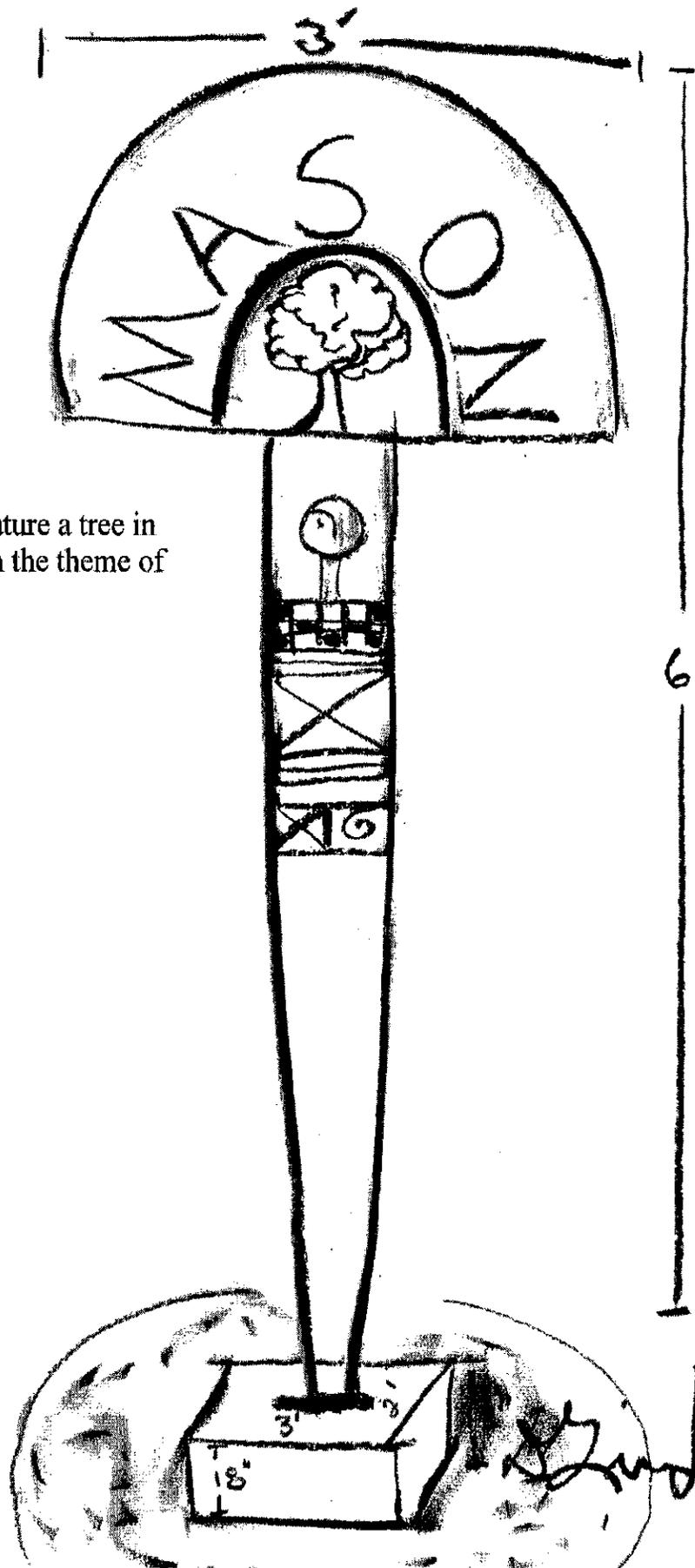
Bronze/natural patina

## Installation:

Concrete block with footing

**Narrative Drawing: Design #2 - Variation 1**

Doug DeLind



**Concept Statement:**

This variation will feature a tree in the arch, keeping with the theme of Mason as a tree city.

# Narrative Drawing: Design #3

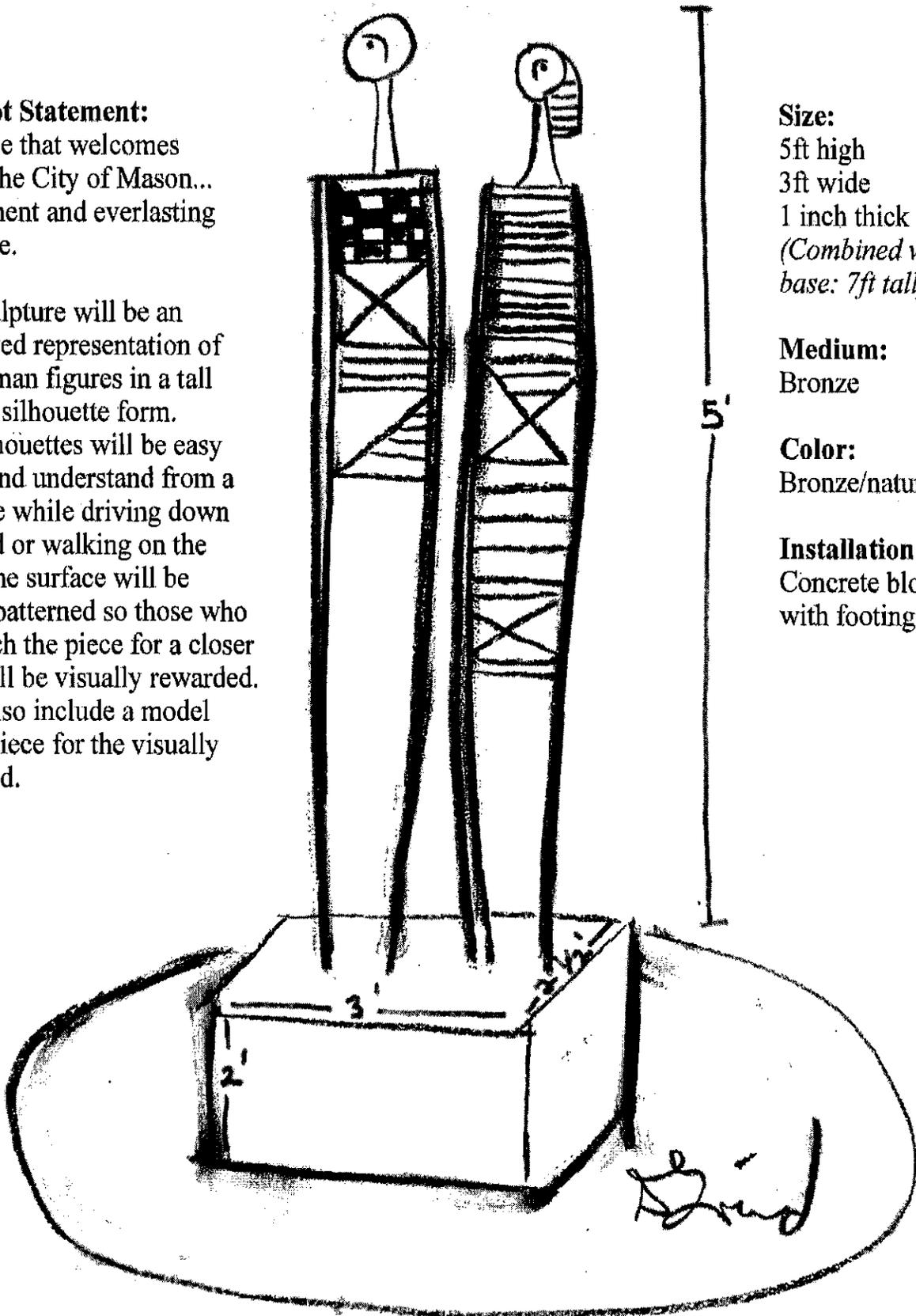
Doug DeLind

## Concept Statement:

A couple that welcomes you to the City of Mason... a testament and everlasting presence.

The sculpture will be an abstracted representation of two human figures in a tall slender silhouette form.

The silhouettes will be easy to see and understand from a distance while driving down the road or walking on the path. The surface will be highly patterned so those who approach the piece for a closer look will be visually rewarded. I will also include a model of the piece for the visually impaired.



## Size:

5ft high  
3ft wide  
1 inch thick  
(Combined with base: 7ft tall)

## Medium:

Bronze

## Color:

Bronze/natural patina

## Installation:

Concrete block with footing

**Mary Gillis**



Mary Gillis  
Sculpture proposal for the City of Mason  
Painted steel, 20' x 6' x 5' approx.  
*copyright 2013*



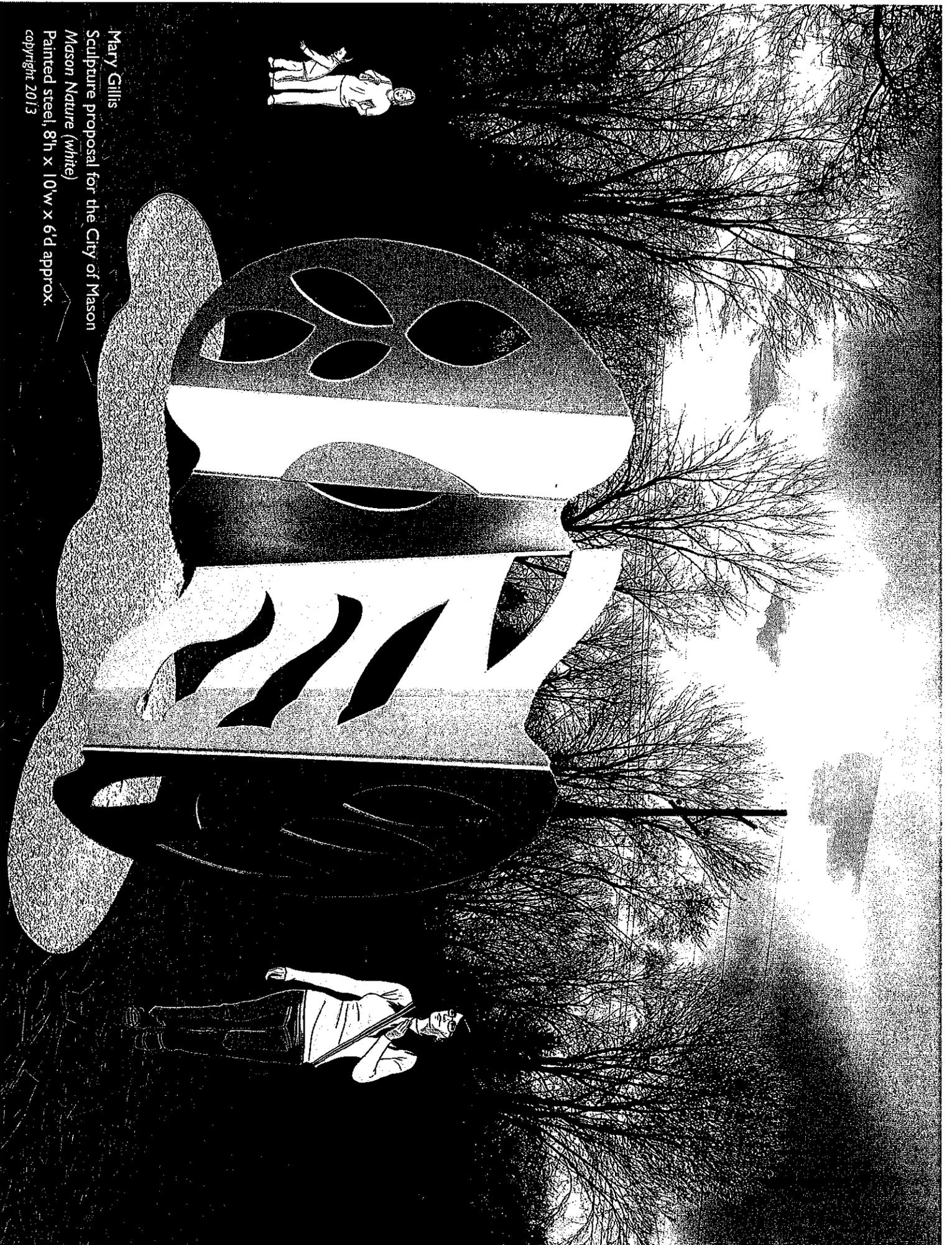
Mary Gillis

Sculpture proposal for the City of Mason

*Mason Nature (yellow)*

Painted steel, 8'h x 10'w x 6'd approx

copyright 2013



Mary Gillis

Sculpture proposal for the City of Mason

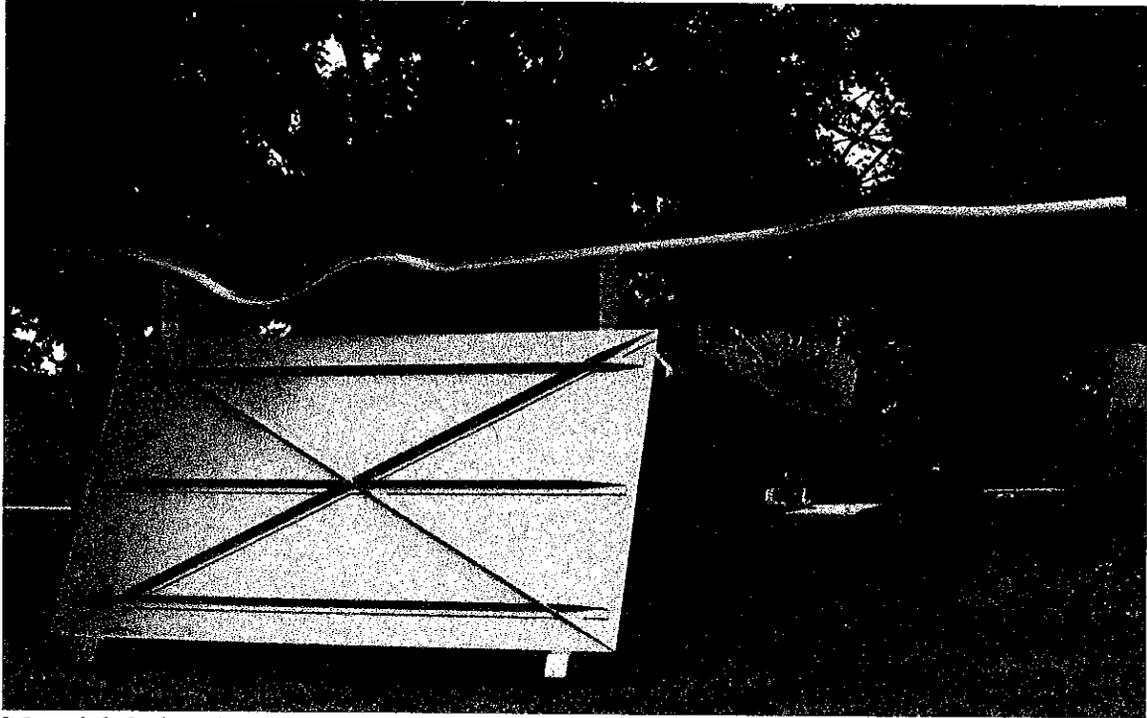
Mason Nature (white)

Painted steel, 8'h x 10'w x 6'd approx.

copyright 2013

James Lawton

Sculpture proposal for City of Mason by James L. Lawton, 3485 Zimmer Road, Williamston, Michigan 48895 (Ingham County, Wheatfield Township), Ph: 517-655-3426, E-mail: lawton@msu.edu



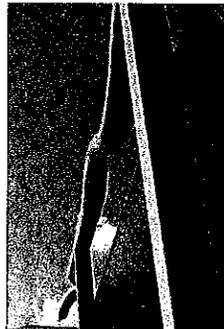
Material: Painted Steel

Weight: 2,600 lbs

Size: 10.5 ft. X 6.5 ft. X 27ft.

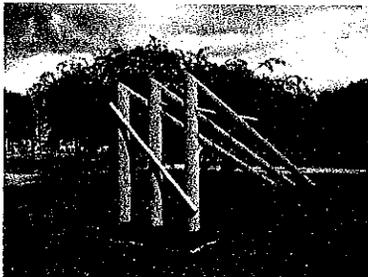


2<sup>nd</sup> View



3<sup>rd</sup> View

Example of another outdoor sculpture:



*Pink Landscape/Three Trusses Plus* (Cass Park, Detroit), painted steel, 20 ft. X 6 ft. x 4ft

Scott  
Somerville

# H & H WELDING & REPAIR LLC

700 Acme Drive ♦ P.O. Box 371 ♦ Mason, MI 48854  
(517) 676-1800 ♦ Fax (517) 676-9099



April 5, 2013

City of Mason  
848 North Jefferson St  
Mason, MI 48854

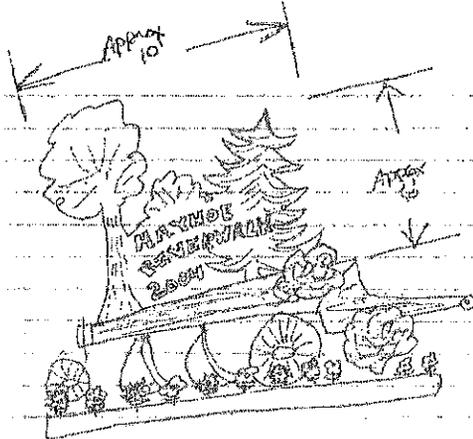
Attention Ingrid Nova,

In evaluation of the City of Mason RFP for Sculpture Art Initiative, I have drawn up a sketch that would meet the criteria for the proposed piece. The piece incorporates a historic significance to the City of Mason as well as being a visually appealing piece and directing people to the scenic Hayhoe Riverwalk. This project can be completed within the budgeted \$10,000.

#### Initial idea:

- Steel wheeled plow or similar base with light amounts of black and dark red on plow
- Silhouette burnout of steel with letters and year of completion cut out
- Burgundy backing plate behind letters
- Rust patina
- Light amount of dark green added to treetops
- Some evergreens live in landscape
- Bury base for flowers with stems protruding
- Plastic sheeting underlayment with Multi-color crushed brown brick base

#### Sketch:



Thank you for your time and consideration,

Scott Somerville  
Owner/Manager  
H&H Welding & Repair

*Master Manipulators of Molten Metal*

**CITY OF MASON  
REGULAR CITY COUNCIL MEETING  
MINUTES OF JUNE 3, 2013**

Clark called the meeting to order at 7:30 p.m. in the Council Chambers at 201 W. Ash Street, Mason, Michigan. Brown led the Pledge of Allegiance and offered the invocation.

Present: Councilmembers: Brown, Bruno, Clark, Droscha, Ferris, Mulvany, Naeyaert  
Absent: Councilmember: None  
Also present: Martin A. Colburn City Administrator  
David Haywood, Planning and Zoning Director  
Mark Howe, DDA Chairperson  
Kerry Minshall, Fire Chief  
Eric Smith, Finance Director  
John Stressman, Police Chief

**ANNOUNCEMENTS**

None.

**PEOPLE FROM THE FLOOR**

Mason Fire Department Second Lieutenant John Sabbadin of 425 S. Lansing Street reported that MMRMA, the City's insurance provider, would not be providing insurance coverage for the July 4 fireworks this year.

William Savage of 3110 W. Harper Road reported higher costs with WOW cable television.

Jan Whitmore of 451 Shadow Lane also reported higher costs with WOW cable television

**PRESENTATION**

None.

**CONSENT AGENDA**

MOTION by Brown, second by Droscha,  
To amend the agenda by moving Agenda Item No. 7(B), Approval of Bills, to  
Regular Business.

MOTION APPROVED UNANIMOUSLY

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

- Approval of Minutes – Regular Council Meeting: June 3, 2013

MOTION APPROVED UNANIMOUSLY

**REGULAR BUSINESS**

**Approval of Bills**

MOTION by Brown, second by Droscha,  
To Approve the Bills, in the amount of \$80,226.22

MOTION APPROVED UNANIMOUSLY

**Resolution No. 2013-18 – Approval of the Michigan Emergency Management Assistance Compact (MEMAC)**

MOTION by Naeyaert, second by Droscha,  
to consider Resolution No. 2013-18 read.

MOTION APPROVED UNANIMOUSLY

Resolution 2013-18 was introduced by Mulvany and seconded by Naeyaert.

**CITY OF MASON  
CITY COUNCIL RESOLUTION NO. 2013-18**

**APPROVAL OF THE MICHIGAN EMERGENCY MANAGEMENT ASSISTANCE COMPACT**

**June 3, 2013**

**WHEREAS**, The State of Michigan Emergency Management Act, Act 390 of the Public Acts of 1976, as amended M.C.L. 30.401 et.seq. authorizes the State and its political subdivisions to provide emergency aid and assistance in the event of a disaster or emergency; and

**WHEREAS**, the statutes also authorize the State to coordinate the provision of any equipment, services, or facilities owned or organized by the State or its political subdivisions for the use in the affected area upon request of the duly constituted authority of the area; and

**WHEREAS**, this Resolution authorizes the request, provision, and receipt of interjurisdictional mutual assistance in accordance with the Emergency Management Act, Act 390 of the Public Acts of 1976, as amended among political subdivisions within the State;

**NOW, THEREFORE BE IT RESOLVED**, by the Mason City Council that in order to maximize the prompt, full and effective use of resources of all participating governments in the event of an emergency or disaster we hereby adopt the Michigan Emergency Management Assistance Compact which is attached hereto and incorporated by reference.

RESOLUTION APPROVED UNANIMOUSLY

**Resolution No. 2013-19 – Approval of the Mason Fire Department to participate in the Ingham County Mutual Aid Box Alarm System (MABAS)**

MOTION by Naeyaert, second by Droscha,  
to consider Resolution No. 2013-19 read.

MOTION APPROVED UNANIMOUSLY

Resolution 2013-19 was introduced by Naeyaert and seconded by Mulvany.

**CITY OF MASON  
CITY COUNCIL RESOLUTION NO. 2013-19**

**APPROVAL OF THE MASON FIRE DEPARTMENT TO PARTICIPATE IN THE INGHAM COUNTY MUTUAL AID BOX ALARM SYSTEM**

**June 3, 2013**

**WHEREAS**, The City of Mason has the power, privilege and authority to maintain and operate a fire department providing fire protection, fire suppression, technical rescue, hazardous incident response, and other emergency response services ("Fire Services"); and

**WHEREAS**, Fire Services can further be improved by cooperation between political subdivisions during times of public emergency, conflagration or disaster ("Incidents"); and

**WHEREAS**, the Michigan Constitution of 1963, Article 7, § 28, and the Urban Cooperation Act of 1967, Act No. 7 of the Public Acts of 1967, Ex. Sess., being MCL 124.501 et seq. (the "Act"), permit a political subdivision to exercise jointly with any other political subdivision any power, privilege or authority which such political subdivisions share in common and which each might exercise separately; and

**WHEREAS**, The City of Mason desires to enter into an interlocal agreement, pursuant to the Act, to further improve Fire Services; and

**WHEREAS**, the Mutual Aid Box Alarm System (MABAS), is a mechanism that may be used for deploying personnel and equipment in a multi-jurisdictional or multi-agency emergency mutual aid response; and

**WHEREAS**, as a result of entering into an interlocal agreement to further improve Fire Services, the Parties are creating the Ingham County MABAS Division; and

**WHEREAS**, The City of Mason has the authority to execute this Agreement pursuant to resolution of its governing body; and

**WHEREAS**, The City of Mason desires to commit personnel and equipment to another Party if deemed reasonable upon the request of another Party; and

**NOW, THEREFORE BE IT RESOLVED:** The City of Mason finds it is the best interest of its citizens from a safety and fiscal standpoint to enter into the Interlocal Agreement creating the Ingham County MABAS Division and agrees to appoint one member to the MABAS Executive Board.

**RESOLUTION APPROVED UNANIMOUSLY**

**Resolution No. 2013-20 — A Resolution to Accept the Transfer of Property Located at 848 S. Jefferson Street**

MOTION by Naeyaert, second by Droscha,  
to consider Resolution No. 2013-20 read.

**MOTION APPROVED UNANIMOUSLY**

Resolution 2013-20 was introduced by Mulvany and seconded by Naeyaert.

**CITY OF MASON  
CITY COUNCIL RESOLUTION NO. 2013-20**

**RESOLUTION ACCEPTING THE TRANSFER OF PROPERTY LOCATED AT 848 SOUTH  
JEFFERSON STREET**

**June 3, 2013**

**WHEREAS**, Public Act 123 of 1999, hereinafter sometimes referred to as the "Act", established an expedited process whereby property on which taxes have not been paid could be sold for unpaid taxes; and

**WHEREAS**, the Act creates a series of stages through which a property on which the taxes have not been paid must pass before that property can be sold; and

**WHEREAS**, the Act allowed each county in the State of Michigan to decide whether its treasurer or the State of Michigan would act as the governmental entity responsible for overseeing the stages through which a property on which the taxes have not been paid must pass before the property is sold; and

**WHEREAS**, the Act refers to the governmental entity responsible for overseeing the stages through which a property on which the taxes have not been paid must pass before the property is sold as the foreclosing governmental unit; and

**WHEREAS**, pursuant to a concurring resolution of the County Board of Commissioners, the

Treasurer of Ingham, (hereinafter referred to as the "Treasurer"), is the foreclosing governmental unit under the Act with authority to take all actions, judicial or otherwise, required under the Act in order to sell property on which taxes have not been paid in Ingham County; and

**WHEREAS**, one of the stages through which a property on which the taxes have not been paid must pass before the property is sold in foreclosure; and

**WHEREAS**, pursuant to the Act fee simple title to a property on which the Treasurer has foreclosed vests in the Treasurer effective on the March 31 immediately succeeding the hearing for uncontested cases or 10 days after the conclusion of the hearing for contested cases, and

**WHEREAS**, the Act proscribes how the Treasurer is to dispose of property obtained by foreclosure; and

**WHEREAS**, the Act requires that the Treasurer give a list to the Clerk of Mason which list shall contain all the property in that city, village, township on which the Treasurer has foreclosed that has not been sold prior to December 1 of the year in which it is foreclosed upon; and

**WHEREAS**, the current year property is located at 848 S. Jefferson Street, Mason, MI, Parcel #33-19-10-08-428-004; and

**WHEREAS**, unless the City of Mason objects in writing, the Act requires the Treasurer to transfer to that City fee simple title to the property on that list; and

**WHEREAS**, the City Of Mason may, in the future, receive from the Treasurer a list of property that will be transferred to it if it does not object; and

**WHEREAS**, the City Of Mason wishes to obtain from the Treasurer the aforementioned property upon which the Treasurer may foreclose.

**NOW THEREFORE BE IT RESOLVED**, that the City Of Mason wishes to exercise its option under the Act to accept the transfer of property foreclosed upon by the Treasurer but not sold.

This resolution shall be given immediate effect upon the passage of the motion for adoption.

**RESOLUTION APPROVED UNANIMOUSLY**

**Resolution No. 2013-21 — Resolution for Charitable Gaming License for Sundried Music Festival**

MOTION by Droscha, second by Brown,  
to consider Resolution No. 2013-21 read.

**MOTION APPROVED UNANIMOUSLY**

Resolution 2013-21 was introduced by Mulvany and seconded by Naeyaert.



State of Michigan  
Michigan Gaming Control Board  
Office of the Executive Director  
P.O. Box 30766  
Lansing, MI 48907  
Phone: (313) 469-4040  
Fax: (313) 469-2405  
Email: Michigan.gaming@michigan.gov  
www.michigan.gov/mgcb

CITY OF MASON  
CITY COUNCIL RESOLUTION NO. 2013-21

RESOLUTION FOR CHARITABLE GAMING LICENSE  
FOR SUNDRIED MUSIC FESTIVAL

June 3, 2013

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES  
(Required by MCL 432.103(4)(j))

At a regular meeting of the City of Mason  
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD  
called to order by Leon Clark on June 3, 2013  
DATE  
at 7:30 PM a.m./p.m. the following resolution was offered:  
TIME

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_  
that the request from the Sundried Music Festival of Mason  
NAME OF ORGANIZATION CITY  
county of Ingham, asking that they be recognized as a  
COUNTY  
nonprofit organization operating in the community for the purpose of obtaining charitable  
gaming licenses, be considered for approval  
APPROVAL/DISAPPROVAL

APPROVAL	DISAPPROVAL
Yeas: _____	Yeas: _____
Nays: _____	Nays: _____
Absent: _____	Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and  
adopted by the City of Mason at a regular  
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL  
meeting held on June 3, 2013  
DATE

SIGNED: \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE CLERK  
Deborah Cwliertniewicz, City Clerk  
PRINTED NAME AND TITLE  
201 W. Ash St. Mason, MI 48854  
ADDRESS

RESOLUTION APPROVED UNANIMOUSLY

Motion – Master Plan – Approval of Final Draft for Distribution and Schedule Public Hearing

Haywood provided an executive summary and discussion on the updated Master Plan. Council determined that they would like to schedule a workshop for future discussion on June 17, 2013 at 6 PM at City Hall.

UNFINISHED BUSINESS

Brown reported that a meeting might be necessary to discuss the EVIP, to tie in with budget and visioning.

NEW BUSINESS

CORRESPONDENCE

All correspondence was distributed.

**LIAISON REPORTS**

- Droscha informed Council that the next Traffic Commission meeting is July 24, 2013
- Ferris informed Council that the next Tree Commission meeting is June 25, 2013
- Mulvany informed the Council that the next Historic District Commission meeting is June 24, 2013
- Clark informed the Council that the Mason Downtown Development Authority would be meeting June 5, 2013 and that the Local Development Finance Authority met, elected officers, and approved their 2013-2014 budget

**COUNCILMEMBER REPORTS**

None.

**ADMINISTRATOR'S REPORT**

Colburn informed Council regarding City business.

**ADJOURNMENT**

The meeting adjourned at 9:40 p.m.

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Deborah J. Cwierniewicz, City Clerk

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Leon R. Clark, Mayor

06/14/2013 02:38 PM  
User: TF  
DB: Mason City

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MASON

EXP CHECK RUN DATES 06/10/2013 - 06/19/2013  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

COUNCIL REPORT  
MONDAY, JUNE 17, 2013

Vendor Code Invoice GL Number	Vendor Name Invoice Description GL Description	Invoice Date	Amount
06474	CONSUMERS ENERGY		
JUNE 2013 592-555.00-920.000	ELECTRICITY 4/25 - 5/23 ELECTRICITY 4/25 - 5/23	06/10/2013	8,368.57
JUNE 2013 101-448.00-926.000	ELECTRICITY 5/1 - 5/31__ ELECTRICITY 5/1 - 5/31	06/11/2013	8,499.14
VENDOR TOTAL:			16,867.71
05221	MCGINTY, HITCH, HOUSEFIELD, PERSON,		
JUNE 2013 101-266.00-826.000	JUNE LEGAL FEES JUNE LEGAL FEES	06/14/2013	5,709.69
VENDOR TOTAL:			5,709.69
07621	PLUMMER'S ENVIRONMENTAL SERVICES		
84219 592-548.00-970.010	VIDEO & CLEAN SEWERS VIDEO & CLEAN SEWERS	06/14/2012	15,669.60
VENDOR TOTAL:			15,669.60
05363	WOLVERINE ENGINEERS INC		
20130172 202-451.00-970.211	2013 LOCAL STREETS: NORTH, CEDAR & TEMPL NORTH, CEDAR & TEMPLE STREETS	06/14/2013	15,629.99
20130181 592-558.00-970.017	WELL #9 CONSULTING & DESIGN WELL #9 CONSULTING & DESIGN	06/14/2013	7,197.37
VENDOR TOTAL:			22,827.36
TOTAL - ALL VENDORS:			61,074.36

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**

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**Meeting Date:** June 17, 2013

**Agenda Item:** 8(A)

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**AGENDA ITEM**

Ordinance 194—An Ordinance granting to Consumers Energy Company, its successors and assigns, the right, power and authority to construct, maintain and commercially use electric lines consisting of towers, masts, poles, crossarms, guys, braces, feeders, transmission and distribution wires, transformers and other electrical appliances on, under, along and across the highways, streets, alleys, bridges, waterways, and other public places, and to do a local electric business in the City of Mason, Ingham County, Michigan, for a period of thirty years.

**EXHIBITS**

None

**STAFF REVIEW**

Administration

**SUMMARY STATEMENT**

The State of Michigan Constitution calls for cities to have an established franchise agreement authorizing utility services. Consumers Energy, based out of Jackson, Michigan, is the primary provider within our region. This agreement provides them authorization to place the infrastructure and perform the necessary duties to provide electrical services within the City. This is a continuation of a long-term existing relationship between the two parties.

**RECOMMENDED ACTION**

Move to introduce Ordinance No. 194 and consider read for the first time.

Introduced/First Reading:  
Second Reading/Adopted:  
Publication:  
Effective Date:

CITY OF MASON  
ORDINANCE NO. 194

AN ORDINANCE, GRANTING TO CONSUMERS ENERGY COMPANY, ITS SUCCESSORS AND ASSIGNS, THE RIGHT, POWER AND AUTHORITY TO CONSTRUCT, MAINTAIN AND COMMERCIALY USE ELECTRIC LINES CONSISTING OF TOWERS, MASTS, POLES, CROSSARMS, GUYS, BRACES, FEEDERS, TRANSMISSION AND DISTRIBUTION WIRES, TRANSFORMERS AND OTHER ELECTRICAL APPLIANCES ON, UNDER, ALONG AND ACROSS THE HIGHWAYS, STREETS, ALLEYS, BRIDGES, WATERWAYS, AND OTHER PUBLIC PLACES, AND TO DO A LOCAL ELECTRIC BUSINESS IN THE CITY OF MASON, INGHAM COUNTY, MICHIGAN, FOR A PERIOD OF THIRTY YEARS.

THE CITY OF MASON ORDAINS:

**Section 1. Grant, term.** The City of Mason, Ingham County, Michigan, hereinafter "City," hereby grants the right, power and authority to the Consumers Energy Company, a Michigan corporation, its successors and assigns, hereinafter called the "Grantee," to construct, maintain and commercially use electric lines consisting of towers, masts, poles, crossarms, guys, braces, feeders, transmission and distribution wires, transformers and other electrical appliances, hereinafter referred to collectively as electric lines, for the purpose of transmitting, transforming and distributing electricity on, under, along and across the highways, streets, alleys, bridges, waterways, and other public places, and to do a local electric business in the city of Mason, Ingham County, Michigan, for a period of thirty years.

**Section 2. Consideration.** In consideration of the rights, power and authority hereby granted, said Grantee shall faithfully perform all things required by the terms hereof.

**Section 3. Conditions.** Except in cases of emergency, no work requiring any excavation in, opening in, or tunneling under any highway, street, alley, bridge, waterway, or other public place shall be commenced by said Grantee without first obtaining a permit for said work from the City. Except in cases of emergency, no work requiring the obstruction of any portion of any right-of-way for longer than one day shall be commenced by Grantee without first obtaining a right-of-way permit from the City. In cases of emergency, the required permits shall be obtained as soon as practicable after commencement of the work. No highway, street, alley, bridge, waterway, or other public place used by said Grantee shall be obstructed longer than necessary during the work

of construction or repair, and shall be restored to the same order and condition as when said work was commenced. All of Grantee's structures and equipment shall be so placed on either side of the highways so as not to unnecessarily interfere with the use thereof for highway purposes. All of Grantee's wires carrying electricity shall be securely fastened so as not to endanger or injure persons or property in said highways. The Grantee shall have the right to trim trees if necessary in the conducting of such business, subject, however, to the supervision and reasonable control of the City's Public Works Department or its successor.

**Section 4. Hold harmless.** Said Grantee shall at all times keep and save the City free and harmless from all loss, costs and expense to which it may be subject by reason of the electric lines hereby authorized. In case any action is commenced against the City on account of the permission herein given, said Grantee shall, upon notice, defend the City and save it free and harmless from all loss, cost and damage arising out of the electric lines. Provided, however, that Grantee's obligations under this Section 4 shall not apply to any loss, cost, damage, or claims arising solely out of the negligence of the City, its employees, or its contractors. Furthermore, in the event that any loss, cost, damage or claims arise out of the joint negligence of the City, its employees or its contractors, Grantee's obligations under this Section 4 shall not apply to the proportional extent of the negligence of the City, its employees or its contractors.

**Section 5. Extensions.** Said Grantee shall construct and extend its electric distribution system within said city, and shall furnish electric service to applicants residing therein in accordance with applicable laws, rules and regulations.

**Section 6. Franchise not exclusive.** The rights, power and authority herein granted, are not exclusive.

**Section 7. Rates.** Said Grantee shall be entitled to charge the inhabitants of said city for electric furnished therein, the rates as approved by the Michigan Public Service Commission, to which Commission or its successors authority and jurisdiction to fix and regulate electric rates and rules regulating such service in said City, are hereby granted for the term of this franchise. Such rates and rules shall be subject to review and change at any time upon petition therefor being made by either said City, acting by its City Council, or by said Grantee.

**Section 8. Revocation.** The franchise granted by this ordinance is subject to revocation at the will of the City Council or Grantee and upon sixty (60) days written notice by the party desiring such revocation.

**Section 9. Right of regulation.** The Grantee shall be and remain subject to all charter provisions, ordinances, rules and regulations of the City now in effect, or which are subsequently adopted for the regulation of land uses or for the protection of the health, safety and general welfare of the public; provided, however, that nothing herein shall be construed as a waiver by Grantee of its existing or future rights under State or Federal law.

**Section 10. Use of streets of streets.** The franchise granted by this ordinance is subject to the right of the City to use, control, and regulate the use of its streets, alleys, bridges, and public places and the space above and beneath them. The Grantee and its contractors and subcontractors shall, at Grantee's own cost and expense, relocate or remove Grantee's facilities from streets, alleys, bridges, and public places whenever (i) the use of such streets, alleys, bridges, and public places by the public for the installation or repair of public improvements, such as, but not limited to, drains, sewers, water mains or pipes, road construction, grading or repair, or (ii) the vacation of any street or public right of way, necessitates such relocation or removal; provided, however, that nothing herein shall be construed as a waiver by Grantee of any of its existing or future rights under state or Federal law. Nothing herein shall restrict or impair Grantee's rights under any statutes or laws regarding the vacation or relocation of public streets. Grantee shall permit joint use of, or attachment to, its poles and other appurtenances located within the streets, alleys and other public places of Grantor in accordance with the rules and regulations of the Michigan Public Service Commission and the Federal Communications Commission, as applicable.

**Section 11. Michigan Public Service Commission, jurisdiction.** Said Grantee shall, as to all other conditions and elements of service not herein fixed that fall within the jurisdiction of the Michigan Public Service Commission, be and remain subject to the rules and regulations of the Michigan Public Service Commission or its successors, applicable to electric service in said City.

**Section 12. Repealer.** This ordinance, when accepted and published as herein provided, shall repeal and supersede the provisions of an electric ordinance adopted by the City on January 15, 1979 entitled:

AN ORDINANCE, GRANTING TO CONSUMERS POWER COMPANY, ITS SUCCESSORS AND ASSIGNS, THE RIGHT, POWER AND AUTHORITY TO CONSTRUCT, MAINTAIN AND COMMERCIALY USE ELECTRIC LINES CONSISTING OF TOWERS, MASTS, POLES, CROSSARMS, GUYS, BRACES, FEEDERS, TRANSMISSION AND DISTRIBUTION WIRES, TRANSFORMERS AND OTHER ELECTRICAL APPLIANCES ON, UNDER, ALONG AND ACROSS THE HIGHWAYS, STREETS, ALLEYS, BRIDGES AND OTHER PUBLIC PLACES, AND TO DO A LOCAL ELECTRIC BUSINESS IN THE CITY OF MASON, INGHAM COUNTY, MICHIGAN FOR A PERIOD OF THIRTY YEARS.

and amendments, if any, to such ordinance whereby an electric franchise was granted to Consumers Energy Company.

**Section 13. Effective date.** This ordinance shall take effect upon the latter of (i) the day after the date of publication thereof and (ii) twenty days after adoption thereof by the City Council; provided, however, it shall cease and be of no effect after thirty days

from its adoption unless within said period the Grantee shall accept the same in writing filed with the City Clerk. Upon acceptance and publication hereof, this ordinance shall constitute a contract between said City and said Grantee.

The foregoing Ordinance was moved for adoption by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_, with a vote thereon being: YES ( ) NO ( ), at a regular meeting of the City Council held pursuant to public notice in compliance with the Michigan Open Meetings Act, on the \_\_\_\_\_ day of June, 2013.

Mason Codes declared adopted this \_\_\_\_\_ day of June, 2013.

\_\_\_\_\_  
Leon R. Clark, Mayor

\_\_\_\_\_  
Deborah A. Cwierniewicz, Clerk

**CITY OF MASON**  
**STAFF AGENDA REPORT TO CITY COUNCIL**

---

**Meeting Date:** June 17, 2013

**Agenda Item:** 8(B)

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**AGENDA ITEM**

Resolution No. 2013-22 – Mason Fireworks Display Agreement

**EXHIBITS**

None

**STAFF REVIEW**

Fire Department

**SUMMARY STATEMENT**

The Fire Department annually submits a request to hold a fireworks display for the 4<sup>th</sup> of July celebration held at the Ingham County Fairgrounds.

**RECOMMENDED ACTION**

Move to approve Resolution No. 2013-22.

Introduced:  
Second:

**CITY OF MASON  
CITY COUNCIL RESOLUTION NO. 2013-22**

**FIREWORKS DISPLAY AGREEMENT**

**June 17, 2013**

**BE IT HEREBY RESOLVED**, by the Mason City Council of the City of Mason that it does hereby grant permission to the Mason Fire Department and the Dansville Fire Department, Township of Ingham, to hold a fireworks display on the evening of July 4, 2013 in conjunction with the annual Fourth of July celebration at the Ingham County Fairgrounds.

**FURTHER RESOLVED**, that the lease agreement with the Ingham County Fairgrounds be signed by the Mayor and the City Administrator on behalf of the City of Mason for the use of the facilities that day.

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, June 17, 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:** June 17, 2013

**Agenda Item:** 8(C-G)

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**AGENDA ITEM**

- Resolution 2013-23 – Designate Authorizing Signatories
- Resolution 2013-24 – Amend the 2012-2013 Fiscal Year Budget
- Resolution 2013-25 – Return Delinquent Water and Sewer Bills to the July 2013 Tax Roll
- Resolution 2013-26 – Levy 1% Tax Administration Fee
- Resolution 2013-27 – Return Miscellaneous Bills to the July 2013 Tax Roll

**EXHIBITS**

- Amended Budget
- "A" Delinquent Water and Sewer Bills
- "A" Delinquent Miscellaneous Bills

**STAFF REVIEW**

Finance Department

**SUMMARY STATEMENT**

Attached are the five standard fiscal year end resolutions which must be adopted by the Council annually.

Resolution 2013-23 authorizes Dart Bank and Mason State Bank to recognize the facsimile signatures of Martin A. Colburn and Eric E. Smith.

Resolution 2013-24 amends the 2012-2013 budget. By State Law we must ensure that expenditures do not exceed the allocated budget. All accounts have been reviewed by the Finance Department and the department heads. Corrections and adjustments may be made by the auditors if necessary.

Resolution 2013-25 authorizes the City Treasurer to return delinquent water and sewer bills to the July 2013 tax roll.

Resolution 2013-26 authorizes the City Treasurer to levy a 1% administration fee on all non-city tax collections. It further authorizes 4% interest on delinquent July tax and a 3% penalty on delinquent December tax.

Resolution 2013-27 authorizes the City Treasurer to return delinquent invoices to the July 2013 tax roll.

**RECOMMENDED ACTION**

Move to approve Resolution Nos. 2013-23 – 2013-27.

Introduced:  
Second:

**CITY OF MASON  
CITY COUNCIL RESOLUTION 2013-23  
DESIGNATE AUTHORIZING SIGNATORIES**

**June 17, 2013**

**BE IT HEREBY RESOLVED**, that Mason State Bank and Dart National Bank, as designated depositories of the City of Mason, be, and it is hereby requested, authorized, and directed to honor checks, drafts, or other orders for the payment of money drawn in the City's name, including those payable to the individual order of any persons whose names appear thereon as signers thereof, when bearing or purporting to bear the facsimile signatures of the two following names: Martin A. Colburn, City Administrator; Eric E. Smith, Finance Director/Treasurer, and the above banks shall be entitled to honor and charge the City of Mason for such checks, drafts, or other orders, regardless of by whom or by what means the actual or purported facsimile signatures thereon may have been affixed thereto, if such signature resembles the facsimile specimens duly certified to or filed with the above banks by the Clerk of the City of Mason.

Yes:

No:

**CLERK'S CERTIFICATION:** I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the City Council at its regular meeting held Monday, June, 17, 2013, the original of which is part of the Council's minutes.

---

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

Introduced:  
Second:

**CITY OF MASON  
CITY COUNCIL RESOLUTION 2013-24  
AMEND THE 2012-2013 FISCALYEAR BUDGET**

**June 17, 2013**

**BE IT HEREBY RESOLVED** by the City Council of the City of Mason that the 2012-2013 fiscal year Budget is hereby amended as per the attached "Exhibit A."

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, June 17, 2013, the original of which is part of the Council's minutes.

---

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

## EXHIBIT A

**BUDGET REPORT FOR CITY OF MASON  
FOR FISCAL YEAR 2012-2013**

GL NUMBER	2012-13 ORIGINAL BUDGET	2012-13 AMENDED BUDGET	YTD BALANCE THRU 6/30/2012	AVAILABLE BALANCE	% OF BDGT USED
<b>Fund 101 - GENERAL FUND</b>					
Dept 000.00					
SURPLUS FROM FUND BALANCE	164,635.00	0.00	0.00	0.00	0.00
TRANSFERS IN	0.00	1,685.00	1,685.48	(0.48)	100.03
TOTAL 000.00	164,635.00	1,685.00	1,685.48	(0.48)	100.03
Dept 215.00-CLERK					
CHARGES FOR SERVICES	0.00	145.00	145.82	(0.82)	100.57
TOTAL 215.00-CLERK	0.00	145.00	145.82	(0.82)	100.57
Dept 254.00-TREASURER/FINANCE					
CHARGES FOR SERVICES	88,555.00	90,550.00	90,350.57	199.43	99.78
TAX REVENUE	2,869,950.00	2,879,390.00	2,876,116.06	3,273.94	99.89
LICENSE AND PERMITS	61,000.00	91,340.00	90,748.36	591.64	99.35
STATE REVENUE SHARING	550,000.00	646,495.00	544,990.00	101,505.00	84.30
FRINGE BENEFITS	6,600.00	6,600.00	6,600.00	0.00	100.00
CHARGES FOR SERVICES - FEES	550.00	335.00	335.00	0.00	100.00
INTEREST INCOME	7,500.00	7,000.00	6,422.79	577.21	91.75
RENTALS	32,245.00	31,980.00	31,732.70	247.30	99.23
ADMIN CONTR FR OTHER FUNDS	1,031,680.00	483,795.00	482,845.00	950.00	99.80
CONTRIBUTIONS FROM OTHER FUNDS	139,905.00	151,655.00	151,662.02	(7.02)	100.00
SUNDRY	0.00	555.00	556.00	(1.00)	100.18
TOTAL 254.00-TREASURER/FINANCE	4,787,985.00	4,389,695.00	4,282,358.50	107,336.50	97.55
Dept 262.00-ELECTIONS					
CHARGES FOR SERVICES	0.00	5,790.00	5,791.73	(1.73)	100.03
TOTAL 262.00-ELECTIONS	0.00	5,790.00	5,791.73	(1.73)	100.03
Dept 271.00-FORESTRY					
CHARGES FOR SERVICES	29,770.00	29,770.00	29,770.00	0.00	100.00
DONATIONS FROM PRIVATE SOURCES	0.00	100.00	100.00	0.00	100.00
TOTAL 271.00-FORESTRY	29,770.00	29,870.00	29,870.00	0.00	100.00
Dept 276.00-CEMETERY					
CHARGES FOR SERVICES	20,000.00	12,520.00	12,522.50	(2.50)	100.02
CHARGES FOR SERVICES - FEES	16,500.00	17,585.00	17,586.00	(1.00)	100.01
CONTRIBUTIONS FROM OTHER FUNDS	750.00	825.00	0.00	825.00	0.00
CHARGES FOR SERVICES-SALES	3,500.00	6,625.00	6,626.00	(1.00)	100.02
TOTAL 276.00-CEMETERY	40,750.00	37,555.00	36,734.50	820.50	97.82
Dept 301.00-POLICE DEPARTMENT					
CHARGES FOR SERVICES	23,680.00	21,270.00	22,067.93	(797.93)	103.75
LICENSE AND PERMITS	4,400.00	4,950.00	4,949.65	0.35	99.99
CHARGES FOR SERVICES - FEES	3,400.00	3,280.00	3,282.03	(2.03)	100.06
SUNDRY	1,000.00	4,295.00	4,295.99	(0.99)	100.02
DONATIONS FROM PRIVATE SOURCES	5,000.00	8,345.00	8,393.25	(48.25)	100.58
GRANT REVENUE	51,985.00	4,240.00	4,553.48	(313.48)	107.39
FINES AND FORFEITURES	26,650.00	29,100.00	27,072.05	2,027.95	93.03
TOTAL 301.00-POLICE DEPARTMENT	116,115.00	75,480.00	74,614.38	865.62	98.85

**BUDGET REPORT FOR CITY OF MASON  
FOR FISCAL YEAR 2012-2013**

GL NUMBER	2012-13 ORIGINAL BUDGET	2012-13 AMENDED BUDGET	YTD BALANCE THRU 6/30/2012	AVAILABLE BALANCE	% OF BDGT USED
Dept 336.00-FIRE DEPARTMENT					
CHARGES FOR SERVICES	0.00	30.00	31.00	(1.00)	103.33
LICENSE AND PERMITS	2,000.00	3,250.00	3,125.00	125.00	96.15
CHARGES FOR SERVICES - FEES	145,355.00	149,745.00	152,748.07	(3,003.07)	102.01
FINES AND FORFEITURES	1,200.00	1,200.00	1,100.00	100.00	91.67
TOTAL 336.00-FIRE DEPARTMENT	148,555.00	154,225.00	157,004.07	(2,779.07)	101.80
Dept 528.00-REFUSE COLLECTION					
CHARGES FOR SERVICES - FEES	323,660.00	326,630.00	326,630.92	(0.92)	100.00
CONTRIBUTIONS FROM OTHER FUNDS	8,095.00	6,915.00	6,914.64	0.36	99.99
TOTAL 528.00-REFUSE COLLECTION	331,755.00	333,545.00	333,545.56	(0.56)	100.00
Dept 747.00-COMMUNITY GARDEN					
CHARGES FOR SERVICES-SALES	250.00	620.00	620.00	0.00	100.00
TOTAL 747.00-COMMUNITY GARDEN	250.00	620.00	620.00	0.00	100.00
Dept 751.00-RECREATION					
RENTALS	3,500.00	5,000.00	4,730.00	270.00	94.60
DONATIONS FROM PRIVATE SOURCES	2,500.00	1,500.00	1,500.00	0.00	100.00
CHARGES FOR SERVICES-SALES	5,000.00	0.00	0.00	0.00	0.00
TOTAL 751.00-RECREATION	11,000.00	6,500.00	6,230.00	270.00	95.85
Dept 758.00-PUBLIC ART					
DONATIONS FROM PRIVATE SOURCES	0.00	5,000.00	5,000.00	0.00	100.00
TOTAL 758.00-PUBLIC ART	0.00	5,000.00	5,000.00	0.00	100.00
Dept 775.00-SENIOR CITIZENS					
CONTRIBUTIONS FROM OTHER FUNDS	4,000.00	4,000.00	4,000.00	0.00	100.00
TOTAL 775.00-SENIOR CITIZENS	4,000.00	4,000.00	4,000.00	0.00	100.00
Dept 850.00-WORKERS COMPENSATION					
WK COMP INS CONTRIBUTION	55,100.00	40,270.00	40,267.00	3.00	99.99
TOTAL 850.00-WORKERS COMPENSATION	55,100.00	40,270.00	40,267.00	3.00	99.99
<b>TOTAL REVENUES</b>	5,689,915.00	5,084,380.00	4,977,867.04	106,512.96	97.91

**BUDGET REPORT FOR CITY OF MASON  
FOR FISCAL YEAR 2012-2013**

<b>GL NUMBER</b>	<b>2012-13 ORIGINAL BUDGET</b>	<b>2012-13 AMENDED BUDGET</b>	<b>YTD BALANCE THRU 6/30/2012</b>	<b>AVAILABLE BALANCE</b>	<b>% OF BDGT USED</b>
<b>Fund 101 - GENERAL FUND</b>					
101.00-COUNCIL	44,305.00	37,835.00	26,818.73	11,016.27	70.88
172.00-ADMINISTRATOR	240,240.00	182,285.00	172,547.34	9,737.66	94.66
209.00-ASSESSING	47,185.00	48,135.00	47,578.06	556.94	98.84
247.00-BOARD OF REVIEW	650.00	690.00	690.00	0.00	100.00
254.00-TREASURER/FINANCE	475,615.00	368,855.00	348,736.99	20,118.01	94.55
260.00-TECHNOLOGY	48,565.00	48,565.00	45,856.60	2,708.40	94.42
262.00-ELECTIONS	135,590.00	120,105.00	109,642.97	10,462.03	91.29
265.00-BUILDING OFFICIAL/CITY HALL	145,710.00	156,155.00	137,660.88	18,494.12	88.16
266.00-LEGAL/ATTORNEY	70,000.00	90,000.00	80,786.47	9,213.53	89.76
268.00-PARK STREET PROPERTY	41,985.00	41,985.00	10,866.09	31,118.91	25.88
269.00-PROPERTY	430,595.00	446,735.00	434,702.02	12,032.98	97.31
271.00-FORESTRY	67,705.00	61,100.00	54,799.08	6,300.92	89.69
272.00-ADMINISTRATIVE SERVICES	233,895.00	169,850.00	164,159.10	5,690.90	96.65
276.00-CEMETERY	146,525.00	111,565.00	94,455.18	17,109.82	84.66
305.00-POLICE ADMINISTRATION	337,945.00	299,580.00	270,476.16	29,103.84	90.29
315.00-CROSSING GUARDS	33,595.00	20,270.00	18,955.88	1,314.12	93.52
316.00-POLICE PATROLLING	1,016,720.00	834,635.00	791,961.83	42,673.17	94.89
336.00-FIRE DEPARTMENT	429,785.00	392,665.00	368,850.05	23,814.95	93.94
380.00-PLANNING/ZONING OFFICIAL	120,000.00	106,900.00	101,382.76	5,517.24	94.84
426.00-CIVIL DEFENSE	8,100.00	8,050.00	7,550.38	499.62	93.79
428.00-DISASTER ACCOUNT	100.00	100.00	0.00	100.00	0.00
441.00-PUBLIC SERVICES	6,400.00	4,610.00	3,270.75	1,339.25	70.95
447.00-ENGINEERING	285.00	0.00	0.00	0.00	0.00
448.00-STREET LIGHTING	134,985.00	115,750.00	113,439.15	2,310.85	98.00
528.00-REFUSE COLLECTION	331,235.00	317,250.00	317,240.91	9.09	100.00
747.00-COMMUNITY GARDEN	250.00	1,020.00	458.27	561.73	44.93
756.00-PARKS AND BALL DIAMONDS	142,610.00	105,700.00	88,210.61	17,489.39	83.45
775.00-SENIOR CITIZENS	8,010.00	6,700.00	6,575.00	125.00	98.13
790.00-LIBRARY	8,045.00	9,455.00	6,333.45	3,121.55	66.99

**BUDGET REPORT FOR CITY OF MASON  
FOR FISCAL YEAR 2012-2013**

<b>GL NUMBER</b>	<b>2012-13 ORIGINAL BUDGET</b>	<b>2012-13 AMENDED BUDGET</b>	<b>YTD BALANCE THRU 6/30/2012</b>	<b>AVAILABLE BALANCE</b>	<b>% OF BDGT USED</b>
806.00-CHRISTMAS DECORATIONS	4,505.00	4,445.00	4,393.78	51.22	98.85
807.00-CABLE COMMISSION	4,300.00	4,120.00	3,552.50	567.50	86.23
808.00-PLANNING COMMISSION	1,385.00	1,200.00	881.60	318.40	73.47
850.00-WORKERS COMPENSATION	55,100.00	39,385.00	39,382.00	3.00	99.99
855.00-RETIREE BENEFITS	101,200.00	83,700.00	82,700.13	999.87	98.81
890.00-CONTINGENCIES	56,590.00	63,085.00	0.00	63,085.00	0.00
999.00-SURPLUS	760,205.00	781,900.00	0.00	781,900.00	0.00
<b>TOTAL EXPENDITURES</b>	<b>5,689,915.00</b>	<b>5,084,380.00</b>	<b>3,954,914.72</b>	<b>1,129,465.28</b>	<b>77.79</b>

**BUDGET REPORT FOR CITY OF MASON  
FOR FISCAL YEAR 2012-2013**

<b>GL NUMBER</b>	<b>2012-13 ORIGINAL BUDGET</b>	<b>2012-13 AMENDED BUDGET</b>	<b>YTD BALANCE THRU 6/30/2012</b>	<b>AVAILABLE BALANCE</b>	<b>% OF BDGT USED</b>
<b>Fund 202 - MAJOR STREETS FUND</b>					
Dept 000.00					
SURPLUS FROM FUND BALANCE	71,455.00	12,900.00	0.00	12,900.00	0.00
TRANSFERS IN	760,205.00	760,205.00	0.00	760,205.00	0.00
INTEREST INCOME	1,250.00	1,500.00	1,399.51	100.49	93.30
SUNDRY	0.00	185.00	185.48	(0.48)	100.26
CHARGES FOR SERVICES-SALES	500.00	590.00	593.86	(3.86)	100.65
GRANT REVENUE	340,000.00	360,000.00	305,777.89	54,222.11	84.94
<b>TOTAL 000.00</b>	<b>1,173,410.00</b>	<b>1,135,380.00</b>	<b>307,956.74</b>	<b>827,423.26</b>	<b>27.12</b>
<b>TOTAL REVENUES</b>	<b>1,173,410.00</b>	<b>1,135,380.00</b>	<b>307,956.74</b>	<b>827,423.26</b>	<b>27.12</b>

BUDGET REPORT FOR CITY OF MASON  
FOR FISCAL YEAR 2012-2013

GL NUMBER	2012-13 ORIGINAL BUDGET	2012-13 AMENDED BUDGET	YTD BALANCE THRU 6/30/2012	AVAILABLE BALANCE	% OF BDGT USED
<b>Fund 202 - MAJOR STREETS FUND</b>					
000.00	55,980.00	28,650.00	28,645.48	4.52	99.98
451.00-STREET/ROAD CONSTRUCTION	860,205.00	860,205.00	36,491.79	823,713.21	4.24
463.00-STREET MAINTENANCE	131,260.00	132,025.00	113,244.52	18,780.48	85.78
474.00-TRAFFIC SERVICES	24,230.00	21,920.00	17,156.15	4,763.85	78.27
478.00-WINTER MAINTENANCE	38,255.00	29,100.00	28,404.54	695.46	97.61
482.00-STREET ADMIN/GEN EXP	63,480.00	63,480.00	63,480.00	0.00	100.00
<b>TOTAL EXPENDITURES</b>	<b>1,173,410.00</b>	<b>1,135,380.00</b>	<b>287,422.48</b>	<b>847,957.52</b>	<b>25.32</b>

**BUDGET REPORT FOR CITY OF MASON  
FOR FISCAL YEAR 2012-2013**

<b>GL NUMBER</b>	<b>2012-13 ORIGINAL BUDGET</b>	<b>2012-13 AMENDED BUDGET</b>	<b>YTD BALANCE THRU 6/30/2012</b>	<b>AVAILABLE BALANCE</b>	<b>% OF BDGT USED</b>
<b>Fund 203 - LOCAL STREETS FUND</b>					
Dept 000.00					
TRANSFERS IN	55,980.00	28,460.00	28,460.00	0.00	100.00
CHARGES FOR SERVICES	19,650.00	23,955.00	23,957.85	(2.85)	100.01
INTEREST INCOME	250.00	275.00	274.41	0.59	99.79
SUNDRY	0.00	1,500.00	1,500.00	0.00	100.00
CHARGES FOR SERVICES-SALES	500.00	2,910.00	2,912.06	(2.06)	100.07
GRANT REVENUE	115,000.00	124,500.00	105,672.01	18,827.99	84.88
<b>TOTAL 000.00</b>	<b>191,380.00</b>	<b>181,600.00</b>	<b>162,776.33</b>	<b>18,823.67</b>	<b>89.63</b>
<b>TOTAL REVENUES</b>	<b>191,380.00</b>	<b>181,600.00</b>	<b>162,776.33</b>	<b>18,823.67</b>	<b>89.63</b>

BUDGET REPORT FOR CITY OF MASON  
FOR FISCAL YEAR 2012-2013

GL NUMBER	2012-13 ORIGINAL BUDGET	2012-13 AMENDED BUDGET	YTD BALANCE THRU 6/30/2012	AVAILABLE BALANCE	% OF BDGT USED
<b>Fund 203 - LOCAL STREETS FUND</b>					
000.00	0.00	1,500.00	1,500.00	0.00	100.00
463.00-STREET MAINTENANCE	139,970.00	136,520.00	120,482.87	16,037.13	88.25
474.00-TRAFFIC SERVICES	8,385.00	10,345.00	8,896.32	1,448.68	86.00
478.00-WINTER MAINTENANCE	31,525.00	20,785.00	20,081.84	703.16	96.62
482.00-STREET ADMIN/GEN EXP	11,500.00	12,450.00	11,500.00	950.00	92.37
<b>TOTAL EXPENDITURES</b>	<b>191,380.00</b>	<b>181,600.00</b>	<b>162,461.03</b>	<b>19,138.97</b>	<b>89.46</b>

**BUDGET REPORT FOR CITY OF MASON  
FOR FISCAL YEAR 2012-2013**

<b>GL NUMBER</b>	<b>2012-13 ORIGINAL BUDGET</b>	<b>2012-13 AMENDED BUDGET</b>	<b>YTD BALANCE THRU 6/30/2012</b>	<b>AVAILABLE BALANCE</b>	<b>% OF BDGT USED</b>
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY</b>					
Dept 000.00					
SURPLUS FROM FUND BALANCE	33,105.00	25,745.00	0.00	25,745.00	0.00
TAX REVENUE	58,840.00	59,990.00	59,989.10	0.90	100.00
INTEREST INCOME	300.00	500.00	456.33	43.67	91.27
SUNDRY	24,000.00	19,500.00	19,500.00	0.00	100.00
DONATIONS FROM PRIVATE SOURCES	7,000.00	5,200.00	5,204.00	(4.00)	100.08
<b>TOTAL 000.00</b>	<b>123,245.00</b>	<b>110,935.00</b>	<b>85,149.43</b>	<b>25,785.57</b>	<b>76.76</b>
<b>TOTAL REVENUES</b>	<b>123,245.00</b>	<b>110,935.00</b>	<b>85,149.43</b>	<b>25,785.57</b>	<b>76.76</b>

BUDGET REPORT FOR CITY OF MASON  
FOR FISCAL YEAR 2012-2013

GL NUMBER	2012-13 ORIGINAL BUDGET	2012-13 AMENDED BUDGET	YTD BALANCE THRU 6/30/2012	AVAILABLE BALANCE	% OF BDGT USED
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY</b>					
000.00	123,245.00	110,935.00	51,729.82	59,205.18	46.63
<b>TOTAL EXPENDITURES</b>	123,245.00	110,935.00	51,729.82	59,205.18	46.63

**BUDGET REPORT FOR CITY OF MASON  
FOR FISCAL YEAR 2012-2013**

<b>GL NUMBER</b>	<b>2012-13 ORIGINAL BUDGET</b>	<b>2012-13 AMENDED BUDGET</b>	<b>YTD BALANCE THRU 6/30/2012</b>	<b>AVAILABLE BALANCE</b>	<b>% OF BDGT USED</b>
<b>Fund 250 - LOCAL DEV. FINANCE AUTHORITY</b>					
Dept 000.00					
SURPLUS FROM FUND BALANCE	273,700.00	0.00	0.00	0.00	0.00
TAX REVENUE	396,900.00	393,360.00	393,363.49	(3.49)	100.00
INTEREST INCOME	4,000.00	5,250.00	4,989.74	260.26	95.04
TOTAL 000.00	674,600.00	398,610.00	398,353.23	256.77	99.94
<b>TOTAL REVENUES</b>	674,600.00	398,610.00	398,353.23	256.77	99.94

**BUDGET REPORT FOR CITY OF MASON  
FOR FISCAL YEAR 2012-2013**

<b>GL NUMBER</b>	<b>2012-13 ORIGINAL BUDGET</b>	<b>2012-13 AMENDED BUDGET</b>	<b>YTD BALANCE THRU 6/30/2012</b>	<b>AVAILABLE BALANCE</b>	<b>% OF BDGT USED</b>
<b>Fund 250 - LOCAL DEV. FINANCE AUTHORITY</b>					
691.00-L.D.F.A.	674,600.00	398,610.00	57,791.00	340,819.00	14.50
<b>TOTAL EXPENDITURES</b>	<b>674,600.00</b>	<b>398,610.00</b>	<b>57,791.00</b>	<b>340,819.00</b>	<b>14.50</b>

**BUDGET REPORT FOR CITY OF MASON  
FOR FISCAL YEAR 2012-2013**

<b>GL NUMBER</b>	<b>2012-13 ORIGINAL BUDGET</b>	<b>2012-13 AMENDED BUDGET</b>	<b>YTD BALANCE THRU 6/30/2012</b>	<b>AVAILABLE BALANCE</b>	<b>% OF BDGT USED</b>
<b>Fund 297 - ECONOMIC DEVELOPMENT COMM.</b>					
Dept 000.00					
INTEREST INCOME	60.00	60.00	57.70	2.30	96.17
TOTAL 000.00	60.00	60.00	57.70	2.30	96.17
<b>TOTAL REVENUES</b>	60.00	60.00	57.70	2.30	96.17

**BUDGET REPORT FOR CITY OF MASON  
FOR FISCAL YEAR 2012-2013**

<b>GL NUMBER</b>	<b>2012-13 ORIGINAL BUDGET</b>	<b>2012-13 AMENDED BUDGET</b>	<b>YTD BALANCE THRU 6/30/2012</b>	<b>AVAILABLE BALANCE</b>	<b>% OF BDGT USED</b>
<b>Fund 297 - ECONOMIC DEVELOPMENT COMM.</b>					
000.00	60.00	60.00	0.00	60.00	0.00
<b>TOTAL EXPENDITURES</b>	60.00	60.00	0.00	60.00	0.00

**BUDGET REPORT FOR CITY OF MASON  
FOR FISCAL YEAR 2012-2013**

<b>GL NUMBER</b>	<b>2012-13 ORIGINAL BUDGET</b>	<b>2012-13 AMENDED BUDGET</b>	<b>YTD BALANCE THRU 6/30/2012</b>	<b>AVAILABLE BALANCE</b>	<b>% OF BDGT USED</b>
<b>Fund 592 - WATER/SEWER FUND</b>					
Dept 000.00					
SURPLUS FROM FUND BALANCE	679,040.00	655,065.00	0.00	655,065.00	0.00
CHARGES FOR SERVICES	12,395.00	15,530.00	14,970.00	560.00	96.39
LICENSE AND PERMITS	22,750.00	49,750.00	49,750.00	0.00	100.00
CHARGES FOR SERVICES - FEES	0.00	720.00	721.23	(1.23)	100.17
INTEREST INCOME	12,000.00	10,600.00	9,278.09	1,321.91	87.53
RENTALS	500.00	500.00	500.00	0.00	100.00
CONTRIBUTIONS FROM OTHER FUNDS	625,000.00	125,000.00	0.00	125,000.00	0.00
SUNDRY	0.00	1,675.00	1,675.50	(0.50)	100.03
CHARGES FOR SERVICES-SALES	2,445,215.00	2,384,795.00	2,186,759.30	198,035.70	91.70
FINES AND FORFEITURES	46,800.00	39,300.00	36,018.29	3,281.71	91.65
<b>TOTAL 000.00</b>	<b>3,843,700.00</b>	<b>3,282,935.00</b>	<b>2,299,672.41</b>	<b>983,262.59</b>	<b>70.05</b>
<b>TOTAL REVENUES</b>	<b>3,843,700.00</b>	<b>3,282,935.00</b>	<b>2,299,672.41</b>	<b>983,262.59</b>	<b>70.05</b>

**BUDGET REPORT FOR CITY OF MASON  
FOR FISCAL YEAR 2012-2013**

<b>GL NUMBER</b>	<b>2012-13 ORIGINAL BUDGET</b>	<b>2012-13 AMENDED BUDGET</b>	<b>YTD BALANCE THRU 6/30/2012</b>	<b>AVAILABLE BALANCE</b>	<b>% OF BDGT USED</b>
<b>Fund 592 - WATER/SEWER FUND</b>					
545.00-WATER & SEWER ADMINISTRATION	41,335.00	40,245.00	37,793.90	2,451.10	93.91
546.00-SEWER IMPROVEMENT	43,260.00	45,960.00	45,958.40	1.60	100.00
548.00-SEWER MAINTENANCE	187,270.00	177,645.00	138,468.55	39,176.45	77.95
555.00-WASTEWATER TREATMENT PLANT	878,425.00	841,490.00	813,594.11	27,895.89	96.68
556.00-WATER MAINTENANCE	389,895.00	389,975.00	364,652.35	25,322.65	93.51
557.00-STORM SEWER PROGRAM	10,320.00	16,775.00	16,191.96	583.04	96.52
558.00-WATER IMPROVEMENT	759,265.00	259,265.00	206,700.60	52,564.40	79.73
559.00-WATER TREATMENT PLANT	843,195.00	820,845.00	800,925.08	19,919.92	97.57
566.00-ALLOWANCE FOR DEPRECIATION	690,735.00	690,735.00	0.00	690,735.00	0.00
<b>TOTAL EXPENDITURES</b>	<b>3,843,700.00</b>	<b>3,282,935.00</b>	<b>2,424,284.95</b>	<b>858,650.05</b>	<b>73.85</b>

**BUDGET REPORT FOR CITY OF MASON  
FOR FISCAL YEAR 2012-2013**

<b>GL NUMBER</b>	<b>2012-13 ORIGINAL BUDGET</b>	<b>2012-13 AMENDED BUDGET</b>	<b>YTD BALANCE THRU 6/30/2012</b>	<b>AVAILABLE BALANCE</b>	<b>% OF BDGT USED</b>
<b>Fund 612 - MASON BUILDING AUTHORITY</b>					
Dept 000.00					
SURPLUS FROM FUND BALANCE	32,425.00	32,450.00	0.00	32,450.00	0.00
INTEREST INCOME	75.00	50.00	51.93	(1.93)	103.86
CONTRIBUTIONS FROM OTHER FUNDS	242,830.00	242,830.00	242,826.13	3.87	100.00
<b>TOTAL 000.00</b>	<b>275,330.00</b>	<b>275,330.00</b>	<b>242,878.06</b>	<b>32,451.94</b>	<b>88.21</b>
<b>TOTAL REVENUES</b>	<b>275,330.00</b>	<b>275,330.00</b>	<b>242,878.06</b>	<b>32,451.94</b>	<b>88.21</b>

**BUDGET REPORT FOR CITY OF MASON  
FOR FISCAL YEAR 2012-2013**

<b>GL NUMBER</b>	<b>2012-13 ORIGINAL BUDGET</b>	<b>2012-13 AMENDED BUDGET</b>	<b>YTD BALANCE THRU 6/30/2012</b>	<b>AVAILABLE BALANCE</b>	<b>% OF BDGT USED</b>
<b>Fund 612 - MASON BUILDING AUTHORITY</b>					
000.00	275,330.00	275,330.00	275,326.13	3.87	100.00
<b>TOTAL EXPENDITURES</b>	275,330.00	275,330.00	275,326.13	3.87	100.00

**BUDGET REPORT FOR CITY OF MASON  
FOR FISCAL YEAR 2012-2013**

<b>GL NUMBER</b>	<b>2012-13 ORIGINAL BUDGET</b>	<b>2012-13 AMENDED BUDGET</b>	<b>YTD BALANCE THRU 6/30/2012</b>	<b>AVAILABLE BALANCE</b>	<b>% OF BDGT USED</b>
<b>Fund 661 - MOTOR VEHICLE POOL</b>					
Dept 000.00					
SURPLUS FROM FUND BALANCE	131,510.00	81,325.00	0.00	81,325.00	0.00
INTEREST INCOME	2,000.00	1,495.00	1,369.80	125.20	91.63
SUNDRY	0.00	24,000.00	24,000.00	0.00	100.00
CHARGES FOR SERVICES-SALES	500.00	4,645.00	4,647.90	(2.90)	100.06
EQUIPMENT RENTAL	223,950.00	207,405.00	164,740.55	42,664.45	79.43
<b>TOTAL 000.00</b>	<b>357,960.00</b>	<b>318,870.00</b>	<b>194,758.25</b>	<b>124,111.75</b>	<b>61.08</b>
<b>TOTAL REVENUES</b>	<b>357,960.00</b>	<b>318,870.00</b>	<b>194,758.25</b>	<b>124,111.75</b>	<b>61.08</b>

BUDGET REPORT FOR CITY OF MASON  
FOR FISCAL YEAR 2012-2013

GL NUMBER	2012-13 ORIGINAL BUDGET	2012-13 AMENDED BUDGET	YTD BALANCE THRU 6/30/2012	AVAILABLE BALANCE	% OF BDGT USED
<b>Fund 661 - MOTOR VEHICLE POOL</b>					
567.00-SHOP & BLDG. MAINTENANCE	46,935.00	47,790.00	47,373.63	416.37	99.13
568.00-EQUIPMENT MAINTENANCE	171,615.00	166,170.00	157,437.15	8,732.85	94.74
901.00-EQUIPMENT-CAPITAL OUTLAY	139,410.00	104,910.00	94,836.51	10,073.49	90.40
<b>TOTAL EXPENDITURES</b>	<b>357,960.00</b>	<b>318,870.00</b>	<b>299,647.29</b>	<b>19,222.71</b>	<b>93.97</b>

BUDGET REPORT FOR CITY OF MASON  
FOR FISCAL YEAR 2012-2013

GL NUMBER	2012-13 ORIGINAL BUDGET	2012-13 AMENDED BUDGET	YTD BALANCE THRU 6/30/2012	AVAILABLE BALANCE	% OF BDGT USED
<b>Fund 702 - RAYNER BOND FUND</b>					
Dept 000.00					
INTEREST INCOME	750.00	1,100.00	1,052.51	47.49	95.68
ROYALTIES	30,000.00	40,045.00	40,045.58	(0.58)	100.00
TOTAL 000.00	30,750.00	41,145.00	41,098.09	46.91	99.89
<b>TOTAL REVENUES</b>	30,750.00	41,145.00	41,098.09	46.91	99.89

BUDGET REPORT FOR CITY OF MASON  
FOR FISCAL YEAR 2012-2013

<b>GL NUMBER</b>	<b>2012-13 ORIGINAL BUDGET</b>	<b>2012-13 AMENDED BUDGET</b>	<b>YTD BALANCE THRU 6/30/2012</b>	<b>AVAILABLE BALANCE</b>	<b>% OF BDGT USED</b>
<b>Fund 702 - RAYNER BONO FUND</b>					
000.00	30,750.00	41,145.00	20,914.64	20,230.36	50.83
<b>TOTAL EXPENDITURES</b>	<b>30,750.00</b>	<b>41,145.00</b>	<b>20,914.64</b>	<b>20,230.36</b>	<b>50.83</b>

**BUDGET REPORT FOR CITY OF MASON  
FOR FISCAL YEAR 2012-2013**

<b>GL NUMBER</b>	<b>2012-13 ORIGINAL BUDGET</b>	<b>2012-13 AMENDED BUDGET</b>	<b>YTD BALANCE THRU 6/30/2012</b>	<b>AVAILABLE BALANCE</b>	<b>% OF BDGT USED</b>
<b>Fund 711 - CEMETERY TRUST FUND</b>					
Dept 000.00					
CHARGES FOR SERVICES	4,800.00	4,515.00	4,515.00	0.00	100.00
INTEREST INCOME	750.00	820.00	756.96	63.04	92.31
TOTAL 000.00	5,550.00	5,335.00	5,271.96	63.04	98.82
<b>TOTAL REVENUES</b>	5,550.00	5,335.00	5,271.96	63.04	98.82

**BUDGET REPORT FOR CITY OF MASON  
FOR FISCAL YEAR 2012-2013**

<b>GL NUMBER</b>	<b>2012-13 ORIGINAL BUDGET</b>	<b>2012-13 AMENDED BUDGET</b>	<b>YTD BALANCE THRU 6/30/2012</b>	<b>AVAILABLE BALANCE</b>	<b>% OF BDGT USED</b>
<b>Fund 711 - CEMETERY TRUST FUND</b>					
000.00	5,550.00	5,335.00	0.00	5,335.00	0.00
<b>TOTAL EXPENDITURES</b>	5,550.00	5,335.00	0.00	5,335.00	0.00

**BUDGET REPORT FOR CITY OF MASON  
FOR FISCAL YEAR 2012-2013**

<b>GL NUMBER</b>	<b>2012-13 ORIGINAL BUDGET</b>	<b>2012-13 AMENDED BUDGET</b>	<b>YTD BALANCE THRU 6/30/2012</b>	<b>AVAILABLE BALANCE</b>	<b>% OF BDGT USED</b>
<b>Fund 812 - SPECIAL ASSESSMENT FUND</b>					
Dept 000.00					
TAX REVENUE	141,810.00	364,165.00	0.00	364,165.00	0.00
INTEREST INCOME	62,695.00	75,685.00	75,641.80	43.20	99.94
<b>TOTAL 000.00</b>	<b>204,505.00</b>	<b>439,850.00</b>	<b>75,641.80</b>	<b>364,208.20</b>	<b>17.20</b>
<b>TOTAL REVENUES</b>	<b>204,505.00</b>	<b>439,850.00</b>	<b>75,641.80</b>	<b>364,208.20</b>	<b>17.20</b>

BUDGET REPORT FOR CITY OF MASON  
FOR FISCAL YEAR 2012-2013

<b>GL NUMBER</b>	<b>2012-13 ORIGINAL BUDGET</b>	<b>2012-13 AMENDED BUDGET</b>	<b>YTD BALANCE THRU 6/30/2012</b>	<b>AVAILABLE BALANCE</b>	<b>% OF BDGT USED</b>
<b>Fund 812 - SPECIAL ASSESSMENT FUND</b>					
000.00	204,505.00	439,850.00	204,722.62	235,127.38	46.54
<b>TOTAL EXPENDITURES</b>	204,505.00	439,850.00	204,722.62	235,127.38	46.54

Introduced:  
Second:

**CITY OF MASON  
CITY COUNCIL RESOLUTION 2013-25**

**RETURN DELINQUENT WATER AND SEWER BILLS TO THE JULY 2013 TAX ROLL**

**June 17, 2013**

**BE IT HEREBY RESOLVED** by the City Council of the City of Mason that the City Treasurer is hereby authorized to return the attached "Exhibit A" entitled Delinquent Water and Sewer Bills, to the July 2013 Tax Roll, pursuant to Mason City Code Section 82-246 (a).

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, June 17, 2013, the original of which is part of the Council's minutes.

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

**ATTACHMENT TO RESOLUTION NO. 2013 - 25  
EXHIBIT "A" - DELINQUENT WATER & SEWER BILLS**

<u>Parcel No.</u>	<u>Address</u>	<u>Amount</u>	<u>Water Account</u>	<u>Property Owner</u>
33-19-10-04-453-011	883 E COLUMBIA	28.70	0200-05281-08-1	SECRETARY OF VETERANS AFFAIRS
33-19-10-05-383-017	625 W CENTER	208.29	0200-00690-04-1	GUO QI PING
33-19-10-05-479-008	114 N MASON	4,274.63	0200-03642-18-1	DAVE FEINTUCH
33-19-10-08-209-017	428 W OAK	214.77	0300-02872-10-1	PETRIT & ARLINDA JAHIRI
33-19-10-09-103-003	308 E COLUMBIA	113.25	0100-00462-07-1	CHARLINE GIERMAN
33-19-10-09-109-025	427 E ASH	136.72	0100-00174-14-1	THOMAS PHELPS
	TOTAL	4,976.36		
	TOTAL PROPERTIES	6		

\*Per Directory of Charges approved December 7, 2009, an additional \$50 will  
be added to each account placed on the tax roll

Introduced:  
Second:

**CITY OF MASON  
CITY COUNCIL RESOLUTION 2013-26**

**LEVY 1% TAX ADMINISTRATION FEE**

**June 17, 2013**

**BE IT HEREBY RESOLVED** by the City Council of the City of Mason that the City Treasurer is to levy a 1% tax administration fee on all Ingham County, Mason Public School, Ingham Intermediate School, State Education, Capital Area District Library and Lansing Community College taxes levied on the July and December 2013 tax rolls of the City of Mason;

**FURTHER RESOLVED**, that the City Treasurer is hereby authorized to collect 4% interest on any taxes that remain unpaid from the July tax roll after August 31, 2013 and 3% penalty from the December tax roll after February 14, 2014.

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, June 17, 2013, the original of which is part of the Council's minutes.

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

Introduced:  
Second:

**CITY OF MASON  
CITY COUNCIL RESOLUTION 2013-27**

**RETURN MISCELLANEOUS BILLS TO THE JULY 2013 TAX ROLL**

**June 17, 2013**

**BE IT HEREBY RESOLVED** by the City Council of the City of Mason that the City Treasurer is hereby authorized to return the attached "Exhibit A" entitled Miscellaneous Bills, to the July 2013 Tax Roll.

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, June 17, 2013, the original of which is part of the Council's minutes.

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

**ATTACHMENT TO RESOLUTION NO. 2013-27**  
**EXHIBIT "A" - DELINQUENT MISCELLANEOUS UNPAID BILLS**  
**June 17, 2013**

<u>Parcel No.</u>	<u>Address</u>	<u>Invoice No.</u>	<u>Amount</u>	<u>Description</u>
33-19-10-05-478-019	208 N Mason St	2583	196.44	Mow weeds
33-19-10-07-229-047	322 Ware St	2487	109.86	Refuse for new build
33-19-10-09-154-002	116 E Elm St	2582	288.49	Mow & Clean yard
33-19-10-09-176-001	404 E Oak St	2495	253.64	Mow & Clean yard
33-19-10-09-176-003	416 E Oak St	2617	154.00	In City Fire Run

**TOTAL: \$1,002.43**

**CITY OF MASON**  
**STAFF AGENDA REPORT TO CITY COUNCIL**

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**Meeting Date:** June 17, 2013

**Agenda Item:** 8(H)

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**AGENDA ITEM**

Resolution No. 2013-28 – A Resolution Approving a Contract Between the City of Mason, Michigan and the Michigan Department of Transportation for Reconstruction Work Along West Columbia Street

**EXHIBITS**

None

**STAFF REVIEW**

Administration

**SUMMARY STATEMENT**

The Michigan Department of Transportation will provide services to reconstruct 0.48 miles of West Columbia Street on behalf of the City of Mason. The construction will be from the west side of Highway US-127 westerly to the west City limits, and will include machine grading, aggregate base, hot mix asphalt paving, storm sewer, sidewalk ramp, concrete curb and gutter, aggregate shoulder, guardrail and slope reconstruction.

Mayor Leon Clark as Chief Elected Officer, and Martin Colburn as Chief Administrative Officer, are authorized to sign the contract between the City of Mason and MDOT, and should be authorized to do so.

**RECOMMENDED ACTION**

Move to approve Resolution No. 2013-28.

Introduced:  
Second:

**CITY OF MASON  
CITY COUNCIL RESOLUTION NO. 2013-28**

**A RESOLUTION APPROVING A CONTRACT BETWEEN THE CITY OF MASON,  
MICHIGAN AND THE MICHIGAN DEPARTMENT OF TRANSPORTATION FOR  
RECONSTRUCTION WORK ALONG WEST COLUMBIA STREET**

**June 17, 2013**

**WHEREAS**, the Michigan Department of Transportation will provide services to reconstruct 0.48 miles of West Columbia Street on behalf of the City of Mason; and

**WHEREAS**, from the west side of Highway US-127 westerly to the west City limits, including machine grading, aggregate base, hot mix asphalt paving, storm sewer, sidewalk ramp, concrete curb and gutter, aggregate shoulder, guardrail and slope reconstruction; and

**WHEREAS**, the Michigan Department of Transportation will administer MDOT Contract Number: 13-5116, Control Section: STU 33400, Job Number: 112235; and

**WHEREAS**, the Chief Elected Officer, Mayor Leon Clark and Chief Administrative Officer, Martin Colburn, are authorized to sign said contract on behalf of the City of Mason, Michigan.

**BE IT HEREBY RESOLVED**, by the Mason City Council, that the City will contract with the Michigan Department of Transportation to complete MDOT Columbia Street Reconstruction, Contract Number: 13-5116, Control Section: STU 33400, Job Number: 112235, and authorize the Chief Elected Official Leon Clark and Chief Administrative Officer Martin Colburn to sign said contract.

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, June 17, 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**

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**Meeting Date:** June 17, 2013

**Agenda Item:** 8(l)

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**AGENDA ITEM**

Resolution No. 2013-29 Resolution for Changing MERS Benefits

**EXHIBITS**

- Article 31. Retirement, Local #1390 AFSCME Agreement
- MERS Benefit Provision History for AFSCME

**STAFF REVIEW**

Administration

**SUMMARY STATEMENT**

Effective October 1, 1997 AFSCME Local #1390 (General Union group in MERS) was approved by Resolution of the Mason City Council to move from the Defined Benefit Retirement Plan B-2 to the Defined Benefit Retirement Plan B-3. The B-2 plan has a 2.0% benefit multiplier, and the B-3 plan has a 2.25% benefit multiplier. At the time of the change, the employer contribution was 0.00%. The AFSME employees agreed, when requesting the B-3 plan, to fund the additional benefit. The contract language and a history of plan changes are attached.

**RECOMMENDED ACTION**

Approve Resolution No. 2013-29.

Section 5. The Employer agrees to allow employees covered by this Agreement to participate in the existing disability insurance plan provided the employee assumes the responsibility for his/her premium payments.

Section 6. Eligible employees electing to waive health, vision and/or dental insurance will receive payments each bi-weekly period that result in a monthly amount equal to the following:

WAIVER OF HEALTH AND VISION INSURANCE *	
Two Person	50% of Monthly Premium
Family	50% of Monthly Premium

WAIVER OF DENTAL INSURANCE	
Single	50% of Monthly Premium
Family	50% of Monthly Premium

\* Single persons are not eligible to waive health and vision insurance coverage. "Monthly premium" is equal to the average of all health insurance using the City's gross costs, less all caps, establishing a 2-person rate and a family rate.

### ARTICLE 31. RETIREMENT

The Employer shall continue the existing pension program with the Michigan Municipal Employees Retirement System. The Benefit Plan will be B-3 with F-55/15 Rider. Any and all increased costs between the old B-2 and the new B-3 with F-55/15 Rider shall be paid by employees through payroll deduction.

Effective July 1, 2002, the amount the employees are currently contributing into the existing pension program shall be reduced by one percent (1%). Effective July 1, 2003, the amount the employees are contributing into the program shall be reduced by an additional one percent (1%).

## Benefit Provision History

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The following benefit provision history is provided by MERS. Any corrections to this history or discrepancies between this information and information displayed elsewhere in the valuation report should be reported to MERS. All provisions are listed by date of adoption.

### 01 - General Union

7/1/2011	Member Contribution Rate 15.27%
2/1/2011	Exclude Temporary Employees requiring less than 12 months
10/1/2010	Member Contribution Rate 12.41%
8/1/2010	A Day of Work Shall consist of 8 hours.
7/1/2003	Member Contribution Rate 9.89%
7/1/2002	Member Contribution Rate 10.89%
10/1/1997	Benefit B-3 (80% max)
10/1/1997	Member Contribution Rate 11.89%
1/1/1994	E2 2.5% COLA for future retirees (01/01/1994)
7/1/1992	Benefit F55 (With 15 Years of Service)
7/1/1992	Member Contribution Rate 9.08%
6/30/1992	Member Contribution Rate 0.00%
1/1/1992	E1 2.5% COLA for past retirees (01/01/1992)
11/1/1991	Benefit B-2
11/1/1991	Member Contribution Rate 7.80%
1/1/1988	E1 2.5% COLA for past retirees (01/01/1988)
1/1/1987	Flexible E 2% COLA Adopted (01/01/1987)
1/1/1987	E Cola Adoption Date 01-01-1987
1/1/1987	E Cola Increase Amount 2
1/1/1987	E Cola Increase Type Percent
3/21/1977	Covered by Act 88
8/1/1968	Benefit C-1 (Old)
11/1/1962	Fiscal Month - July
11/1/1962	10 Year Vesting
11/1/1962	Benefit FAC-5 (5 Year Final Average Compensation)
11/1/1962	Benefit C (Old)
11/1/1962	Member Contribution Rate 3.00% Under \$4,200.00 - Then 5.00%

**Defined Benefit Adoption Agreement**  
(For the MERS Defined Benefit Plan)



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711  
www.mers-michigan.com

The Employer, a participating municipality or participating court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

**I. Employer Name** City of Mason **Municipality #:** 3304

**II. Effective Date**

Check one:

- If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of \_\_\_\_\_, 20\_\_\_\_. The municipality's fiscal year is \_\_\_\_\_ through \_\_\_\_\_.  
Month Year Month Month
- Link this new division to division number \_\_\_\_\_ for purposes of determining contributions (Unless otherwise specified, the standard transfer/rehire rules apply)
- Service credit rendered prior to the initial MERS effective date by each eligible employee shall be credited as provided as follows (choose one):
  - All prior service from date of hire
  - Prior service proportional to assets transferred; all service used for vesting
  - Prior service and vesting service proportional to assets transferred
  - No prior service but grant vesting credit
  - No prior service or vesting credit
- If this is an **amendment** of an existing Adoption Agreement (division number 01), the effective date shall be the first day of July 1, 2013.  
Month Year
- If this is a **temporary benefit** that lasts 2-6 months, the effective dates of this temporary benefit are from \_\_\_/01/\_\_\_ through \_\_\_/\_\_\_/\_\_\_ for division number \_\_\_\_\_.  
Last day of the month
- If this is to **separate employees from an existing division** (existing division number(s) \_\_\_\_\_) into a new division, the effective date shall be the first day of \_\_\_\_\_, 20\_\_\_\_.  
(Month) (Year)

**Defined Benefit Adoption Agreement**  
(For the MERS Defined Benefit Plan)

**III. Eligible Employees**

Only those Employees eligible for MERS membership may participate in the MERS Defined Benefit Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following group of employees are eligible to participate: 01 General Union

Only retirees will be in this division.

**These employees are (check one or both):**

- In a collective bargaining unit (attach cover page, retirement section, signature page)
- Subject to the same personnel policy

**To receive one month of service credit (check one):**

- An employee shall work 10 \_\_\_\_\_ hour days.
- An employee shall work \_\_\_\_\_ hours in a month.

All employees as classified under eligible employees, whether full or part time, who meet this criteria must be reported to MERS.

To further define eligibility, check all that apply:

- Probationary Periods** are allowed in one-month increments, no longer than 12 months. During this introductory period, the Employer will not report or provide service time for this period, including retroactively. Service will begin after the probationary period has been satisfied. The probationary period will be \_\_\_\_\_ months.
- Temporary employees** in a position normally requiring less than a total of 12 whole months of work in the position may be *excluded* from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement. The temporary exclusion period will be \_\_\_\_\_ months.

**IV. Provisions**

Valuation Date: December 31, 2011

1. This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary that sets contribution rates.
2. Annually, the MERS actuary will conduct an actuarial valuation to determine the employers' contribution rates. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.

# Defined Benefit Adoption Agreement

(For the MERS Defined Benefit Plan)

3. Benefit Multiplier (1%-2.5%, increments of 0.05%) \_\_\_\_\_ % (max 80% for multipliers over 2.25%)

Check here if multiplier will be effective for existing active members' future service only (Bridged Benefit as of effective date on page 1)

**Pick one:**

Termination Final Average Compensation (calculated over the members entire wage history)

Frozen Final Average Compensation (FAC is calculated twice, once for the timeframe that matches the original multiplier, and once for the new multiplier)

4. Final Average Compensation (Min 3 yr, increments of 1 yr) \_\_\_\_\_ years

5. Vesting (5 -10 yrs, increments of 1 yr) \_\_\_\_\_ years

6. Required employee contribution (Max 10%, increments of 0.01%) 17.15 %

7. Compensation, for retirement purposes, is defined as base wages and all of the following. Check applicable boxes to **exclude** these types from your MERS reported wages:

Longevity pay

Overtime pay

Shift differentials

Pay for periods of absence from work by reason of vacation, holiday, and sickness

Workers' compensation weekly benefits (if reported and are higher than regular earnings)

A member's pre-tax contributions to a plan established under Section 125 of the IRC

Transcript fees paid to a court reporter

A taxable car allowance

Short term or long term disability payments

Payments for achievement of established annual (or similar period) performance goals

Payment for attainment of educational degrees from accredited colleges, universities, or for acquisition of job-related certifications

Lump sum payments attributable to the member's personal service rendered during the FAC period

Other: \_\_\_\_\_

Other 2: \_\_\_\_\_

# Defined Benefit Adoption Agreement

(For the MERS Defined Benefit Plan)

## 8. Early Normal Retirement

- Age 50 with 25 years of service
- Age 50 with 30 years of service
- Age 55 with 15 years of service
- Age 55 with 20 years of service
- Age 55 with 25 years of service
- Age 55 with 30 years of service
- Any age with 20-30 yrs (in 1 yr increments) \_\_\_ years of service
- \_\_\_\_\_

## 9. Other

- Surviving Spouse benefit – receive RS \_\_\_% of Straight Life benefit
- Duty death or disability enhancement (add up to additional 10 years of service credit not to exceed 30 years of service)
- DROP + with \_\_\_%

## 10. Cost-of-Living Adjustment

<input type="checkbox"/> All <b>current</b> retirees as of effective date <input type="checkbox"/> Retirees who retire <b>between</b> ___/01/___ and ___/01/___ <i>(one time increase only)</i>	<input type="checkbox"/> <b>Future</b> retirees who retire after effective date
Increase of ___% or \$___ per month	Increase of ___% or \$___ per month
Select one: <input type="checkbox"/> Annual automatic increase <input type="checkbox"/> One-time increase	<input type="checkbox"/> Annual automatic increase
Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding	Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding
Employees must be retired ___ months (6-12 months, increments of 1 month)	Employees must be retired ___ months (6-12 months, increments of 1 month)

## V. Appointing MERS As The Plan Administrator

The Employer hereby agrees to the provisions of the MERS Plan Document and this Defined Benefit Adoption Agreement, and appoints MERS as the Plan Administrator. The Employer also agrees that in the event any conflict between the MERS Plan Document and the MERS Defined Benefit Plan exists, the provisions of the Plan Document control.

## **Defined Benefit Adoption Agreement**

(For the MERS Defined Benefit Plan)

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### **VI. Modification Of The Terms Of The Adoption Agreement**

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

### **VII. Enforcement**

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
2. The Employer agrees that its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction.
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency.
4. The Employer acknowledges that wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference.
5. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 45A(3), and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. The Employer acknowledges that changes to the Employer's MERS Defined Benefit Plan must be made in accordance with the MERS Plan Document and applicable law, and agrees that MERS will not administer any such changes unless the MERS Plan Document and applicable law permit same, and MERS is capable of administering same.

**Defined Benefit Adoption Agreement**  
(For the MERS Defined Benefit Plan)

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**VIII. Execution**

**Authorized Designee of Governing Body of Municipality or Chief Judge of Court**

The foregoing Adoption Agreement is hereby approved on the 17 day  
of June \_\_\_\_\_, 2013.  
Month Year

Authorized signature: \_\_\_\_\_

Title: Mayor \_\_\_\_\_

Witness signature: \_\_\_\_\_

**Received and Approved by the Municipal Employees' Retirement System of Michigan**

Dated: \_\_\_\_\_, 20\_\_\_\_ Signature: \_\_\_\_\_  
Year Authorized MERS Signatory

**CITY OF MASON**  
**STAFF AGENDA REPORT TO CITY COUNCIL**

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**Meeting Date:** June 17, 2013

**Agenda Item:** 8(J)

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**AGENDA ITEM**

Resolution No. 2013-30 – Authorization Releasing Funds for Local Streets Construction—North Street and Temple Street

**EXHIBITS**

- Letter from City Engineer Don Heck dated May 14, 2013

**STAFF REVIEW**

Administration

**SUMMARY STATEMENT**

The City of Mason went out for public bids for the construction of the local streets of North Street from Mason Street to Cedar Street, and Temple Street from East Columbia Street to Ash Street. Bids were received and publicly opened on May 14, 2013, and the low bidder is Reith-Riley Construction with a bid of \$521,502.29. We would recommend that City Council approve the expenditures as part of the Fiscal Year 2013-2014 budget, and authorize the City Administrator signature authority.

**RECOMMENDED ACTION**

Move to approve Resolution No. 2013-30.



# Wolverine Engineers & Surveyors, Inc.

312 North Street • Mason, Michigan 48854 • 517.676.9200 • Fax 517.676.9396

May 14, 2013

Mr. Martin Colburn, Administrator  
City of Mason  
201 W. Ash Street  
Mason, MI 48854

RE: City of Mason-2013 Local Streets – North St. and Temple St.

Dear Mr. Colburn:

On Tuesday, May 14, 2013, the City of Mason received and publicly opened and read aloud 7 bids for City of Mason-2013 Local Streets – North St. and Temple St.. We have attached a copy of the Bid Tabulation for your reference. The three low bids are as follows:

Rieth-Riley Construction	\$521,502.29	(9% below Estimate)
Concord Excavating & Grading	\$554,239.50	(4% below Estimate)
TCI Inc. of Michigan	\$589,862.61	(2% above Estimate)
Engineer's Estimate	\$573,577.50	

The low bidder, Rieth-Riley Construction, is known to us and has worked on several projects with Wolverine and the City of Mason in the past. Based upon our knowledge and working relationship with Rieth-Riley Construction, we recommend award of a contract in the amount of \$521,502.29, for the City of Mason-2013 Local Streets–North St. and Temple St.

Enclosed are five (5) copies of the Notice of Award form for your signature and return to us if the Council concurs with our recommendation. We will then forward the Notice of Award, contract, bonds and insurance requirements to Rieth-Riley Construction to complete and return to us for further processing.

If you have any questions or require additional information, please do not hesitate to call.

Sincerely,

WOLVERINE ENGINEERS AND SURVEYORS, INC.

Donald B. Heck, P.E.

Encl.

DBH:dbh

Introduced:  
Second:

**CITY OF MASON  
CITY COUNCIL RESOLUTION NO. 2013-30**

**AUTHORIZATION RELEASING FUNDS FOR LOCAL STREETS CONSTRUCTION—  
NORTH STREET AND TEMPLE STREET**

**June 17, 2013**

**WHEREAS**, the City of Mason went out for public bids for the construction of the local streets of North Street from Mason Street to Cedar Street, and Temple Street from East Columbia Street to Ash Street; and

**WHEREAS**, bids were received and publicly opened on May 14, 2013; and

**WHEREAS**, the low bidder is Reith-Riley Construction with a bid of \$521,502.29.

**BE IT HEREBY RESOLVED**, that the Mason City Council approves the expenditures as part of the Fiscal Year 2013-2014 budget of \$521,502.29 for the construction of North Street and Temple Street projects, and authorizes the City Administrator signature authority.

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, June 17, 2013 the original of which is part of the City Council minutes.

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

GL NUMBER	DESCRIPTION	2012-13		YTD BALANCE 05/31/2013	ACTIVITY FOR MONTH 05/31/2013	AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				

Fund 101 - GENERAL FUND							
Revenues							
000.00	CLERK	164,635.00		1,685.48	0.00	162,949.52	1.02
215.00	TREASURER/FINANCE	0.00		145.82	3.00	(145.82)	100.00
254.00	ELECTIONS	4,787,985.00		4,418,042.82	28,664.21	369,942.18	92.27
262.00	FORESTRY	0.00		5,791.73	0.00	(5,791.73)	100.00
211.00	CEMETERY	29,770.00		29,870.00	0.00	(100.00)	100.34
276.00	POLICE DEPARTMENT	40,750.00		36,159.50	2,678.00	4,590.50	88.73
301.00	FIRE DEPARTMENT	116,115.00		64,926.15	4,999.79	51,188.85	55.92
336.00	REFUSE COLLECTION	148,555.00		155,473.07	34,636.39	(6,918.07)	104.66
528.00	COMMUNITY GARDEN	331,755.00		333,545.56	61.30	(1,790.56)	100.54
747.00	RECREATION	250.00		620.00	95.00	(370.00)	248.00
751.00	PUBLIC ART	11,000.00		5,575.00	780.00	5,425.00	50.68
758.00	SENIOR CITIZENS	0.00		5,000.00	0.00	(5,000.00)	100.00
755.00	WORKERS COMPENSATION	4,000.00		4,000.00	0.00	0.00	100.00
850.00		55,100.00		40,267.00	0.00	14,833.00	73.08
TOTAL Revenues		5,689,915.00	5,101,102.13	71,917.69	588,812.87	89.65	

Expenditures							
101.00	COUNCIL	44,305.00		26,818.73	544.79	17,486.27	60.53
172.00	ADMINISTRATOR	240,240.00		216,067.20	13,573.60	24,172.80	89.94
209.00	ASSESSING	47,185.00		43,869.62	3,703.77	3,315.38	92.97
247.00	BOARD OF REVIEW	650.00		690.00	0.00	(40.00)	106.15
254.00	TREASURER/FINANCE	475,615.00		433,773.60	26,943.77	41,841.40	91.20
260.00	TECHNOLOGY	48,565.00		41,049.59	353.38	7,515.41	84.53
262.00	ELECTIONS	135,590.00		110,717.74	7,842.44	24,872.26	81.66
265.00	BUILDING OFFICIAL/CITY HALL	145,710.00		131,480.04	9,073.80	14,229.96	90.23
266.00	LEGAL/ATTORNEY	70,000.00		80,786.47	6,862.83	(10,786.47)	115.41
268.00	PARK STREET PROPERTY	41,985.00		10,866.09	0.00	31,118.91	25.88
269.00	PROPERTY	430,595.00		437,707.02	3,160.00	(7,112.02)	101.65
271.00	FORESTRY	67,705.00		59,657.70	2,077.81	8,047.30	88.11
272.00	ADMINISTRATIVE SERVICES	233,895.00		202,094.46	7,635.84	31,800.54	86.40
305.00	CEMETERY	146,525.00		127,424.49	8,824.53	19,100.51	86.96
315.00	CROSSING GUARDS	337,945.00		302,107.87	39,772.54	35,837.13	89.40
316.00	POLICE ADMINISTRATION	33,595.00		24,572.03	2,151.93	9,022.97	73.14
336.00	FIRE DEPARTMENT	1,016,720.00		905,986.51	57,542.91	110,733.49	89.11
380.00	PLANNING/ZONING OFFICIAL	429,785.00		400,168.66	14,559.90	29,616.34	93.11
426.00	CIVIL DEFENSE	120,000.00		103,485.44	8,150.07	16,514.56	86.24
428.00	DISASTER ACCOUNT	8,100.00		100.38	0.00	7,999.62	1.24
441.00	PUBLIC SERVICES	100.00		0.00	0.00	100.00	0.00
447.00	ENGINEERING	6,400.00		4,859.94	279.63	1,540.06	75.94
448.00	STREET LIGHTING	285.00		285.00	0.00	0.00	100.00
528.00	REFUSE COLLECTION	134,985.00		107,210.40	20,304.60	27,774.60	79.42
747.00	COMMUNITY GARDEN	331,235.00		305,797.19	26,583.68	25,437.81	92.32
756.00	PARKS AND BALL DIAMONDS	250.00		422.24	0.56	(172.24)	168.90
775.00	SENIOR CITIZENS	142,610.00		111,153.13	7,557.41	31,456.87	77.94
790.00	LIBRARY	8,010.00		7,985.00	2,425.00	125.00	98.44
806.00	CHRISTMAS DECORATIONS	8,045.00		7,260.45	127.75	784.55	90.25
807.00	CABLE COMMISSION	4,505.00		5,283.78	0.00	(778.78)	117.29
808.00	PLANNING COMMISSION	4,300.00		3,852.50	600.00	447.50	89.59
850.00	WORKERS COMPENSATION	1,385.00		1,070.24	0.00	314.76	77.27
855.00	RETIRE BENEFITS	55,100.00		39,382.00	0.00	15,718.00	71.47
890.00	CONTINGENCIES	101,200.00		82,700.13	8,779.82	18,499.87	81.72
999.00	SURPLUS	56,590.00		495.00	0.00	56,095.00	0.87
		760,205.00	0.00	760,205.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON  
 PERIOD ENDING 05/31/2013

GL NUMBER	DESCRIPTION	2012-13 AMENDED BUDGET	YTD BALANCE 05/31/2013	ACTIVITY FOR MONTH 05/31/2013 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDR & USED
Fund 101 - GENERAL FUND						
Expenditures						
TOTAL Expenditures		5,689,915.00	4,337,080.64	279,432.36	1,352,834.36	76.22
Fund 101:						
TOTAL REVENUES		5,689,915.00	5,101,102.13	71,917.69	588,812.87	89.65
TOTAL EXPENDITURES		5,689,915.00	4,337,080.64	279,432.36	1,352,834.36	76.22
NET OF REVENUES & EXPENDITURES		0.00	764,021.49	(207,514.67)	(764,021.49)	100.00

GL NUMBER	DESCRIPTION	2012-13 AMENDED BUDGET	YTD BALANCE 05/31/2013 (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2013 INCREASE (DECREASE)	AVAILABLE BALANCE (ABNORMAL)	% BGD USED
<b>Fund 202 - MAJOR STREETS FUND</b>						
Revenues		1,173,410.00	278,005.21	28,584.23	895,404.79	23.69
000.00						
<b>TOTAL Revenues</b>		<b>1,173,410.00</b>	<b>278,005.21</b>	<b>28,584.23</b>	<b>895,404.79</b>	<b>23.69</b>
<b>Expenditures</b>						
000.00		55,980.00	40,185.48	0.00	15,794.52	71.79
451.00	STREET/ROAD CONSTRUCTION	860,205.00	34,361.79	228.00	825,843.21	3.99
463.00	STREET MAINTENANCE	131,260.00	106,491.83	7,462.40	24,768.17	81.13
474.00	TRAFFIC SERVICES	24,230.00	16,435.61	56.60	7,794.39	67.83
478.00	WINTER MAINTENANCE	38,255.00	28,404.54	0.00	9,850.46	74.25
482.00	STREET ADMIN/GEN EXP	63,480.00	63,480.00	0.00	0.00	100.00
<b>TOTAL Expenditures</b>		<b>1,173,410.00</b>	<b>289,359.25</b>	<b>7,747.00</b>	<b>884,050.75</b>	<b>24.66</b>
<b>Fund 202:</b>						
<b>TOTAL REVENUES</b>		<b>1,173,410.00</b>	<b>278,005.21</b>	<b>28,584.23</b>	<b>895,404.79</b>	<b>23.69</b>
<b>TOTAL EXPENDITURES</b>		<b>1,173,410.00</b>	<b>289,359.25</b>	<b>7,747.00</b>	<b>884,050.75</b>	<b>24.66</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>0.00</b>	<b>(11,354.04)</b>	<b>20,837.23</b>	<b>11,354.04</b>	<b>100.00</b>

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON  
 PERIOD ENDING 05/31/2013

GL NUMBER	DESCRIPTION	2012-13 AMENDED BUDGET	YTD BALANCE 05/31/2013 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2013 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
Fund 203 - LOCAL STREETS FUND						
Revenues		191,380.00	140,007.65	9,861.89	51,372.35	73.16
000.00						
TOTAL Revenues		191,380.00	140,007.65	9,861.89	51,372.35	73.16
Expenditures						
000.00		0.00	1,500.00	0.00	(1,500.00)	100.00
453.00	STREET MAINTENANCE	139,970.00	115,572.57	5,985.95	24,397.43	82.57
474.00	TRAFFIC SERVICES	8,385.00	8,682.01	258.33	(297.01)	103.54
478.00	WINTER MAINTENANCE	31,525.00	20,081.84	0.00	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		191,380.00	157,336.42	6,244.28	34,043.58	82.21
Fund 203:						
TOTAL REVENUES		191,380.00	140,007.65	9,861.89	51,372.35	73.16
TOTAL EXPENDITURES		191,380.00	157,336.42	6,244.28	34,043.58	82.21
NET OF REVENUES & EXPENDITURES		0.00	(17,328.77)	3,617.61	17,328.77	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 05/31/2013

GL NUMBER	DESCRIPTION	2012-13		YTD BALANCE 05/31/2013	ACTIVITY FOR MONTH 05/31/2013	AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL				
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
000.00		123,245.00		85,149.43	48.65	38,095.57	69.09
TOTAL Revenues		123,245.00		85,149.43	48.65	38,095.57	69.09
Expenditures							
000.00		123,245.00		51,705.75	2,803.99	71,539.25	41.95
TOTAL Expenditures		123,245.00		51,705.75	2,803.99	71,539.25	41.95
Fund 248:							
TOTAL REVENUES		123,245.00		85,149.43	48.65	38,095.57	69.09
TOTAL EXPENDITURES		123,245.00		51,705.75	2,803.99	71,539.25	41.95
NET OF REVENUES & EXPENDITURES		0.00		33,443.68	(2,755.34)	(33,443.68)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON  
 PERIOD ENDING 05/31/2013

GL NUMBER	DESCRIPTION	2012-13		YTD BALANCE 05/31/2013	ACTIVITY FOR MONTH 05/31/2013	AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 250 - LOCAL DEV. FINANCE AUTHORITY							
Revenues							
000.00		674,600.00	1,776,286.48	606.86	(1,101,686.48)	263.31	
TOTAL Revenues							
		674,600.00	1,776,286.48	606.86	(1,101,686.48)	263.31	
Expenditures							
691.00	L.D.F.A.	674,600.00	57,791.00	8,191.00	616,809.00	8.57	
TOTAL Expenditures							
		674,600.00	57,791.00	8,191.00	616,809.00	8.57	
Fund 250:							
TOTAL REVENUES		674,600.00	1,776,286.48	606.86	(1,101,686.48)	263.31	
TOTAL EXPENDITURES		674,600.00	57,791.00	8,191.00	616,809.00	8.57	
NET OF REVENUES & EXPENDITURES		0.00	1,718,495.48	(7,584.14)	(1,718,495.48)	100.00	

GL NUMBER	DESCRIPTION	2012-13		YTD BALANCE 05/31/2013	ACTIVITY FOR MONTH 05/31/2013 INCREASE (DECREASE)	AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 297 - ECONOMIC DEVELOPMENT COMM.							
Revenues							
000.00		60.00		57.70	5.68	2.30	96.17
TOTAL Revenues		60.00		57.70	5.68	2.30	96.17
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		57.70	5.68	2.30	96.17
TOTAL EXPENDITURES		60.00		0.00	0.00	60.00	0.00
NET OF REVENUES & EXPENDITURES		0.00		57.70	5.68	(57.70)	100.00





User: MM  
 DB: Mason City

PERIOD ENDING 05/31/2013

GT NUMBER	DESCRIPTION	2012-13		YTD BALANCE 05/31/2013	ACTIVITY FOR MONTH 05/31/2013		AVAILABLE BALANCE	% BDP USED
		AMENDED BUDGET	NORMAL		INCREASE (DECREASE)	NORMAL (ABNORMAL)		
Fund 592 - WATER/SEWER FUND								
Revenues								
000.00		3,843,700.00	2,299,335.29	182,173.39	1,544,364.71	59.82		
TOTAL Revenues		3,843,700.00	2,299,335.29	182,173.39	1,544,364.71	59.82		
Expenditures								
545.00	WATER & SEWER ADMINISTRATION	41,335.00	35,712.44	2,975.68	5,622.56	86.40		
546.00	SEWER IMPROVEMENT	43,260.00	45,958.40	0.00	(2,698.40)	106.24		
548.00	SEWER MAINTENANCE	187,270.00	131,945.03	10,134.63	55,324.97	70.46		
555.00	WASTEWATER TREATMENT PLANT	878,425.00	785,929.46	55,664.73	92,495.54	89.47		
556.00	WATER MAINTENANCE	389,895.00	343,228.60	32,014.30	46,666.40	88.03		
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	203,967.60	341.00	555,297.40	26.86		
559.00	WATER TREATMENT PLANT	843,195.00	787,182.77	25,683.41	56,012.23	93.36		
566.00	ALLOWANCE FOR DEPRECIATION	690,735.00	0.00	0.00	690,735.00	0.00		
TOTAL Expenditures		3,843,700.00	2,350,116.26	126,813.75	1,493,583.74	61.14		
Fund 592:								
TOTAL REVENUES		3,843,700.00	2,299,335.29	182,173.39	1,544,364.71	59.82		
TOTAL EXPENDITURES		3,843,700.00	2,350,116.26	126,813.75	1,493,583.74	61.14		
NET OF REVENUES & EXPENDITURES		0.00	(50,780.97)	55,359.64	50,780.97	100.00		

GL NUMBER	DESCRIPTION	2012-13		YTD BALANCE 05/31/2013	ACTIVITY FOR MONTH 05/31/2013	AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 612 - MASON BUILDING AUTHORITY							
Revenues							
000.00		275,330.00		242,878.06	500.02	32,451.94	88.21
TOTAL Revenues		275,330.00		242,878.06	500.02	32,451.94	88.21
Expenditures							
000.00		275,330.00		275,326.13	500.00	3.87	100.00
TOTAL Expenditures		275,330.00		275,326.13	500.00	3.87	100.00
Fund 612:							
TOTAL REVENUES		275,330.00		242,878.06	500.02	32,451.94	88.21
TOTAL EXPENDITURES		275,330.00		275,326.13	500.00	3.87	100.00
NET OF REVENUES & EXPENDITURES		0.00		(32,448.07)	0.02	32,448.07	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON  
 PERIOD ENDING 05/31/2013

GL NUMBER	DESCRIPTION	2012-13 AMENDED BUDGET	YTD BALANCE 05/31/2013 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2013 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDF USED
Fund 661 - MOTOR VEHICLE POOL						
Revenues		357,960.00	181,495.55	1,267.30	176,464.45	50.70
000.00						
TOTAL Revenues		357,960.00	181,495.55	1,267.30	176,464.45	50.70
Expenditures						
567.00	SHOP & BLDG. MAINTENANCE	46,935.00	47,133.98	717.10	(198.98)	100.42
568.00	EQUIPMENT MAINTENANCE	171,615.00	143,939.62	13,657.25	27,675.38	83.87
901.00	EQUIPMENT-CAPITAL OUTLAY	139,410.00	64,842.80	0.00	74,567.20	46.51
TOTAL Expenditures		357,960.00	255,916.40	14,374.35	102,043.60	71.49
Fund 661:						
TOTAL REVENUES		357,960.00	181,495.55	1,267.30	176,464.45	50.70
TOTAL EXPENDITURES		357,960.00	255,916.40	14,374.35	102,043.60	71.49
NET OF REVENUES & EXPENDITURES		0.00	(74,420.85)	(13,107.05)	74,420.85	100.00

GL NUMBER	DESCRIPTION	2012-13		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL BUDGET	05/31/2013	05/31/2013	MONTH 05/31/2013	INCREASE (DECREASE)	NORMAL BALANCE	ABNORMAL BALANCE	% BODGT USED
Fund 702 - RAYNER BOND FUND										
Revenues		30,750.00		37,195.63		87.40		(6,445.63)		120.96
000.00										
TOTAL Revenues		30,750.00		37,195.63		87.40		(6,445.63)		120.96
Expenditures		30,750.00		20,914.64		0.00		9,835.36		68.02
000.00										
TOTAL Expenditures		30,750.00		20,914.64		0.00		9,835.36		68.02
Fund 702:										
TOTAL REVENUES		30,750.00		37,195.63		87.40		(6,445.63)		120.96
TOTAL EXPENDITURES		30,750.00		20,914.64		0.00		9,835.36		68.02
NET OF REVENUES & EXPENDITURES		0.00		16,280.99		87.40		(16,280.99)		100.00

GL NUMBER	DESCRIPTION	2012-13 AMENDED BUDGET	YTD BALANCE 05/31/2013 (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2013 (DECREASE)	AVAILABLE BALANCE (ABNORMAL)	% BDC USED
Fund 711 - CEMETERY TRUST FUND						
Revenues						
000.00		5,550.00	5,271.96	66.19	278.04	94.99
TOTAL Revenues		5,550.00	5,271.96	66.19	278.04	94.99
Expenditures						
000.00		5,550.00	0.00	0.00	5,550.00	0.00
TOTAL Expenditures		5,550.00	0.00	0.00	5,550.00	0.00
Fund 711:						
TOTAL REVENUES		5,550.00	5,271.96	66.19	278.04	94.99
TOTAL EXPENDITURES		5,550.00	0.00	0.00	5,550.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	5,271.96	66.19	(5,271.96)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON  
 PERIOD ENDING 05/31/2013

GL NUMBER	DESCRIPTION	2012-13		YTD BALANCE 05/31/2013	ACTIVITY FOR		AVAILABLE BALANCE	% BDCI USED
		AMENDED BUDGET	NORMAL		MONTH 05/31/2013 INCREASE (DECREASE)	NORMAL (ABNORMAL)		
Fund 812 - SPECIAL ASSESSMENT FUND								
Revenues		204,505.00		75,641.80		111.11	128,863.20	36.99
000.00								
TOTAL Revenues		204,505.00		75,641.80		111.11	128,863.20	36.99
Expenditures		204,505.00		204,722.62		0.00	(217.62)	100.11
000.00								
TOTAL Expenditures		204,505.00		204,722.62		0.00	(217.62)	100.11
Fund 812:								
TOTAL REVENUES		204,505.00		75,641.80		111.11	128,863.20	36.99
TOTAL EXPENDITURES		204,505.00		204,722.62		0.00	(217.62)	100.11
NET OF REVENUES & EXPENDITURES		0.00		(129,080.82)		111.11	129,080.82	100.00
TOTAL REVENUES - ALL FUNDS								
		12,570,405.00		10,272,107.98		295,230.41	2,298,297.02	81.72
TOTAL EXPENDITURES - ALL FUNDS								
		12,570,405.00		8,049,550.20		446,106.73	4,520,454.80	64.04
NET OF REVENUES & EXPENDITURES								
		0.00		2,222,157.78		(150,876.32)	(2,222,157.78)	100.00

# 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

## MEMORANDUM

**TO: Honorable Mayor and Council Members**

**FROM: Martin Colburn, City Administrator**

**DATE: June 17, 2013**

**RE: City Administrator's Report**

### **Lansing Economic Area Partnership Membership**

Our new fiscal budget, starting July 1, 2013, includes annual membership to Lansing Economic Area Partnership (LEAP). Their primary area of responsibility is to serve the Lansing regional stakeholders, which is inclusive of many private and public partners. The staff is made up of skilled and experienced specialists working in areas of industry, real estate and economics. This coalition of area leaders is committed to building a prosperous and vibrant region where businesses can thrive. With the new membership financial contributions scheduled for public partners, the cities of Mason, Grand Ledge and St. Johns, as well as Clinton and Eaton Counties have joined LEAP. The City of Mason has already been working with LEAP staff in an attempt to bid for industrial placement within the city, particularly on City owned properties. LEAP's outreach includes industrial recruitment globally, as well as within the United States. They also have strong partnerships with state agencies, particularly those that have efforts directed toward economic development and human resources development. Ultimately, LEAP works to build jobs and tax base.

Attached is a brief summary of some of the many LEAP initiatives that they are either directly sponsoring or partnering with. This includes identifying funding resources for investments, assisting businesses and inventors, supporting and marketing important entrepreneurial activities. LEAP also helps develop human resources to fill job positions, which is inclusive of training specific targeted skilled sets. The City of Mason is fortunate to have received one of LEAP's first placemaking art grants and staff looks forward to utilizing LEAP and accessing them to identify future economic development.

Also attached are the by-laws of LEAP, for you to review at your pleasure.



# **BEYOND OUR WORK ON PROJECTS... ...LEAP INITIATIVES**

Brief Summaries...

We invite you to ask questions during the "Round Table" discussion

[purelansing.com](http://purelansing.com)

## **Talent Summit**

- CAMWJ, LEAP and LCC partnership, on behalf of the MEDC and Governor Snyder, are holding a regional “talent” summit to continue to address the “skills gap” and the need to retain/attract talent
- Doug Rothwell Keynote Speaker, Trish Keith BCBS, urban development panel includes Gilbert Development and Sam Cummings
- June 26, 2013 event at LCC West

## **Lansing Regional SmartZone Restructuring**

- Managed by LEAP's New Economy Division, a function of LDFA Board
- Zones are in Lansing (MSU Corporate Research Park) and East Lansing (Downtown including TIC/Barnes & Noble space) and soon to be expanded as part of the overall vision for regional incubation network
- Great progress has been made between MSU Technologies and LEAP in developing an excellent pipeline of services to both commercialize product from the university and develop actual businesses locally and in state
- MEDC believes we have highest potential to grow in state, thus they are challenging us together to build an even greater, sustainable program
- Working as partners (MSU, East Lansing, MEDC and LEAP) to piece a solution together

## **Crowd Funding**

- Allows local investors to invest in local companies and startups
- Waiting for SEC rules
- LEAP wishes to setup a regional web site called Fund Lansing which will serve as a gateway to connect local people (investors) to local companies who are featured on crowd funding sites around the world
- Website is essentially developed and waiting for SEC rules

## 3-D Lansing

- Lansing Regional SmartZone and LEDC now own two 3-D printers
- One is located in the TIC, the other is mobile throughout SmartZone and beyond
- Demand for use by existing commercial users and start-up businesses/inventors is dramatically increasing
- Yes, we charge nominal fees 😊
- We are improving the marketing of these important entrepreneurial and manufacturing assets

## **Generation E**

- Generation E is a statewide, not-for-profit set up to introduce young adults to entrepreneurialism
- LEAP received a \$90,000 grant from the MEDC to implement a localized GEN E program this year and in subsequent years
- Goal is to identify, personally train and assist 100 young adults from tri county area who wish to create their own business to be showcased in 100 individual displays at an expo
- Steps: Set up a Steering Committee (done), survey sent to 6th, 8th and 10th graders as well as community groups (underway), identify 56 local people to be trained as trainers (July – September 2013), expo (April 2013).

## **Insurance In Shoring Initiative**

- \$20,000 grant from MEDC to assist LEAP's Business Attraction Division to "recruit" new insurance companies to Greater Lansing
- Hired an industry consultant to target east coast database of likely insurance companies who are in growth and move (or a portion thereof) of company
- Midwest provides enormous cost savings and, if Midwest, why not its insurance capital- Lansing?
- First round of New York visits completed (as well as "elephant" companies in Columbus, Indianapolis and Chicago)
- JNL announcement (\$1 million free national marketing for us) used as part of literature dump on insurance companies across country recently
- Must keep at it each year

## **Agricultural and Food Development Workgroup**

- Tri-County members, Chaired by Stacy Byers
- Hired a strategic planning specialist for workgroup
- Develop short, medium and long-term tasks related to agriculture and food development (processing)
- Identify roles and resources of workgroup members
- Action plan will be completed in June 2013

## **Placemaking Work Group**

- DeWitt Township and City of Mason are well into process of selecting artists and sculptures for placement in key public areas related to talent and business development
- Placement and unveilings will occur this fall (2013)
- Three new municipalities have been selected and were announced today: Meridian Township, City of St. Johns and City of DeWitt
- Committee is discussing adding additional Placemaking tasks: Possibilities include Automated Bike Rack System (Bike Share), smaller Placemaking grants and “Placemaking” guidelines/requirements introduced into all municipal project site reviews

## **Accelerator Work Group**

- Has created a “road show” easy-to-understand presentation featuring history of region’s (MSU) nuclear research program as well as the growing economic opportunities for commercializing products, in addition to understanding the impacts of the F-RIB and other industry development
- Created a Commercialization sub-committee focusing specifically on technologies that can be commercialized from superconducting cyclotron and future FRIB to expand further growth opportunities such as Niowave
- Working with Niowave on future growth opportunities for them specifically
- We are the Accelerator Region of America (Accelerating Innovation)

# **LEAP-Tri County Regional Planning Commission Economic Partnership (L-TREP)**

- Solidified regional project list for submission to the MEDC
- Created a “CEDS” plan for the Economic Development Administration (EDA) required to receive future EDA public infrastructure grants related to job producing projects
- LEAP continues to offer fees to pay for local partner licensing and training of local partners in Salesforce.com. MEDC, LEAP, LCC and CAMW are fully utilizing this client software system, including confidentiality issues, but most local partners are not (we are puzzled by this). Invited by MEDC President Finney to give presentation on May 23, 2013 to CDC as state’s top Salesforce.com user as a region
- Group meets monthly

## **Incubator Network and Eco-System Strategic Plan**

- Hired with MEDC monies, Tom Stewart of Commonwealth Enterprises and Neo Center, to devise a LEAP strategic plan for a region-wide incubation network and ecosystem
- First draft has been completed
- Full unveiling will occur in September 2013

## **Region Wide LEAP Development/Endowment Fund**

- Create a locally funded development or endowment fund for support of business growth in Greater Lansing
- Local control
- Invest in ourselves, grow our own, expect return on investment
- Privately funded
- Managed by LEAP
- We have held one, small meeting, with some potential stakeholders
- Now scheduling next meeting

## **Global Lansing**

- To devise a region-wide approach to creating a friendly, diverse and effective welcoming platform and community for all foreign visitors (talent)- both short-term and long-term, student or professional
- Partnership with Prima Civitas, MEDC grant of \$20,000 for placing international interns
- A protocol system is underway to properly showcase our region and welcome/entertain foreign delegations (in action now).
- Working closely with MSU and local partners such as Meridian Township on specific foreign student protocol/welcoming/sustaining

## Public Act 88

- 1913 law that allows a County Commission to enact, without vote of the people, a millage increase up to .5 mills to support agricultural and economic development activities and programming
- Ingham County is considering .2 or .3 PA 88 as part of their budget – Unlike most millages, this millage must be entirely re-approved every year
- Ingham may take it to vote of the people, though it is unclear whether that will happen or whether there will be any PA 88 enacted at all
- In that draft plan, several groups would be asked to provide agricultural and economic development programming including LEAP (potentially \$940,000)
- LEAP is apolitical and has no position on the issue, but would provide the services under an annual contract if requested to do so – Mainly creating an Ingham Accelerator Fund to grant monies directly to vendor assistance to key growth businesses

## **Capital Area Manufacturing Council**

- Bill Demmer and CEO-led partnership
- Partnership between CAMW, LCC and LEAP to create more unified and superior services to manufacturing base
- CAMW is lead agency with a full-time staff person (Michelle Cardona), LEAP and LCC staff part-time
- Can assist manufacturers with range of needs: LEAN planning, work force development, training, business connect to customers/partners/suppliers
- Membership required, LEAP shares a nominal portion of membership fee
- Just in stage of developing membership, Board by laws, membership fees, etc.

## Regional Prosperity Program

- \$5 million state grant (Governor Snyder initiative) awarded to only Regional Planning Commissions who can bring service providers together in a formal planning and coordination way:
  - Economic Development (LEAP)
  - CAMW
  - Higher Education (we think this means LCC primarily)
  - Adult Education
- LEAP assisting with filing a joint application, Tri-County is lead
- Goal is to take first steps, building an inclusive model
- Governor's goal stated at CDC is to bring private sector into a much more active role with government agencies including Regional Planning Commission, even in a voting way, if waiver from Washington received

## **Automotive and Property Re-Use Work Group**

- Racer Trust Forum. Racer is attempting to increase marketing efforts of the former GM sites be holding an “invitation only” site selectors meeting. June 6, 2013.
- *We did not receive \$200,000 EPA planning grant.*
- GM and supplier mapping and recruitment efforts continue!

BYLAWS  
OF  
LANSING ECONOMIC AREA PARTNERSHIP, INC.

ARTICLE I

ORGANIZATION

Section 1. Non-Stock Directorship. The Lansing Economic Area Partnership (LEAP) has been organized as a non-stock directorship.

Section 2. Location. The principal office of the Corporation shall be located in Lansing, Michigan. The Corporation may have such other offices, either within or without the State of Michigan, as the Board of Directors or Executive Committee, may designate.

Section 3. Business Office. The business office of the Corporation may be, but need not be, the same as the principal office. The address of the registered office may be changed from time to time by the Board of Directors. The home office of the registered agent of the Corporation may be identical to such registered office.

ARTICLE II

DIRECTORS

Section 1. Number. The number of Directors shall not be less than fifteen (15) nor more than seventy-five (75). Directors shall be made up of the following investor categories:

Lead Investor	\$35,000
Large Municipality (population 10,000+)	\$15,000
Entrepreneurial, Small Business, and Professional	\$10,000
Member (individual, private)	\$5,000
Small Municipality (population under 10,000)	\$3,000

These categories may be changed from time to time upon the determination of the Board of Directors on recommendation of the Executive Committee. Each Director shall hold office for as long as they are in good standing with LEAP in one of the Director membership categories identified above or until death, resignation or removal. The sums referenced above as to the category of Director may be in cash or in kind as determined in each instance by the Executive Committee. Each member of the Board of Directors shall be a representative of an organization which is an investor in LEAP, and the individual who is to represent the organization shall be placed on record with the Corporate Secretary and shall be the person entitled to participate at the Board level or any pertinent committees.

Section 2. Resignation. Any director may resign at any time by providing written notice to the Corporation. The resignation will be effective on receipt of the notice or at a later time designated in the notice.

Section 3. Management of Business Affairs. The business affairs of the Corporation shall be managed by, or under the direction of, its Board except as otherwise provided by statute or these Bylaws.

Section 4. Compensation. There shall be no remuneration to the Board for carrying out their duties and responsibilities of members of the Board. Reimbursement for incurred expenses may be authorized by the Board.

### ARTICLE III

#### MEETINGS OF THE BOARD OF DIRECTORS

Section 1. Location. Regular or special meetings of the Board of Directors may be held either within or without the State of Michigan at such time and place as may be fixed from time to time by the Board of Directors, provided, however that the Board of Directors shall meet a minimum of three (3) times a year and that the Annual Meeting of the Board of Directors shall be in December of each year. The Board of Directors, at this Annual Meeting, shall, by majority vote of all Directors present and voting, vote on the Executive Committee's recommended slate of candidates including the slate of candidates to fill the **eight** "at large" seats, **consisting of (3) county, (3) small business/entrepreneurs, (1) city and (1) township**, on the Steering Committee.

Section 2. The Board of Directors shall approve an annual LEAP budget, approve an annual audit, **Form 990** and approve of any and all Bylaw changes. The Board of Directors shall Participate in the formation of policy, consider reports and presentations, and carry on round-table discussions. Any Director is eligible to serve on an *ad hoc* oversight committee as deemed appropriate. The Board of Directors shall have all powers and authority generally conferred under Michigan law, including but not limited to the power to elect officers and/or agents, remove officers and/or agents, delegation of authority, power to require bonds, and any and all powers necessary and proper to the operation of the corporation.

Section 3. Special Meetings. Special Meetings of the Board of Directors may be called by the President and CEO of LEAP and/or the chairperson of the Board. They shall also have the power to call special meetings of the Steering Committee and/or Executive Committee.

Section 4. Quorum. The majority of the Board of Directors then in office shall constitute a quorum for transaction of business.

Section 5. Attendance/Notice. A Director's attendance at or participation in a meeting constitutes a waiver of notice of the meeting, unless the Director at the beginning of the meeting, or upon his or her arrival, objects to the meeting or the transaction of business at the meeting and does not thereafter vote for or assent to any action taken at the meeting. Neither the

business to be transacted at nor the purpose of a regular or special meeting need be specified in the notice or waiver of notice of the meeting.

Section 6. Attendance Via Telephone Conference Call. A Director may attend and participate in any meeting of the Directors or any joint election meeting of the Directors by a conference telephone or similar communications equipment by which all persons participating in the meeting may communicate with each other. Such participation in a meeting constitutes presence in person at the meeting.

Section 7. Majority Vote. Vote of a majority of the Board members present at a meeting at which a quorum is present constitutes an action of the Board unless the vote of a larger number is required by statute, the Articles of Incorporation, or these Bylaws. If a quorum should not be present at any meeting of the Board, the Directors present thereat may adjourn the meeting from time to time.

Section 8. Removal. Any of the officers or individuals holding "at large" seats designated in these bylaws may be removed by the Board of Directors whenever, in its judgment, the best interests of the corporation will be served thereby.

## ARTICLE IV

### EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be comprised of seven (7) persons, which shall consist of the Chairperson, Vice-Chairperson, Treasurer, Secretary, and Past Chairperson of LEAP, as well as two "at large" seats to be filled by the LEAP Board members. All members of the Executive Committee shall serve for a one (1) year term. Each term begins on January 1<sup>st</sup> of each year and ends on December 31<sup>st</sup> of each year. The Executive Committee shall appoint a Nominating Committee in advance of the December Executive Committee meeting which shall recommend to the Executive Committee a slate of candidates to be approved by the entire Board of Directors for Officers of LEAP and Executive Committee Members. The Executive Committee shall then determine the slate of nomination and present the same to the Board at its December meeting. In order to qualify for the Executive Committee, a Board member must be in good standing with the Corporation and must have been a member for one (1) full year of the Steering Committee, unless such individual is a designated officer of LEAP, in which event, such Officer shall be automatically a member of the Executive Committee as stated above. The Executive Committee shall have the authority to act on behalf of LEAP with all powers of the Board of Directors between meetings of the Board of Directors, and specifically shall be empowered to appoint *ad hoc* committees as deemed appropriate, nominate a slate of candidates for the Steering Committee and the Executive Committee, appoint a Nominating Committee, put together a slate of candidates for Officers to be approved by the Executive Committee, and the Board of Directors at the annual meeting of the Corporation in December of each year, approve budget adjustments and monthly financial reports, review the annual audit, manage fundraising issues, policy, and any and all organizational matters. The Executive Committee shall meet at a time and place it deems appropriate on a monthly basis for a minimum of nine (9) meetings a year. At least four (4) of these Executive Committee meetings shall be held in conjunction with the

Steering Committee. The provisions of Article III, Sections 4, 5, 6, 7 and 8 above as to the Board of Directors shall apply to the Executive Committee meetings.

## ARTICLE V

### PROXIES

Proxies shall not be allowed for voting by a Board member or Executive Committee member or a Steering Committee member.

## ARTICLE VI

### STEERING COMMITTEE

Section 1. The Steering Committee shall be composed of all members of the Executive Committee, all Lead Investors as referenced in Board membership categories above, and **eight (8) "at large" members.** The eight (8) "at large" members are to be appointed by the Board of Directors and candidates shall be qualified to fill any such "at large" seat if such individual is a LEAP Director who is in good standing with LEAP and approved by a majority of the Board of Directors. The Steering Committee term of office begins January 1<sup>st</sup> of each year and lasts until December 31<sup>st</sup> of each year. The Steering Committee shall meet a minimum of four (4) times a year in conjunction with the Executive Committee meetings. The Steering Committee shall serve in an advisory capacity on issues of policy and strategic direction of the organization. The provisions of Article III, Sections 4, 5, 6 7 and 8 above as to the Board of Directors shall apply to the Steering Committee meetings.

## ARTICLE VII

### OFFICERS

Section 1. Officers. The Officers of the Corporation shall be elected by the Board of Directors and shall be a Chairperson, Vice Chairperson, President/CEO, Secretary, Treasurer and/or such other Officers as may be determined by the Board.

Section 2. Term. An Officer elected or appointed shall hold office for the term for which he/she is elected or appointed for a one (1) year period of time or until his/her resignation or removal. An Officer elected or appointed by the Board may be removed by the Board with or without cause. An Officer may resign at any time by providing written notice to the Corporation. The resignation will be effective on receipt of the notice or at a later time designated in the notice. Elections shall be held at the annual meeting.

## CHAIRPERSON OF THE BOARD

Section 3. Duties. The Chairperson of the Board shall preside at all meetings of the Board of Directors, the Executive Committee, and the Steering Committee. The Chairperson shall have the same power and authority to sign all certificates, contracts, instruments, papers and documents of every conceivable kind and nature whatsoever in the name of and on behalf of the Corporation, within the same parameters of limitation as set forth below in Section 4 for the President/CEO of the Corporation.

## THE PRESIDENT/CHIEF EXECUTIVE OFFICER (CEO)

Section 4. Duties. The President/CEO shall have the customary powers to manage the daily personnel and operation of the Corporation, staff and contract relationships, communicate with the membership, fundraising responsibilities, coordination of activities of the organization, and any and all other responsibilities which are customary and incident to the office of President/CEO of a business corporation in carrying out its normal day-to-day functions. In addition, the President/CEO shall have such duties and responsibilities as may be assigned from time to time by the Board or the Executive Committee. The President/CEO shall have the power and authority to sign all certificates, contracts, instruments, papers and documents of every conceivable kind and nature whatsoever in the name of and on behalf of the Corporation, which: (a) are customary and incident to the carrying out of the Corporation's normal day-to-day functions as elaborated above in this Section; or (b) do not commit the Corporation to obligations in excess of \$50,000; or (c) are otherwise authorized by either the Board of Directors or the Executive Committee.

## THE VICE CHAIRPERSON

Section 5. Duties. The Vice Chairperson shall have such duties as may be specified by the Chairperson or the Board of Directors. In the event of absence or disability of the Chairperson, the Vice Chairperson shall assume his/her duties until such time as the Chairperson returns or a new Chairperson can be duly elected.

## THE SECRETARY

Section 6. Duties. The Secretary shall attend and cause the minutes of the meetings of the Board, Executive and Steering Committees to be kept in the records provided for that purpose and sign in the name of the Corporation. The Secretary shall, in general, perform all duties incident to the office of Secretary, subject to the direction of the Executive Committee. The Secretary shall have authority to affix the seal of the Corporation to all certificates or other instruments embodying or relating to any resolution adopted by or proceedings taken at any meeting of the Board, Executive or Steering Committees.

## THE TREASURER

Section 7. Duties. The Treasurer shall have and/or direct custody of all the funds and securities of the Corporation, and to the extent approved by the Executive Committee, the Treasurer may endorse checks, notes, and other obligations for collection on behalf of the Corporation and shall deposit the same to the credit of the Corporation in such bank or bank's depository or depositories as the Executive Committee may designate. The Treasurer may sign all receipts and vouchers for payment made to the Corporation; enter or cause to be entered regularly in the books of the Corporation kept for that purpose, full and accurate accounts of all monies received and paid on account of the Corporation, and whenever required by the Board of Directors or Executive Committee shall render statements of such accounts; shall, at all reasonable times, exhibit books and accounts to an Officer of the Corporation, and shall perform all acts incident to the position of the Treasurer, subject to the control of the Executive Committee or Board of Directors.

## ARTICLE VII

### INDEMNIFICATION OF DIRECTORS AND OFFICERS

Section 1. Claims by Third Parties. The Corporation may, if approved by the Board of Directors, in its complete discretion, and to the extent that the Board may approve, indemnify a Director or Officer (the "Indemnitee") who was or is a party or is threatened to be made a party to a threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative and whether formal or informal, other than an action by or in the right of the Corporation, by reason of the fact that he or she is or was a Director, Officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a Director, Officer, partner, trustee, employee, or agent of another foreign or domestic corporation, business corporation, partnership, joint venture, trust, or other enterprise, whether for profit or not for profit, against expenses, including attorneys' fees, judgments, penalties, fines, and amounts paid in settlement actually and reasonably incurred by the Indemnitee in connection with the action, suit or proceeding, if the Indemnitee acted in good faith and in a manner the Indemnitee reasonably believed to be in or not opposed to the best interests of the Corporation, and with respect to any criminal action or proceeding, if the Indemnitee had no reasonable cause to believe the conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of *nolo contendere* or its equivalent, does not, of itself, create a presumption that the Indemnitee did not act in good faith and in a manner which the Indemnitee reasonably believed to be or not opposed to the best interests of the Corporation, and with respect to any criminal action or proceeding, had reasonable cause to believe that the conduct was unlawful.

Section 2. Claims Brought by or in the Right of the Corporation. The Corporation may, if approved by the Board of Directors, in its complete discretion, and to the extent that the Board may approve, indemnify a Director or Officer (the "Indemnitee") who was or is a party or is threatened to be made a party to a threatened, pending, or completed action or suit in the right of the Corporation to procure a judgment in its favor by reason of the fact that the Indemnitee is or was a Director, Officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a Director, Officer, partner, trustee, employee, or agent of another foreign or domestic corporation, business corporation, partnership, joint venture, trust, or other

enterprise, whether for profit or not for profit, against expenses, including actual and reasonable attorneys' fees, and amounts paid in settlement incurred by the person in connection with the action or suit, if the Indemnitee acted in good faith and in a manner the Indemnitee reasonably believed to be in or not opposed to the best interests of the Corporation. However, indemnification under this Section shall not be made for a claim, issue, or matter in which the Indemnitee has been found liable to the Corporation unless and only to the extent that the court in which the action or suit was brought has determined upon application that, despite the adjudication of liability but in view of all circumstances of the case, the Indemnitee is fairly and reasonably entitled to indemnification for the expenses which the court considers proper.

Section 3. Indemnification Against Expenses. To the extent that a Director, Officer, employee, nondirector volunteer, or agent of the Corporation has been successful on the merits or otherwise in defense of an action, suit, or proceeding referred to in Section 1 or 2 of this Article VIII, or in defense of a claim, issue or matter in the action, suit, or proceeding, the successful party may, if approved by the Board of Directors in its complete discretion, and to the extent which the Board may approve, be indemnified against expenses, including actual and reasonable attorneys' fees, incurred in connection with the action, suit, or proceeding. This Section is intended to eliminate the mandatory indemnification of Section 563(1) of the MNCA.

Section 4. Approval of Indemnification. Any indemnification under Section 1 or 2 of this Article VIII, unless ordered by a court, shall be made by the Corporation only as authorized in the specific case upon a determination that indemnification of the Indemnitee is proper in the circumstances because the Indemnitee has met the applicable standard of conduct set forth in said Sections 1 and 2. This determination shall be made in any of the following ways:

- (a) By a majority vote of a quorum of the Board consisting of Directors who were not parties to the action, suit, or proceeding;
- (b) If the quorum described in subdivision (a) is not obtainable, then by a majority vote of a committee of board members who are not parties to the action. The committee shall consist of not less than two (2) disinterested directors; or
- (c) By independent legal counsel in a written opinion.

Section 5. Advancement of Expenses. Expenses incurred in defending a civil or criminal action, suit, or proceeding described in Sections 1 and 2 of this Article VIII may be paid by the Corporation in advance of the final disposition of such action, suit or proceeding, if approved by the Board of Directors, in its complete discretion, and to the extent that the Board may approve, upon receipt of an undertaking by or on behalf of the Indemnitee to repay the expenses if it is ultimately determined that the Indemnitee is not entitled to be indemnified by the Corporation. The undertaking shall be an unlimited general obligation of the person on whose behalf advances are made and may be evidenced by a promissory note if required by the Board. The Corporation may require such security, guarantees, bonds or other assurances as the Board deems advisable to secure the undertaking to repay the expenses advanced by the Corporation.

Section 6. Partial Indemnification. If an Indemnitee seeks indemnification under Section 1 or 2 under this Article VIII for a portion of expenses including attorneys' fees, judgments, penalties, fines, and amounts paid in settlement, but not for the total amount thereof, the Corporation may, if approved by the Board of Directors, in its complete discretion, and to the extent that the Board may approve, indemnify, the Indemnitee for the portion of the expenses, judgments, penalties, fines, or amounts paid in settlement for which the Indemnitee is entitled to be indemnified.

Section 7. Indemnification of Employees and Agents. Any person who is not covered by the foregoing provisions of this Article and who is or was an employee or agent of the Corporation, or is or was serving at the request of the Corporation as a Director, Officer, employee or agent of another foreign or domestic corporation, business corporation, partnership, joint venture, trust, or other enterprise, whether for profit or not for profit, may be indemnified if approved by the Board of Directors, in its complete discretion, and to the extent that the Board may approve.

Section 8. Liability Insurance. The Corporation shall have the power to purchase and maintain insurance (including insurance issued by an affiliated insurer and insurance for which premiums may be adjusted retroactively, in whole or in part, based upon claims, experience, or similar arrangements and may also create a trust fund or other form of funded arrangement) on behalf of any person who is or was a Director, Officer, employee, or agent of the Corporation, or is or was serving at the request of the Corporation as a Director, Officer, partner, trustee, employee, or agent of another corporation, business corporation, partnership, joint venture, trust or other enterprise against any liability asserted against him or her and incurred by the person in any such capacity or arising out of the person's status as such, whether or not the Corporation would have power to indemnify the person against such liability under the MNCA.

Section 9. Severability. Each and every paragraph, sentence, term and provision of this Article shall be considered severable in that, in the event a court finds any paragraph, sentence, term or provision to be invalid or unenforceable, the validity and enforceability, operation, or effect of the remaining paragraphs, sentences, terms, or provisions shall not be affected, and this Article shall be construed in all respects as if the invalid or unenforceable matter had been omitted.

## ARTICLE XI

### AMENDMENTS

The Bylaws of the Corporation may be amended, altered, changed, added to, or repealed in whole or in part by affirmative vote of the majority of the members of the Board of Directors of the Corporation.

I certify that the foregoing Bylaws were adopted by the Corporation on this 4<sup>th</sup> day of June, 2013.

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Pat McPharlin, Secretary