

CITY OF MASON

201 West Ash St.
Mason, MI 48854-0370

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

Mason City Council and Mason Board of Education
Joint Recognition Ceremony
6:30 PM

CITY COUNCIL MEETING - COUNCIL CHAMBER

Monday, February 3, 2014

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. Consent Agenda
 - A. Approval of Minutes
 - Regular Council Meeting: January 20, 2014
 - B. Approval of Bills
7. Regular Business
 - A. Resolution 2014-06—Mayoral Appointment to the Planning Commission
 - B. Resolution 2014-07—Accept Change Order No. 3 for Local Streets
 - C. Discussion—City Hall Landscaping Proposals
8. Unfinished Business
9. New Business
10. Correspondence
11. Liaison Reports
12. Councilmember Reports
13. Administrator's Report
 - Michigan Municipal League Community Excellence Awards
 - Invitation to Capital Area Health Alliance Community Discussion
 - Land Use and Health Resource Team Action Team Workshop
 - Lansing Regional Chamber of Commerce Developing Regional Vision
14. Adjournment

**CITY OF MASON
REGULAR CITY COUNCIL MEETING
MINUTES OF JANUARY 20, 2014**

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
Deborah J. Cwiertniewicz, City Clerk
Eric Smith, Finance Director/Treasurer
Tom Yeadon, City Attorney
John Stressman, Chief of Police

ANNOUNCEMENTS

- Brass Quintet, Hand Bells, and Organ Concert – First United Methodist Church – January 26, 2014
- Fish Fry – St. James Church – January 31 – April 11, 2014

PEOPLE FROM THE FLOOR

None.

PUBLIC HEARING

Brownfield Plan for Proposed Dart Bank Headquarters

Colburn spoke regarding the process and project requirements of the Brownfield Plan for the Dart Headquarters project. Yeadon explained the Brownfield Plan and the financing process allowed by the plan, Tax Increment Financing (TIF).

Sandy Gower, Ingham County Economic Development Coordinator, stated that the Ingham County Brownfield Redevelopment Authority (BRA) is a recommending body in the process where an applicant is willing to clean up contaminated properties and redevelop the property for a productive use. If the plan is approved by City Council, the Ingham County Board of Commissioners will hold a public hearing on the proposal on February 4, 2014.

Clark opened the public hearing at 7:35 p.m.

Peter Kubacki, President/CEO of Dart Bank, spoke regarding the proposed project to construct a new building for Dart Bank Headquarters. The bank purchased property located at 222 West Ash Street. The property meets the criteria, and is eligible for a Brownfield Plan. Mr. Kubacki requested Council to approve the Brownfield Plan for the proposed Dart Bank headquarters that will allow removal of an obsolete building, clean up environmental concerns of the property, construction of a new building, construction jobs, and room to grow an additional 6 jobs in the future.

Clark closed the public hearing at 7:49 p.m.

Resolution No. 2014-04 – Approval of Ingham County Brownfield Redevelopment Authority Plan for Proposed Dart Bank Headquarters

MOTION by Naeyaert, second by Droscha,
to consider Resolution No. 2014-04 read.

MOTION APPROVED UNANIMOUSLY

Resolution No. 2014-04 was introduced by Droscha, seconded by Mulvany.

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2014-04
RESOLUTION TO APPROVE INGHAM COUNTY BROWNFIELD REDEVELOPMENT
AUTHORITY PLAN FOR PROPOSED DART BANK HEADQUARTERS
January 20, 2014**

WHEREAS, in 1925 Dart Bank established its business within the City of Mason; and

WHEREAS, Dart Bank has determined to build a new, \$6.5 million, 25,000 square foot Corporate Headquarters at the old INCO Graphics building located at 222 West Ash Street and

WHEREAS, Dart Bank will demolish three buildings, located at 222 West Ash Street (Parcel # 33-19-10-08-235-026) and 368 South Park Street (Parcel # 33-19-10-08-235-025), removing blight and obsolete buildings; and

WHEREAS, they have identified eligible costs for reimbursement through a Brownfield Plan to remediate such properties totaling \$1,437,811.00; and

WHEREAS, on December 13, 2013 the Ingham County Brownfield Redevelopment Authority approved the Brownfield Plan for the proposed Dart Bank Headquarters; and

WHEREAS, on January 20, 2014 the Mason City Council held a public hearing to allow all persons to comment on the Ingham County Brownfield Plan for a proposed Dart Bank headquarters.

BE IT HEREBY RESOLVED, by the Mason City Council that the City of Mason accepts and approves the proposed Dart Bank Headquarters Brownfield Plan as established by the Ingham County Brownfield Redevelopment Authority for the reimbursement of eligible costs towards the proposed Dart Bank Headquarters located in Mason, Michigan.

RESOLUTION APPROVED UNANIMOUSLY

CONSENT AGENDA

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

- A. Motion – Approval of Minutes – Regular Council Meeting: January 6, 2014
- B. Motion – Approval of Bills - \$60,726.05

MOTION APPROVED UNANIMOUSLY

REGULAR BUSINESS

Resolution No. 2014-05 – Authorize the City of Mason to Enter into a Development Agreement for the Rehabilitation of 124 and 140 East Ash Street

Ryan Kincaid, representative of Ash Street Redevelopment, LLC., gave a brief account of the events on the proposed redevelopment of the historic three story building located at 124 and 140 East Ash Street.

MOTION by Naeyaert, second by Droscha,
to consider Resolution No. 2014-05 read.

MOTION APPROVED UNANIMOUSLY

Resolution No. 2014-05 was introduced by Droscha, seconded by Mulvany.

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2014-05
RESOLUTION AUTHORIZING THE CITY OF MASON TO ENTER INTO A DEVELOPMENT AGREEMENT
FOR THE REHABILITATION OF 124 AND 140 EAST ASH STREET
January 20, 2014**

WHEREAS, the Ingham County Fast Track Authority, Ash Street Redevelopment, LLC (Developer) and the City of Mason are entering into a Development Agreement to redevelop the properties at 124 and 140 East Ash Street, Mason, benefiting the City of Mason and its historical downtown, removing blight and continuing economic revitalization; and

WHEREAS, the City will work in a cooperative manner by applying for and managing the Michigan Community Development Block Grant secured through the Michigan Economic Development Corporation (MEDC) of \$446,000 and Rental Rehabilitation provided by Michigan State Housing Development Authority of \$350,000, reimbursing Developer for all applicable and reimbursable grant eligible costs; and

WHEREAS, the City shall also reimburse Developer for eligible costs through a Façade Grant from the City of Mason Downtown Development Authority (MDDA) totaling \$50,000, payable over two fiscal years; and

WHEREAS, the City Administrator is given signature authority to enter into the Development Agreement; now

BE IT HEREBY RESOLVED, that the Mason City Council of the City of Mason approves authorizing the City of Mason to enter into a Development Agreement with the Ingham County Land Bank Fast Track Authority and the Developer, Ash Street Redevelopment, LLC, also known as Ryan Henry and Ryan Kincaid, and provides the City Administrator signature authority to enter into the same Agreement.

RESOLUTION APPROVED UNANIMOUSLY

Motion – Request for Street Closures for the Fifth Annual Camino of Saint James 8K Run/5K Walk
Christopher Mumby, Committee Chair, Camino of St. James Church, elaborated on his correspondence to Council regarding requested street closures for the fifth annual Camino of Saint James 8K/5K and Fun Runs.

MOTION by Droscha, second by Brown,
to approve the requested street closures as outlined in the letter submitted by Christopher Mumby, Committee Chair, Camino of St. James Church, dated December 9, 2013, for the fifth annual Camino of St. James Church 8K/5K and Fun Runs on Sunday, August 10, 2014, starting at 8:00 a.m. for the duration of approximately two hours in accordance with the maps provided to the Police Department.

MOTION APPROVED UNANIMOUSLY

UNFINISHED BUSINESS

A brief discussion was held regarding the statement of Christian Andersen, System Manger of WOW, who told Council he would attend one meeting a month. Since Mr. Anderson has not been at a meeting in some time, an invitation will be extended to him to attend the next Council meeting.

NEW BUSINESS

None.

CORRESPONDENCE

All correspondence was distributed.

LIAISON REPORTS

- Ferris informed Council that the Tree Commission is seeking nominations for the person that will be honored at this year's Arbor Day celebration
- Naeyaert informed Council regarding Planning Commission business
- Brown informed Council regarding the Sesquicentennial Committee business

COUNCILMEMBER REPORTS

None.

ADMINISTRATOR'S REPORT

Colburn informed Council regarding city business. It was discussed to schedule the annual Budget Meeting on April 8 and 9, 2014.

ADJOURNMENT

The meeting adjourned at 8:38 p.m.

Deborah J. Cwierniewicz, City Clerk

Leon R. Clark, Mayor

01/30/2014 04:52 PM
User: TF
DB: Mason City

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MASON
EXP CHECK RUN DATES 02/01/2014 - 02/05/2014
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID
COUNCIL REPORT
MONDAY, FEBRUARY 3, 2014

Vendor Code Invoice GL Number	Vendor Name Invoice Description GL Description	Invoice Date	Amount
05016	GRANGER		
JAN 2014 101-528.00-818.000	JAN REFUSE #2285 CUSTOMERS JAN REFUSE #2285 CUSTOMERS	02/01/2014	27,168.65
VENDOR TOTAL:			27,168.65
07096	SPEEDWAY, LLC		
FEB 2014 661-568.00-731.000	JAN FUEL 2612.6 GALLONS JAN FUEL 2612.6 GALLONS	02/01/2014	7,807.70
VENDOR TOTAL:			7,807.70
TOTAL - ALL VENDORS:			34,976.35

I hereby certify that I have reviewed the above bills and expenses and to the best of my knowledge and belief, they cover expenditures of City services and materials and are within current budget appropriations.



Martin A. Colburn
City Administrator

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: February 3, 2014

Agenda Item: 7 (A)

AGENDA ITEM

Resolution No. 2014-06 – Mayoral Appointment to the Planning Commission

EXHIBITS

- Application – Elizabeth Hude
- Letter of Resignation – Kelli Green

STAFF REVIEW

City Clerk

SUMMARY STATEMENT

A vacancy on the Mason Planning Commission occurred on January 14, 2014, with the resignation of Commissioner Kelli Green. The appointment of Elizabeth Hude would fill that vacancy.

RECOMMENDED ACTION

Approve Resolution No. 2014-06.

Introduced:
Seconded:

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2014-06
MAYORAL APPOINTMENT TO THE PLANNING COMMISSION
February 3, 2014

WHEREAS, the resignation of Kelli Green on January 14, 2014, created a vacancy on the Planning Commission; now

BE IT HEREBY RESOLVED, that the Mayor, with confirmation by the City Council, does hereby appoint Elizabeth Hude to the Planning Commission of the city to fill the remainder of the unexpired term, commencing February 3, 2014 and expiring on December 31, 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, February 3, 2014, the original of which is part of the City Council minutes.

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



**CITY OF MASON
APPLICATION FOR APPOINTMENT
CITY BOARD OR COMMISSION**

Board /Commission Interest:	Planning
Name	Elizabeth Hude
Address	212 Carom Circle - Mason
Home Phone:	508-280-4114 Other Phone:
E-Mail:	elizahude@hotmail.com
Occupation:	Transportation Planner/former Town Planner (MI)
Employer:	HNTB Corp.
Business Address:	East Lansing.
Length of Residence Within The City of Mason:	1975-94 / 2010 - present
Education:	Bachelors Urban/Regional Planning/Public Mgmt
Relevant Organizations/Affiliations (if any):	
Relevant Employment/Volunteer Experience (if any):	Education work experience in town planning Formbased code/placemaking
Brief Statement As To Interest In Serving On This Board/Commission:	I am proud to call Mason my home town - model city for community planning. I would enjoy the opportunity to utilize my education/experience in support of community.

<p><u>Mail Completed Application To:</u></p> <p>City of Mason Office of the City Clerk P.O. Box 370 Mason, MI 48854</p>	<p>Preferred mailing address for agendas:</p> <p><input checked="" type="checkbox"/> Home Address <input type="checkbox"/> Office Address</p>
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If not appointed, I wish my application to be kept on file for six months. I understand after that time it is necessary to submit a new application to update my interest in serving.

Signature Elizabeth Hude

Date 12/30/13

Applicant must be resident of the City of Mason.
Exception: Residency is not required to serve on E.D.C., L.D.F.A., or D.D.A.

1/14/14
DEAR MR MAYOR,

I REGRETFULLY
RESIGN MY POSITION
ON THE PLANNING
COMMISSION. I ENJOYED
SERVING THE CITY OF
MASCO VERY MUCH.

SINCERELY,
KELLY GREEN

CITY OF MASON
STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: February 3, 2014

Agenda Item: 7 (B)

AGENDA ITEM

Resolution No. 2014-07 – Accept Change Order No. 3 for Local Streets

EXHIBITS

- Letter from Wolverine Engineers and Surveyors, dated January 10, 2014
- Change Order No. 3 dated December 18, 2013

STAFF REVIEW

Administration

SUMMARY STATEMENT

The City of Mason went out for public bids for the construction of the local streets with Reith-Riley Construction winning the bid. The Change Order No. 3 to the above-referenced Local Streets project reflects the prices to complete Hunting Meadows Drive, Stag Thicket Lane, Eagles Nest Court and Monroe Street. The Change Order No. 3 is an increase of \$176,382.69.

RECOMMENDED ACTION

Move to approve Resolution No. 2014-07.



Wolverine Engineers & Surveyors, Inc.

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

January 10, 2014

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

RE: 2013 Local Streets

Dear Mr. Colburn:

Please find enclosed for your review and Council considerations Change Order No. 3 for the 2013 Local Streets project.

This Change Order reflects the process to complete the construction of Hunting Meadows Drive, Stage Thicket Lane, Eagles Nest Court and Monroe Street. Additionally, please note that the contractor, Reith Riley, has maintained the same unit prices as was bid in 2013.

It is our recommendations, after review by the City Council, that this Change Order be executed and returned to our office.

As always, should you have any other questions or require additional information, please do not hesitate to call.

Sincerely,

WOLVERINE ENGINEERS & SURVEYORS, INC.

Donald B. Heck, P.E.

DBH:ood

CHANGE ORDER NO. 3

PROJECT: Mason-2013 Local Streets-North St. and Temple St.

DATE: 12/18/13

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

CONTRACTOR: Rieth-Riley Construction Co. Inc.
4150 S. Creyts Road
Lansing, MI 48917ENGINEER: Wolverine Engineers and
Surveyors, Inc.
312 North Street
Mason, MI 48854

CONTRACT: Mason-2013 Local Streets-North St. and Temple St.

PROJECT NO. 13-0002

Description of Changes - These streets must be completed & billed before 6/30/14

<u>Item No.</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total</u>
Hunting Meadow Dr.- South St. to Stag Thicket					
1	Pulverize Existing Pavement (Full Depth)	1,830	syd	\$0.95	\$1,738.50
2	Machine Grading, incl. Removal of Excess Material	6	sta	\$950.00	\$5,700.00
3	Fine Grading	1,830	lft	\$0.50	\$915.00
4	Bituminous Mixture 13A @ 440#/syd	403	tons	\$51.41	\$20,718.23
5	Plaster Existing Catchbasin Casting	5	ea	\$87.00	\$435.00
6	Adjust Existing Manhole Casting	3	ea	\$288.00	\$864.00
7	Remove and Replace ADA Ramps	220	sft	\$7.20	\$1,584.00
8	Truncated Dome RampPanel (2.5' x 2') EJIW	6	ea	\$170.00	\$1,020.00
9	Remove and Replace Concrete Curb and Gutter	40	cft	\$20.60	\$824.00
10	Adjust Water Valve Box	1	ea	\$137.00	\$137.00
11	Restoration and Clean Up	1	ls	\$1,300.00	\$1,300.00
12	Signing and Traffic Control	1	ls	\$1,118.00	\$1,118.00
Total Amount of Construction-Hunting Meadow Dr.- South St. to Stag Thicket					\$36,353.73
Stag Thicket Lane					
1	Pulverize Existing Pavement (Full Depth)	2,800	syd	\$0.95	\$2,660.00
2	Machine Grading, incl. Removal of Excess Material	5	sta	\$950.00	\$4,750.00
3	Fine Grading	2,800	lft	\$0.50	\$1,400.00
4	Bituminous Mixture 13A @ 440#/syd	616	tons	\$51.41	\$31,668.56
5	Plaster Existing Catchbasin Casting	2	ea	\$87.00	\$174.00
6	Adjust Existing Manhole Casting	5	ea	\$288.00	\$1,440.00
7	Furnish New and Adjust Manhole Casting, EJIW 1040	1	ea	\$700.00	\$700.00
8	Remove and Replace ADA Ramps	280	sft	\$7.20	\$2,016.00
9	Truncated Dome RampPanel (2.5' x 2') EJIW	8	ea	\$170.00	\$1,360.00
10	Remove and Replace Concrete Curb and Gutter	60	lft	\$20.60	\$1,236.00
11	Restoration and Clean Up	1	ls	\$1,300.00	\$1,300.00
12	Signing and Traffic Control	1	ls	\$1,118.00	\$1,118.00
Total Amount of Construction-Stag Thicket Lane					\$49,822.56

CHANGE ORDER NO. 3

Eagles Nest Ct.

1	Pulverize Existing Pavement (Full Depth)	2,725 syd	\$0.95	\$2,588.75
2	Machine Grading, incl. Removal of Excess Material	5 sta	\$950.00	\$4,750.00
3	Fine Grading	2,725 lft	\$0.50	\$1,362.50
4	Bituminous Mixture 13A @ 440#/syd	600 tons	\$51.41	\$30,846.00
5	Plaster Existing Catchbasin Casting	2 ea	\$87.00	\$174.00
6	Adjust Existing Manhole Casting	5 ea	\$288.00	\$1,440.00
7	Remove and Replace ADA Ramps	180 sft	\$7.20	\$1,296.00
8	Truncated Dome Ramp Panel (2.5' x 2') EJIW	6 ea	\$170.00	\$1,020.00
9	Remove and Replace Concrete Curb and Gutter	60 lft	\$20.60	\$1,236.00
10	Restoration and Clean Up	1 ls	\$1,300.00	\$1,300.00
11	Signing and Traffic Control	1 ls	\$1,118.00	<u>\$1,118.00</u>
Total Amount of Construction-Eagles Nest Ct.				\$47,131.25

Monroe Street-E. Columbia St. to Randolph Street

1	Pulverize Existing Pavement (Full Depth)	1,754 syd	\$0.95	\$1,666.30
2	Machine Grading, incl. Removal of Excess Material	5.5 sta	\$950.00	\$5,225.00
3	Fine Grading	1,754 lft	\$0.50	\$877.00
4	Bituminous Mixture 13A @ 440#/syd	485 tons	\$51.41	\$24,933.85
5	Plaster Existing Catchbasin Casting	4 ea	\$87.00	\$348.00
6	Adjust Existing Manhole Casting	1 ea	\$288.00	\$288.00
7	Furnish New & Adjust Manhole Casting, EJIW 1040	2 ea	\$700.00	\$1,400.00
8	Rebuild Cone Section (3' Max) of Drainage Structure	1 ea	\$357.00	\$357.00
9	Remove & Replace Conc. Curb & Gutter	80 lft	\$20.60	\$1,648.00
10	Remove & Replace 4" Concrete Sidewalk	300 sft	\$3.82	\$1,146.00
11	Remove & Replace 6" Concrete Sidewalk or Drive	240 sft	\$4.50	\$1,080.00
12	Remove and Replace ADA Ramps	140 sft	\$7.20	\$1,008.00
13	Truncated Dome Ramp Panel (2.5' x 2') EJIW	4 ea	\$170.00	\$680.00
14	Restoration & Cleanup	1 LS	\$1,300.00	\$1,300.00
15	Signing & Traffic Control	1 LS	\$1,118.00	<u>\$1,118.00</u>
Total Amount of Construction-Monroe Street-E. Columbia to Randolph				\$43,075.15

Total Increase Change Order No. 3 \$176,382.69

CHANGE ORDER NO. 3

CHANGES IN CONTRACT PRICE:

Original Contract Price: \$ 521,502.29
Previous Change Orders: \$ 34,591.14
Contract Price prior to this Change Order: \$ 556,093.43
Net Increase of this Change Order: \$ 176,382.69
Contract Price with all approved Change Orders: \$ 732,476.12

CHANGE IN CONTRACT TIME:

Original Contract Time: 180 Days
Net Change from Previous Change Orders: 0 Days
Contract Time Prior to this Change Order: 180 Days
Net Increase of this Change Order: 238 Days
Contract Time with all approved Change Orders: 6/30/2014

RIETH-RILEY CONSTRUCTION CO., INC.

Contractor

By:  _____

Date: 12/19/13 _____

CITY OF MASON

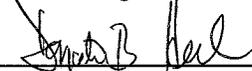
Owner

By: _____

Date: _____

Wolverine Engineers and Surveyors, Inc.

Engineer

By:  _____

Date: 1/10/14 _____

Introduced:
Second:

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2014-07**

ACCEPT CHANGE ORDER NO. 3 FOR LOCAL STREETS

February 3, 2014

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; and

WHEREAS, Change Order No. 3 to the above-referenced Local Streets project reflects the prices to complete Hunting Meadows Drive, Stag Thicket Lane, Eagles Nest Court and Monroe Street; and

BE IT HEREBY RESOLVED, that the Mason City Council approves the expenditures as part of the Fiscal Year 2013-2014 budget, with the Change Order No. 3 increase of \$176,382.69 for the construction of Local Street construction program, 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, February 3, 2014, 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: February 3, 2014

Agenda Item: 7 (C)

AGENDA ITEMS

Discussion – City Hall Landscape Proposals

EXHIBITS

- HTA Companies, Inc. proposal
- The Plant Professionals, Inc. proposal
- Snyder's Landscape Design Inc. proposal
- Bluegrass Lawn and Landscape proposal

STAFF REVIEW

Zoning & Development Department

SUMMARY STATEMENT

This issue was last before the Council on December 16, 2013. At that time staff provided proposals from landscape contractors that addressed the issues expressed by Council. At that meeting Council expressed interest in analyzing the proposals in upcoming Council meetings. Staff recommends that Council discuss the proposals.

RECOMMENDED ACTION

No action is necessary at this time.



5855 Michigan Rd.
Dimondale, Michigan
48821

p | 517.482.2007 f | 517.482.2008
www.htacompanies.com

PROPOSAL

To: City of Mason

Phone	Date December 2, 2013
Job Name/Location City Hall Landscaping	
Job Number	Job Phone

We hereby submit specifications and estimates for:

HTA will furnish and install all labor, equipment, and materials necessary to complete landscape construction on the above project as per HTA design. Scope of work to include the following items only:

- Removal of existing plantings
- 11 Pardon Me Daylily (1 gal)
- 26 Stella D'oro Daylily (1 gal)
- 21 Knockout Rose (3 gal)
- 6 Andorra Juniper (3 gal)
- 7 Green Velvet Boxwood (3 gal)
- 5 Silver Arrow Grass (2 gal)
- 3 Plume Grass (2 gal)
- 13 Sea Green Juniper (3 gal)
- 3 Fat Albert Spruce (4' height)

PLANTINGS PRICE: \$6,813.00

- Optional: 4" shredded hardwood bark mulch (90 cyd)

BARK MULCH PRICE: \$3,780.00

We Propose hereby to furnish material and labor—complete in accordance with the above specifications, for the sum of: _____ dollars (\$ _____).

Payment to made as follows:

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized Signature: _____

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal—The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____

Date of Acceptance: _____

Signature: _____



5855 Michigan Rd.
Dimondale, Michigan
48821

p | 517.482.2007 f | 517.482.2008
www.htacompanies.com

PROPOSAL

To:

Phone	Date
Job Name/Location	
Job Number	Job Phone

We hereby submit specifications and estimates for:

- Maintenance: 5 occasions as directed by owner, including weeding, removal of debris, trimming, watering
-

MAINTENANCE PRICE: \$3,625.00

NOTE: -No planting outside of seasonal limitations

- No turf seeding included
- No permits or other fees included
- Not responsible for acts of vandalism, accidental damage, or natural occurrences
- HTA cannot be responsible for marking of the parking lot/concrete surfaces

REFERENCES:

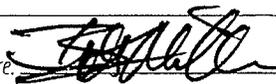
- First Housing, Lansing, Mi. 517-887-4200
 - o Landscaping Design/Construction
- Christman Company Lansing, Mi. 517-482-1488
 - o Landscaping, Irrigation, and Maintenance
- Block 36 apartments East Lansing, Mi. 517-333-6195
 - o Landscaping Design/Construction, Irrigation, and Maintenance

We Propose hereby to furnish material and labor—complete in accordance with the above specifications, for the sum of:

dollars (\$ 14,218.00).

TERMS: Net 30
Payment to made as follows:

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized Signature: 

Note: This proposal may be withdrawn by us if not accepted within 20 days.

Acceptance of Proposal—The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____

Date of Acceptance: _____

Signature: _____

SIGNATURE SHEET

(Please type or print clearly in ink only)
RFP Landscaping Services

My signature certifies that the proposal as submitted complies with all terms and conditions as set forth in the RFP, except as noted herein. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce.

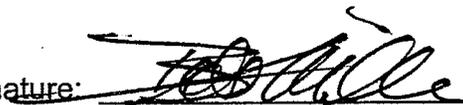
I hereby certify that I am authorized to sign as a representative for the firm:

Complete Legal Name and Address of Firm:

HTA COMPANIES, INC
5855 N. MICHIGAN RD
DIMONDALE, MI 48821

Remit to Address:

SAME

Signature: 

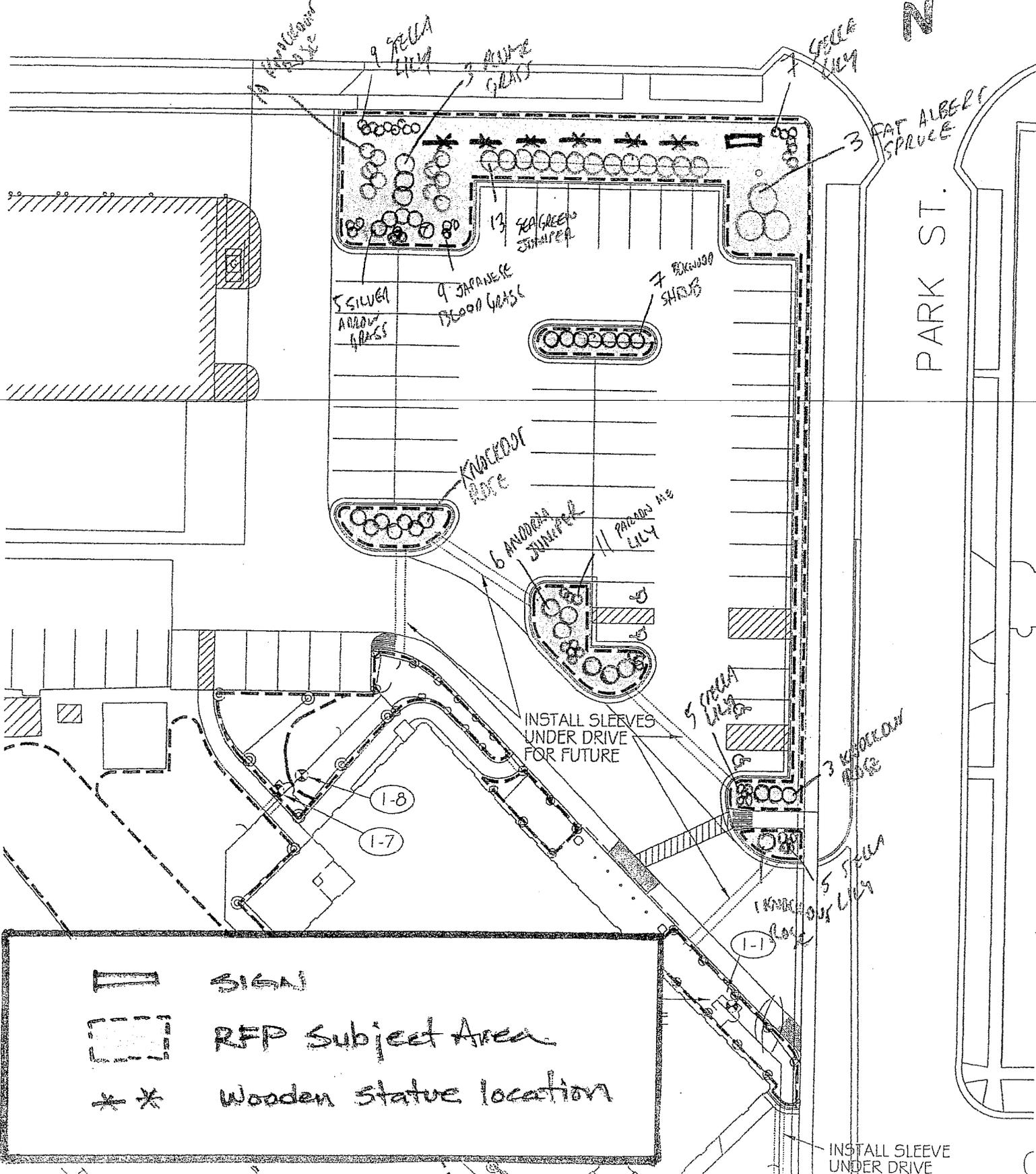
Name (type/print): BRETT MILLER

Title: Project Mgr

Telephone: (517) 482-2007 Fax No.: () 482-2008

Date: 12/2/2013

M-36/ASH ST.



David Haywood
City of Mason Clerk's Department
Mason City Hall
201 W. Ash Street
Mason, Michigan 48854
(517) 676-9155

12/4/2013

Landscape Proposal for Mason City Hall
Parking Lot Landscape

4	Acer saccharin 'Green Mountain'	\$87.50	\$350.00
18	Junipers squamata 'Blue Star' Juniper	\$24.50	\$441.00
11	Cotoneaster dammeri 'Coral Beauty'	\$18.75	\$206.25
37	Rosa 'Knock Out'	\$37.50	\$1,387.50
20	Ceanothus americanus 'New Jersey Tea'	\$75.00	\$1,500.00
7	Baptisia False Indigo	\$17.75	\$124.25
12	Pervoskia atriplicifolia	\$10.25	\$123.00
25	Echinacea purpurea 'Purple Magnus' Coneflower	\$10.25	\$256.25
110	Hemerocallis 'Happy Returns' Daylily	\$10.75	\$1,182.50
99	Sedum 'Autumn Fire'	\$10.25	\$1,014.75
<hr/>			
30	Yards probark mulch	\$23.96	\$718.80
10	Yards prosoil	\$17.96	\$179.60
1	Wetting agents for improved acclimation	\$50.00	\$50.00
Subtotal plants and materials			\$7,533.90
Labor			\$9,080.00
Dump Fee			\$420.00
Delivery			\$110.00
Total, estimated			\$17,143.90

A 50% deposit is requested.

The Plant Professionals
Inc

www.theplantprofessionals.com

16886 Turner Street • Lansing, MI 48906 • (517) 327-1059 • Fax (517) 327-0299

Other options to reduce the cost would be:

If you choose to do the demolition, removing existing grass and root balls with the exception of the 10 grasses on the plan, that would reduce your cost by:

\$3,020.00

Another option to reduce the cost would be to reduce the amount of Daylilies and Sedum by a third for a less full look. If you choose this option you would reduce the cost by:

\$734.00

The planting plan is the property of The Plant Professionals. It may not be used by another party. However, it may be purchased for:

\$350.00

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We offer four references for 2013 projects which are also revisions of existing landscapes:

Michigan Chamber of Commerce
600 So. Walnut St.
Bob Thomas
Lansing, MI 48933
371-2100

We have worked with the state Chamber for several years. As the landscape ages and needs change we are updating various aspects. This year we began an update of the courtyard, which will complete in 2014 to fit available budget. We are retaining healthy and proportionate trees and changing both design and plant materials for a new look that will last.

Orchid Orthopedic
Donna Samburg
1365 Cedar Street
Holt, MI 48842
694-2300

This is a new client in 2013, referred to us by an interior designer and an architect we have worked with in the past. We designed a permanent planting for a raised structural masonry planter that includes seasonal rotations, and also designed a new bed surrounding a new sign at the street. We have installed and maintain both areas.

John Geddert Residence –Twistars, Inc.
800 Woodbury
Grand Ledge, MI
322-0360

This elaborate landscape had been well designed but had not had complete professional care . We began with a complete pruning and were asked back first to update shrubs and perennial plantings, then to add new bed areas including additional trees. Working on steep slopes and with a fast turn around were highlights of this project. We will be maintaining the landscape in 2014 as well.

DeWitt Township
Rod Taylor
1401 W. Herbison Road
DeWitt, MI 48820
517-668-0270

Updates to existing beds at flagpole and entrance signs. Worked with township to add perennial color and visual interest on a tight budget.

Qty	Code	Scientific Name	Common Name
4	SM	Acer saccharum	Green Mountain Sugar Maple
18	BJS	Juniperus squamata	Blue Star Juniper
11	CT	Cotoneaster dammeri	Cornel Beauty
37	KR	Rosa	Knock Out
20	NJ	Ceanothus americanus	New Jersey Tea
7	BT	Baptisia	False Indigo
12	RS	Perovskia atriplicifolia	Russian Sage
25	CF	Echinacea purpurea	Purple Magnus Coneflower
110	DL	Hermerocallis	Happy Returns Daylily
99	S	Sedum	Autumn Fire
3	ET	Existing Tree	
10	EG	Existing Grass	

The design intent of this landscape plan is to provide seasonal interest, safe sightlines to drivers and pedestrians, and low maintenance. The plants for this design have been carefully selected to meet all the needs of the client.

The native plants chosen throughout the design will benefit the environment through reduced water use, and less need for pesticides and fertilizers. Native plants can result in lower long term maintenance costs, increased plant hardiness, and increased biodiversity.

The trees that have been selected will guide traffic, provide shade, and frame views. As a rule, trees require less maintenance than shrubs. Their initial cost is small compared to their advantages and the long term increase in the value of the property.

The trees, shrubs, and perennials have also been selected for salt resistance (considering winter parking lot and sidewalk care) dry conditions, and with the exception of the trees, they are all three feet or less in height at maturity.

All of the shrubs on this plan are drawn to the mature width.



Project: Mason City Hall

Drawn by: Alexa LeBaron

Property of: The Plant Professionals, Inc.

Scale 1/8"=1'

Drawing No. 1

Date: 12-2-13

Company Name: The Plant Professionals, Inc.
16886 Turner Road, Lansing, MI 48906

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Matt Snyder-President

Po Box 267 | Dimondale MI 48821

Matt@snyderslandscape.com

Office: 517.646.5952

Fax: 517.913.6020

Cell: 517.204.6155

REFERENCE SHEET

Douglas J

Contact: Curt Lowe

Phone: 517.230.5465

E-mail: Curt.Lowe@douglasj.com

4663 Ardmore Ave

Okemos MI 48864

CB Richard Ellis Martin

Contact: Heather Humphrey

Phone: 517.351.2200

E-mail: heather.humphrey@cbre.com

1111 Michigan Ave Suite 201

East Lansing MI 48823

Hawk Hollow Properties

Contact: Camie Kessler

Phone: 517.641.6303

E-mail: camiekesler@gmail.com

Hawk Hollow Properties

Bath MI 48808

SIGNATURE SHEET

(Please type or print clearly in ink only)
RFP Landscaping Services

My signature certifies that the proposal as submitted complies with all terms and conditions as set forth in the RFP, except as noted herein. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce.

I hereby certify that I am authorized to sign as a representative for the firm:

Complete Legal Name and Address of Firm:

BLUEGRASS LAWN & LANDSCAPE
781 HULL RD
MASON, MI 48854

Remit to Address:

Signature: 

Name (type/print): DOUGLAS BYERS

Title: VICE PRESIDENT

Telephone: (517) 676-9500 Fax No.: (517) 676-8925

Date: 12/2/13



781 Hull Road Mason, MI 48854 - (517) 676-9500 - Fax (517) 676-8925 - www.bluegrasslandscape.net

Landscape Estimate

Client Information
Mason City Hall 201 W. Ash Mason, MI 48854 Landscape Improvements

Date	Estimate #
12/2/2013	1796
Terms	

Description	Qty	Total
LANDSCAPE PROPOSAL		
Removal of existing vegetation as needed to bare soil		4,500.00
Installation of boulder walls per design -Walls will consist of one 14 lnft, 20 lnft, and six 12-14 lnft walls near statues -Wall height at 20-26"		6,000.00
Install pavers per design -Thinking that we can use the same pavers we used at the Fire Station -About 105 sqft		1,000.00
80 Yds of topsoil, installed		2,500.00
Install plants per design, included will be fertilizer and a water absorption granule -Prairie perennials will consist of combination of smaller perennials (under 24") Will include Allium, Carpet Sedum, Little Bunny Fountain grass, Walkers Low Catmint, Daylily, Asters, Coreopsis These areas will also have some accent boulders -One year warranty on plant material		9,700.00
38 Yds of hardwood mulch, includes preen -Optional: Install dyed material (will hold color longer) ADD \$460		2,000.00
24 Yds of stone mulch (1-6" in size) -For island beds, includes landscape fabric		3,000.00
Small turf area created, see design		400.00
Edging as needed (about 50 ft)		120.00
First Year Maintenance, includes: 5 weed control visits, 15 water applications, 1 cutback of perennials		1,850.00
OPTIONS FOR DESIGN - Delete boulder walls. Lower plant count. Create more turf areas with smaller beds. All would lower cost and have a dramatic change in the design look. The current design offers the most color and plant variation.		

Signature:	Print: <u>Doug Byers</u>
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Total	\$31,070.00
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BlueGrass Lawn & Landscape Projects

(Current projects our company has design/installed)

1. **Serentiy Place Apartments** – 216 S Clinton in Grand Ledge
Working with CapCon Construction out of Lansing. 517-887-4208. Will be complete in fall of 2013. It is a refurbished landscape that we designed and installed. Retaining walls and plantings.
 2. **Thorburn Residence** – 930 n Clark Rd in Dansville
New construction house. Designed by BlueGrass Landscape. Features will include patio, boulder walls, outcropping steps, irrigation, grade and seed. Started in fall of 2013 and will complete in spring of 2014. Audrey Thorburn. 517-242-2600
-
3. **Mason Fire Station** – 221 W Ash in Mason
New design installed that includes water feature, paver pad, plantings, landscape lighting. Summer of 2012.



BlueGrass Landscape has been in business since April of 2000. BlueGrass Landscape was established in Mason and still works in the Mason area more than any other Mid-Michigan cities. We have maintained a very consistent growth rate over the past 5 years. We have been strengthening our design/install practices over those same years. BlueGrass incorporates many different features into our landscape projects. Combining hardscape, irrigation and water features with our designs is only part of what we offer.

The total number of customers that BlueGrass maintains varies. We do some maintenance work that keeps a consistent number of customers of the course of a season. But what we think is valuable is the number of referrals that we get from previous customers. Returning customers (customers that add-on to their landscape) continues to grow each year. Our areas of work include all of the Mid-Michigan area, although we have travelled for work. Indiana, Ann Arbor, New Buffalo are some of the areas that we have done install work.

During the summer, we employ about 18 people (2013). We grew from about 14 people last year and expect our 2014 total to be in the area of 25. We have grown our retail side of our business over the past two years. BlueGrass Landscape maintains 3-4 landscape crews, a maintenance crew, an irrigation crew, and our retail division. We feel that we can handle many aspects of the landscape environment in an efficient manner.

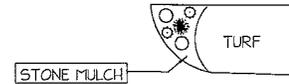
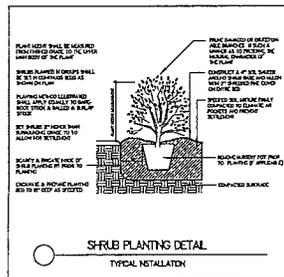
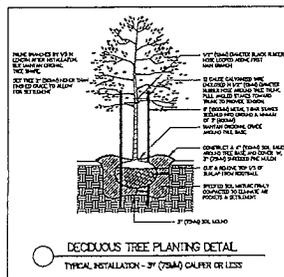
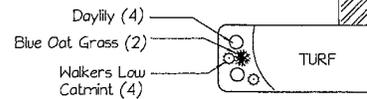
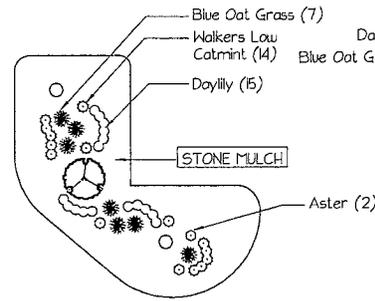
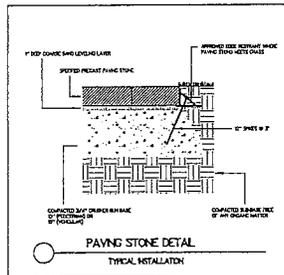
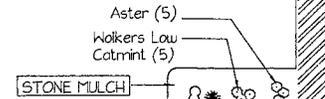
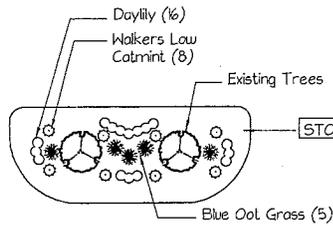
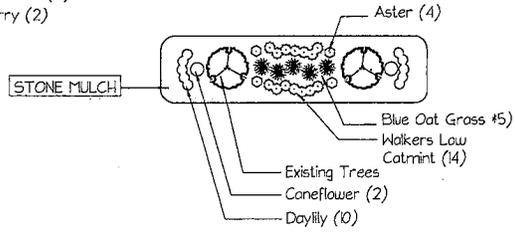
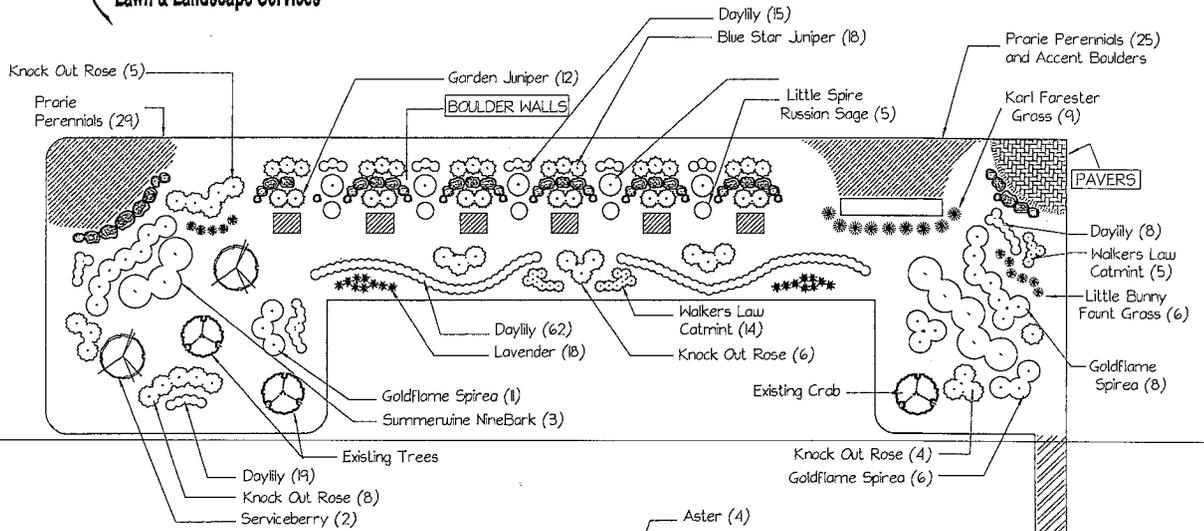
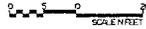
The City Hall landscape project is a project that we want to be a part of. We want to add some color and compliment the statues that will be a focal point of the landscape berm. Providing hardscapes (boulder walls) and color throughout the year will help accomplish our goal. With Any design work a clear communication with the owner is necessary. Before work any work begins, we will make sure that everyone is on the same page and if changes are needed, we do so at the beginning.

If awarded the contract – contact information would be through Doug Byers. Vice President. 517-490-0449. doug@bluegrasslandscape.net

Individuals working on the project Troy Schniers. Has worked with BlueGrass now for three years. Graduated from MSU in turf management. Also Nick Shank will be working on the project. Another graduate from MSU horticulture. Then we would probably have some summer help (typically college students working as a summer job). Total of 4-5 employees working onsite as needed.

Mason City Hall

Landscape Plan



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: February 3, 2014
RE: City Administrator's Report

Michigan Municipal League Community Excellence Awards

Every year, the Michigan Municipal League sponsors the Community Excellent Awards—a peer-nominated competition that recognizes transformational ideas and innovative solutions created by Michigan communities. The Community Excellence Award (CEA) is the League's most prestigious community award and is an opportunity to highlight local success stories and best practices, and to share innovative community programs or projects on a statewide platform. This year, I would like to work cooperatively with Police Chief John Stressman and the Police Department to enter into the competition, highlighting the City of Mason's Prescription Drug Drop Box Program.

The Mason-Capital Area Prescription Drug Task Force was set up in 2012 at the initiative of Mason Police Chief John Stressman, who is now the Chairman of the Task Force. To date, the Prescription Drug Drop Box, installed at Mason City Hall, has collected five 55-gallon containers of medications from the community. This box was the first of its kind installed in Ingham County by the Health Department, which sponsors the program through a federal grant. After some fine tuning, accepted substances for disposal in the Drug Drop Box include:

Controlled substances such as:

- Pain Relievers – Vicodin, Hydrocodone, Demerol, Oxycontin, Fentanyl
- Anti-Depressants – Valium Xanax, Zoloff, Prozac
- Sleep Aids – Ambien, Lunesta, Sonata
- Behavior Modification Medication – Ritalin, Methylphenidate, Adderall
- Cough Medication – With Dextromethorphan

Medications NOT accepted include:

- All other prescription medications
- Medicated ointments and lotions
- Needles, syringes, lancets, epi-pens
- Bloody or infectious waste
- Over-the-Counter drugs
- Vitamins and supplements
- Thermometers
- Insulin and inhalers

Alternative sites for non-narcotic prescriptions and over-the-counter medications are strategically located at several different locations in the County, including Ware's Pharmacy in downtown Mason.

Communities wanting to earn the Community Excellence Award must present a five-minute "elevator pitch" presentation at the Regional Roundtable, which will take place at the Capital Conference in Lansing on March 18-19, 2014. Presenters may use one poster board for display purposes during their presentation, but no other visuals are allowed, including PowerPoint presentations, videos, etc. Regional Roundtable attendees vote for their favorite CEA presentation and the seven regional winners represent their communities—and their entire region—in the final round at the League's Annual Convention. There, each competitor will have seven minutes on the main stage, and typically prepare videos and/or PowerPoint presentations for that venue.

Staff will work cooperatively to develop an initial Community Excellence Award presentation at the upcoming Regional Roundtable next month.

Invitation to Capital Area Health Alliance Community Discussion

Willis Bennett, Director of the Ingham County Parks Department, recently sent out an invitation from the Capital Area Health Alliance (CAHA) for a special meeting on February 6 from 8:30 a.m. – 11 a.m. at Hannah Community Center in East Lansing to discuss CAHA's initiative to promote parks as a place for people to be active and healthy. This is a partnership with many different organizations to work together as a region to promote health and wellness through parks and recreation. The purpose of the meeting is to bring parks and recreation professionals and providers from the region together to discuss how to effectively move forward together.

Land Use and Health Resource Team Action Team Workshop

The Land Use and Health Resource Team (LUHRT) serves the health departments of Clinton, Eaton, and Ingham counties through the LUHRT, in cooperation with MSU Extension, the Tri-County Regional Planning Commission, and a number of grassroots organizations. The LUHRT is also an official coalition partner of the Power of We Consortium in Mid-Michigan. They have extended an invitation to the next LUHRT Action Team Workshop which will be held on Monday February 3rd, 2014 at the Hannah Community

Center Room 235 at 9:00 AM. This meeting will guide the LUHRT's direction for the next three years. Priority issues to address in the next three years, include: 1) Sustainable, affordable housing plans; 2) Preserving our natural heritage with a focus on healthier parks; and 3) Sustaining the inclusion of health considerations in local government and land-use decision making within Ingham, Eaton and Clinton counties.

Lansing Regional Chamber of Commerce Developing Regional Vision

The Lansing Regional Chamber of Commerce (LRCC) will join with Clinton, Eaton & Ingham counties and other community partners to develop a broader regional vision for Greater Lansing. The regionalism effort will seek to bring together organizations including the LRCC, Michigan State University, business and community leaders and local units of government in the tri-county region in creating a regional forum that has not existed.

The new regionalism initiative will seek to build on the foundation of success that has been achieved in regional collaboration in the past couple of years. LRCC, Michigan State University, LEAP, Inc. and local business leaders have initiated several efforts towards establishing a regional vision, including the creation of an economic scorecard which compared the cost of local government in Greater Lansing with other regions around the country. The region has taken several steps forward since the scorecard was developed. Most notably, a Shared Fire Services Initiative involving six local units of government has made significant progress in offering more efficient and effective fire services to residents of the region.

LRCC recently partnered with Marketing Resource Group (MRG) to conduct a telephone survey of 600 residents of Ingham, Eaton and Clinton counties. The research was designed to determine how residents feel about the overall concept of regionalism and various aspects of regional cooperation. 82 percent of respondents said they supported regional cooperation, defined as Greater Lansing businesses, local units of government and residents working together through shared resources and decision-making for the good of the entire Greater Lansing region.

In recent months, the LRCC has been meeting with the leadership from Clinton, Eaton & Ingham counties to discuss the development of regional priorities. The LRCC plans to build upon these discussions with additional stakeholders throughout the region to further establish the framework for the regionalism initiative. Some of the major themes that need to be a significant part of the discussion include: good governance, economic development, higher education, talent development and retention and public policy.

It is imperative that we track how this develops as it may impact our businesses and governmental operations. As we garner more information and details of these meetings, we will distribute to the city Council. We will want to be attuned so that we can properly address and react as the Council deems appropriate.