

**CITY OF MASON**

201 West Ash St.  
Mason, MI 48854-0370

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

**CITY COUNCIL  
and  
UTILITY RATE STUDY COMMISSION**

**WORK SESSION  
TRAINING ROOM**

**Monday, March 3, 2014**

**6:30 p.m.**

**Agenda**

**Utility Rates**

# CITY OF MASON

201 West Ash St.  
Mason, MI 48854-0370

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

## Mason City Council and Utility Rate Study Commission

### WORK SESSION

6:30 PM

## CITY COUNCIL MEETING - COUNCIL CHAMBER

Monday, March 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. Presentations
  - A. Pat Hicks—Sun Dried Music Festival
  - B. Chief John Stressman—Police Department 2013 Annual Report
  - C. Chief Kerry Minshall—Fire Department 2013 Annual Report
7. Consent Agenda
  - A. Approval of Minutes
    - Regular Council Meeting: February 17, 2014
  - B. Approval of Bills
  - C. Motion—Accept and Place on File 2013 Police Department Annual Report
  - D. Motion—Accept and Place on File 2013 Fire Department Annual Report
  - E. Motion— Street Closure – Sun Dried Music Festival
8. Regular Business
  - A. Resolution 2014-08—A Resolution Approving an Increase to the City of Mason Utility Rates
  - B. Resolution 2013-49—To Approve Funding and Construction of an Apron in Front of the Mason Fire Department and the Sidewalks Within the Local Development Finance Authority (LDFA).
  - C. Resolution 2014-09— Authorization for Change in the Standard Streetlighting Contract Between the City and Consumers Energy Company
  - D. Motion—Request for Street Closures for the Mason State Bank 5K Race on May 2, 2014
  - E. Motion—Mason Area Chamber of Commerce Annual Events
  - F. Discussion—City Hall Landscape Proposals
9. Unfinished Business
10. New Business
11. Correspondence
  - Letter from Representative Tom Cochran dated February 19, 2014
  - Letter from Enbridge Energy dated February 20, 2014
12. Liaison Reports

13. Councilmember Reports

14. Administrator's Report

- Change in Personal Property Tax
- Service Master Grand Reopening

15. Executive Session

- A. Legal Counsel Pending Contracts Update
- B. Tax Tribunal Matters per the request of the City Attorney

16. Adjournment

**CITY OF MASON  
REGULAR CITY COUNCIL MEETING  
MINUTES OF FEBRUARY 17, 2014**

Clark called the meeting to order at 7:30 p.m. in the Council Chambers at 201 W. Ash Street, Mason, Michigan. Bruno 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. Cwierniewicz, City Clerk  
Eric Smith, Finance Director/Treasurer  
Ken Baker, Street & Water Superintendent  
Don Heck, City Engineer/Wolverine Engineers & Surveyors, Inc.  
Marty Sekrenes, Wolverine Engineers & Surveyors, Inc.  
John Stressman, Chief of Police

**ANNOUNCEMENTS**

- Blood Drive – St. James Church – Thursday, February 20, 2014
- The Tree Commission is seeking nominations for the person that will be honored at the 2014 Arbor Day celebration
- Council thanked State Representative Tom Cochran for his attendance at tonight's meeting

**PEOPLE FROM THE FLOOR**

None.

**PRESENTATION**

Corey Wojen, Network Manager of Wide Open West (WOW) Cable, spoke regarding recent weather incidents that caused cable outages. He stated that they have lowered the repair timeframe by an hour, power supply upgrades are ongoing, and Beacon Lakes Apartments have been rewired at no cost to the customers.

**CONSENT AGENDA**

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

- A. Motion – Approval of Minutes – Regular Council Meeting: February 3, 2014
- B. Motion – Approval of Bills - \$27,669.97
- C. Motion – Excused Absence – Councilmember Bruno  
Move to excuse the absence of Councilmember Bruno from the March 3 and March 17, 2014 City Council meetings.

**MOTION APPROVED UNANIMOUSLY**

**REGULAR BUSINESS**

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

At the February 3, 2014 meeting, Council considered read, and introduced, Resolution No. 2014-07. Action was taken to postpone consideration of the resolution to this meeting to allow including pricing for the addition of West Columbia Street to Change Order No. 3 for Local Streets. Mr. Heck and Mr. Sekrenes spoke regarding the construction process for local streets

MOTION by Droscha, second by Naeyaert,  
to amend Resolution No. 2014-07 by inserting West Columbia Street from Cedar  
Street to the Railroad tracks in the fourth paragraph after, Monroe Street, in the third  
line; striking \$176,382.69 in the fifth paragraph in the third line and insert \$299,030.84.  
MOTION APPROVED UNANIMOUSLY

**CITY OF MASON  
CITY COUNCIL RESOLUTION NO. 2014-07  
ACCEPT CHANGE ORDER NO. 3 FOR LOCAL STREETS  
February 17, 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, Monroe Street and West  
Columbia Street from Cedar Street to the railroad tracks; 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 \$299,030.84 for the construction of Local  
Street construction program, and authorizes the City Administrator signature authority.

RESOLUTION APPROVED UNANIMOUSLY

**Capital Area District Library Agreement with the City of Mason**

Colburn stated that the 2001 Agreement between the City and Capital Area District Library  
(CADL) for the operation of the Mason Branch has expired.

MOTION by Brown, second by Ferris,  
to authorize signature authority for the City Administrator to sign the Capital Area  
District Library (CADL) Library Agreement.

MOTION APPROVED UNANIMOUSLY

**Discussion— Well No. 9 Update**

Mr. Heck and Mr. Baker informed Council regarding the condition of Well No. 9. When the well was  
originally drilled, it appeared that it could be equipped at producing 325 gallons per minute (GPM).  
However, the rock formation of the well has caved in several times due to the geological condition in  
the area. Numerous attempts to restore the well to the original depth of approximately 390 feet  
below ground level (BGL) were unsuccessful. A study was conducted in order to submit the required  
reports to Michigan Department of Environmental Quality (MDEQ). The hydrogeologist's report to the  
State of Michigan requests that the well be rated at 250 GPM. The next step is to obtain a permit  
and place the well online. Although the rating will be reduced, the production of all city wells, without  
the largest well in service, provides the necessary capacity to meet the maximum daily water  
demands of the water system.

**Discussion— Snow Removal Ordinance**

The Traffic Commission requested that Council would discuss whether a citywide sidewalk snow  
removal ordinance is necessary. Council discussed the cost of enforcement, the burden for the  
elderly and residents that go to a warmer climate for the winter. No action was taken.

**UNFINISHED BUSINESS**

None.

## **NEW BUSINESS**

The following items were discussed:

- Staff ask Granger to extend the storm tree debris collection
- Review Ordinance No. 26-50 to update language

## **CORRESPONDENCE**

All correspondence was distributed.

## **LIAISON REPORTS**

- Brown informed Council regarding the Sesquicentennial Committee business
- Naeyaert informed Council regarding Planning Commission business
- Clark informed Council regarding Downtown Development Authority business

## **COUNCILMEMBER REPORTS**

Brown informed Council that he attended the Newly Elected Officials Academy sponsored by the Michigan Municipal League (MML).

## **ADMINISTRATOR'S REPORT**

Colburn informed Council regarding city business. A brief discussion ensued regarding city projects to consider for the Michigan Municipal League (MML) Community Excellence Awards.

## **ADJOURNMENT**

The meeting adjourned at 8:52 p.m.

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Deborah J. Cwierniewicz, City Clerk

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Leon R. Clark, Mayor

02/28/2014 09:32 AM  
User: TF  
DB: Mason City

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MASON  
EXP CHECK RUN DATES 02/14/2014 - 03/04/2014  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID  
COUNCIL REPORT  
MONDAY, MARCH 3, 2014

Vendor Code Invoice GL Number	Vendor Name Invoice Description GL Description	Invoice Date	Amount
07800	BLUE CROSS BLUE SHIELD OF MICHIGAN		
#7029499710DIV00&02 750-000.00-231.015	MARCH HEALTH INS ~ CITY EXPENSE MARCH HEALTH INS ~ CITY EXPENSE	02/17/2014	12,037.34
G#70294999DIV#001 101-855.00-874.001	MARCH RETIREES HEALTH INS ~ CITY EXPENSE MARCH RETIREES HEALTH INS ~ CITY EXPENSE	02/18/2014	7,378.57
VENDOR TOTAL:			19,415.91
08001	CONCORD EXCAVATING & GRADING, INC		
PAY EST 1 592-558.00-970.017	PAY ESTIMATE 1 ~ WELL #9 PAY ESTIMATE 1 ~ WELL #9	03/01/2014	84,530.50
VENDOR TOTAL:			84,530.50
06474	CONSUMERS ENERGY		
MARCH 2014 101-265.00-920.000	GAS & ELECTRIC 1/23 - 2/20/14 GAS & ELECTRIC 1/23 - 2/20/14	03/01/2014	6,402.86
VENDOR TOTAL:			6,402.86
08002	CUSACK'S MASONRY RESTORATION INC		
3628 592-555.00-970.000	REMOVE & REPLACE PUMP BUILDING DOOR REMOVE & REPLACE PUMP BUILDING DOOR	03/01/2014	5,275.00
VENDOR TOTAL:			5,275.00
05016	GRANGER		
FEB 2014 101-528.00-818.000	FEB REFUSE CHARGES #2285 CUSTOMERS FEB REFUSE CHARGES #2285 CUSTOMERS	03/01/2014	27,168.65
VENDOR TOTAL:			27,168.65
07722	ROBIN DALE ENTERPRISES, LLC		
14-J316 592-558.00-970.017	TEST & PULL PUMP, AIR LIFT & ADD'L COMPRESSOR WELL #8 TEST & PULL PUMP, AIR LIFT & ADD'L COMPR	03/01/2014	10,585.00
VENDOR TOTAL:			10,585.00
07096	SPEEDWAY, LLC		
MARCH 2014 661-568.00-731.000	FEB GAS USE 2510.8 GALLONS FEB GAS USE 2510.8 GALLONS	03/01/2014	7,569.02
VENDOR TOTAL:			7,569.02
TOTAL - ALL VENDORS:			160,946.94

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:** March 3, 2014

**Agenda Item:** 7 (C)

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**AGENDA ITEM**

Motion—Accept and place on file the 2013 Police Department Annual Report

**EXHIBITS**

2013 Annual Report

**STAFF REVIEW**

Police Department

**SUMMARY STATEMENT**

The members of the Mason Police Department are justifiably proud of the outstanding service we provide to the community and appreciate this opportunity to share the success we have had over the past year. We are pleased to present the Department's 2013 Annual Report.

**RECOMMENDED ACTION**

Move to accept and place on file the 2013 Annual Report for the Mason Police Department.



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

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**Meeting Date:** March 3, 2014

**Agenda Item:** 7 (D)

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**AGENDA ITEM**

Motion—Accept and place on file the 2013 Fire Department Annual Report

**EXHIBITS**

2013 Annual Report

**STAFF REVIEW**

Fire Department

**SUMMARY STATEMENT**

The Fire Department is pleased to present its 2013 Annual Report.

**RECOMMENDED ACTION**

Move to accept and place on file the 2013 Annual Report for the Mason Fire Department.

# CITY OF MASON

## STAFF AGENDA REPORT TO CITY COUNCIL

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Meeting Date: March 3, 2014

Agenda Item: 7 (E)

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### AGENDA ITEM

Motion – Street Closure – Sun Dried Music Festival

### EXHIBITS

- Written request by Pat Hicks
- Memorandum – Police Sgt. Hude, dated February 27, 2014

### STAFF REVIEW

Police Department

### SUMMARY STATEMENT

The Sun Dried Music Festival Incorporated organization is requesting street closures to hold the annual Sundried Music Festival in downtown Mason including, Jefferson Street between Ash and Sycamore Streets, Maple Street from the east side of the entrance to the Mason State Bank parking lot to Barnes Street (including both sides) from Maple to Ash Streets, and Ingham Court from Jefferson Street to the Mason State Bank driveway. These closures would begin at 8:00 a.m. August 22, and continue until approximately 4:00 p.m. Sunday August 24.

The organization is also requesting Council to waive Section 22-6(2) of the Mason Code to allow the use of sound amplifying equipment Friday night until 12:00 midnight, and Saturday until 1:00 a.m. on Sunday. The organization has invited area churches to use the stage and equipment for a morning community worship service, August 24. Therefore, they are also requesting Council to waive Section 22-6(2) of the Mason Code on Sunday, August 24, between the hours of 9:00 a.m. and 4:00 p.m. to allow a community worship service to be held.

In addition, the organization is requesting permission to rent the generator from the City, and use of the fire hydrant located on the corner of Jefferson and Maple to provide a potable water supply to the vendors.

### RECOMMENDED ACTION

Move to approve the request for the Sun Dried Music Festival Incorporated street closures as follows: Jefferson Street between Ash and Sycamore Streets, Maple Street from the east side of the entrance to the Mason State Bank parking lot to Barnes Street (including both sides) from Maple to Ash Streets, and Ingham Court from Jefferson Street to the Mason State Bank driveway, Friday, August 22, 2014 at 8:00 a.m. through Sunday, August 24, 2014, approximately 4:00 p.m. Also granted is a waiver of the amplified music ordinance, Friday night, August 22 until 12:00 midnight, Saturday until 1:00 a.m. Sunday the 24, and Sunday from 9:00 a.m. until 4:00 p.m. to allow a Community Worship Service to be held; additionally, rental of the City generator, and use of the fire hydrant located on the corner of Jefferson and Maple Streets to provide a potable water supply to the vendors is granted.

Good evening, my name is Pat Hicks, and I am here representing the members of the Sun Dried Music Festival Inc. I'm currently the Vice president of the non-profit organization established to facilitate the production of this festival. I have been involved with the Festival since its beginning as a volunteer, and the last three years as a member of the Board of Directors.

Returning to the committee this year are Katey and Neil Sheridan, Christie English, Joel Heckler, Mark Howe, Karen Kouretas, Karen Wilson, Jamie Robinson, and Rebecca Jordan. Each member of the committee has taken on a specific area of organization, and the recruit volunteers to accomplish their assignment. The sub committees, if you will, cover such areas as insurance, volunteers, liquor license and the beverage tent, entertainment, vendors, security, and the 50/50 raffles. The entire event is organized with direct input of the Mason Police Department.

Last year, for the first time, the festival was extended to include a community Church Service on Sunday. The response was fantastic, with over 1,000 people attending. The Sunday service was organized by the ministerial association, with Pastor Gerhard Weigelt leading the way. The churches have been invited again this year to participate in the festival. This is just one more example of our attempt to make this festival a truly community wide event.

Last year, we introduced a 50/50 raffle that was organized by Rebecca Jordan, and was very successful. We were able to pay one winner almost \$1,500.00. Rebecca returns this year, more experienced, and determined to have the raffle generate even more revenue for the festival.

This year, the main stage returns featuring a variety of performers, as well as a variety of types of music. As always, the emphasis is on showcasing the best musicians the mid Michigan area has to offer.

The popular second stage returns this year, with an eye on expanding it as well. When the details are completed, we think everyone will be pleased with the offering.

The kids play area returns this year, with an eye on offering even more family friendly entertainment. We are constantly looking to expand the vendor area, with an eye on local first, and providing a diverse offering of food, services, and products. We continue this year, to offer incentives to members of the Chamber of Commerce, and DDA, as a way of encouraging local first participation. The beverage tent returns, as the largest revenue generator for the festival. We take a

lot of pride, and put in a lot of work to insure that this area is well managed. As far as I know, we are the only festival in the area that asks any volunteer working in the beverage area to attend alcohol management training classes, which we organize. The volunteers that allow admission receive awareness training from the Police Department in the area of false ID recognition, and legal entry laws. This year, the volunteer Security personnel will be Correction Officers from Jackson Prison, and will receive awareness training from the Police Department, and become an extra set of eyes for them.

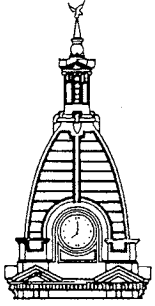
With the many improvements we made last year, and a lot of extra work by our volunteers, the Festival generated enough money to cover our expenses, and put approximately \$8,000.00 in the bank. Our goal is to do even better this year.

As in the past, we ask the City Council to approve our request for street closures, which include Jefferson St. between Ash and Sycamore, Maple from the east side of the entrance to the Mason State Bank parking lot, to Barnes St. both sides of the Barnes St. Boulevard from Maple to Ash, and Ingham Court from Jefferson St. to the driveway to Mason State Bank. These closures would begin at 8 am. On the 22<sup>nd</sup> of August, and continue until approximately 4 pm Sunday August 24<sup>th</sup>.

We would request a waiver of the amplified music ordinance Friday night until 12 midnight, Saturday until 1am Sunday the 24<sup>th</sup>. And Sunday until 4pm. We request permission to rent the generator from the City, as we have every year. We ask permission to use the fire hydrant located on the corner of Jefferson and Maple to provide a potable water supply to our vendors.

We truly appreciate the support of the City Staff, the Police Department, and DPW workers who help with many aspects of the preparation for the Festival. We also appreciate the City Employees who work a long day at their jobs, and then come downtown to volunteer their services to help make this event successful. As always, we truly appreciate the support of the City Council. Without this support, and the overwhelming support of the Community, we would never be able to host this event. Our goal every year is to invite our entire community to the downtown, offer entertainment from the best the area has to offer, and encourage them to meet their neighbors, and enjoy all that Mason has to offer.

Thanks again, and if you have any questions I will try to answer them. With your help, and the support of the community, we look forward to a fun, safe, and successful festival again this year. See you all on the 22<sup>nd</sup> of August.



# Mason Police Department

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

JOHN STRESSMAN  
*Chief of Police*

Office: (517) 676-2458  
Fax: (517) 244-9024  
MASON\_PD@ingham.org

## MEMORANDUM

To: Mr. Martin Colburn

From: Sgt Edward Hude *EH*

Date: February 27, 2014

Ref: 2014 Sun Dried Music Festival Request

I have reviewed the request from Pat Hicks, concerning the 2014 Sun Dried Music Festival and the request for street closures.

The Mason Police Department has no objections to the street closures as requested. The Mason Police Department does request reimbursement for police service costs as subsequent to past events.

Any further questions may be directed to Chief John Stressman.

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

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**Meeting Date:** March 3, 2014

**Agenda Item:** 8 (A)

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**AGENDA ITEM**

- Resolution 2014-08 A Resolution Approving an Increase to the City of Mason Utility Rates

**EXHIBITS**

- H.J. Umbaugh & Associates 2013/14 Water and Sewer Fund Analysis and Rate Study Executive Summary
- Utility Rate Study Commission recommendation
- Proposed Rate Sheet

**STAFF REVIEW**

Finance

**SUMMARY STATEMENT**

The Utility Rate Study Commission met on January 21, 2014 to review the H.J. Umbaugh & Associates Water and Sewer Fund Analysis.

Copies of the H.J. Umbaugh & Associates documents that were presented to Council at the January 13, 2014 workshop session were distributed in the Utility Rate Study Commission packet. Explanations were given and discussion was held on City budget and the differences and similarities to calculation formulas used in the past for utility rates. Specific capital projects for multiple fiscal years were discussed.

The Commission voted unanimously to support the recommendations for increases to City utility rates that were presented by Tom Traciak in his analysis reports and to the Council. The support of the Commission was based on the following factors:

- The studies by H.J. Umbaugh & Associates were thorough and based on current financial and utility information as well as the audited financial statements from the previous three fiscal years. The Commission wished to thank the Council and staff for having the foresight to fund these studies.
- Tom Traciak is an acknowledged expert in this field. His decades of experience have assisted numerous municipalities to overcome significant shortfalls in their water and/or sewer funds, and also meet their future goals and objectives.
- Tom Traciak has been the City Financial Planner for previous major capital projects including Mason City Hall, Water Treatment Plant, and Mason Fire Station #1.
- Having a professional analysis with a specific plan provides better protection from litigation related to these fees.

- There was no increase to utility rates for 2013 while the City has incurred expense for this period.

The Commission stressed that public education must start now and continue through every possible avenue until the implementation of the new rates, which will be different for each billing district. Some suggestions for public education were newspaper articles, City newsletter articles, Government channel ads, City Web site information, and discussion at any public forums that present an opportunity.

**RECOMMENDED ACTION**

Approve Resolution 2014-08.

Introduced:  
Second:

**CITY OF MASON  
CITY COUNCIL RESOLUTION NO. 2014-08**

**A RESOLUTION APPROVING AN INCREASE TO THE CITY OF  
MASON UTILITY RATES**

**March 3, 2014**

**WHEREAS**, the City of Mason is anticipating significant capital improvements to the infrastructure of the water system and the sewer system as outlined in the Master Plan, Capital Improvement Plan, Street Improvement Plan, and City of Mason Budget; and

**WHEREAS**, the most significant capital improvement is a result of an Administrative Consent Order (ACO) from the Michigan Department of Environmental Quality (MDEQ) requiring the City to make significant improvements to the Publicly Owned Treatment Works (POTW) plant; and

**WHEREAS**, the Mason City Council is charged with assigning a just and reasonable rate for supplying the users of the water system and the sewer system with utility services as the City may provide; and

**WHEREAS**, the Water and Sewer Fund is a Proprietary Fund which, by definition, is financed primarily by user charges; and

**WHEREAS**, the Mason City Council contracted with H.J. Umbaugh & Associates to conduct an analysis of the Water and Sewer Fund along with a Water Rate Study and a Sewer Rate Study; and

**WHEREAS**, the Utility Rate Study Commission has met, reviewed and discussed the recommendations and reports submitted by H.J. Umbaugh & Associates;

**WHEREAS**, the Utility Rate Study Commission is recommending to the Mason City Council that the following changes be implemented as recommended by H.J. Umbaugh & Associates :

- Water Base Charge will be \$6.13.
- Water Charge will be \$3.57 per 1,000 gallons after the first 2,000 gallons.
- Water Capital Improvement Charge will be \$2.51 per 1,000 gallons of water sold.
- Water Meter Charge will be \$2.52.
- Sewer Base Charge will be \$9.97.
- Sewer Charge will be \$5.02 per 1,000 gallons after the first 2,000 gallons.
- Sewer Capital Improvement Charge will be \$.68 per 1,000 gallons of water sold.

**NOW, THEREFORE, BE IT RESOLVED**, that the Mason City Council establishes the above listed rates for the Water and Sewer Fund effective for the first billing period commencing on or after July 1, 2014.

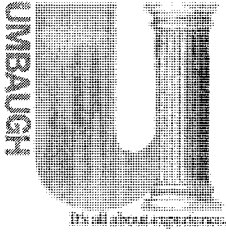
Yes:  
No:



**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, March 3, 2014 the original of which is part of the City Council minutes.

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



**H.J. Umbaugh & Associates**  
Certified Public Accountants, LLP  
2150 Association Drive, Suite 100  
Okemos, MI 48864  
Phone: 517-321-0110  
FAX: 517-321-8866

*2013/14 Water and Sewer Fund Analysis and Rate Study*  
*Executive Summary*  
*Observations and Recommendations*

The following observations and recommendations are based on the full report dated January 7, 2014, as provided to Council.

[1] Through prudent fund management, the cash and investment level has been well maintained. This has been important, and continues to be an important part of rate and fund management, in that it provides a basis for addressing capital improvements without unduly adjusting rates.

[2] From budget figures, we are able to analyze elements of the water and sewer systems separately. In comparing fiscal years ending 2010, 2011, and 2012, expenses in both water and sewer have been fairly consistent.

[3] A key aspect of a rate study is developing a "Test Year" budget. The Test Year takes out certain one-time elements and/or adjustments for future changes. The 2013/14 budget was well thought out and operating adjustment were minor. The majority of adjustments were in taking out capital improvements, which are addressed separately. Also, depreciation is taken out since the analysis is on a cash basis.

[4] It is the recommendation of this report that the target minimum level of funds on hand (cash and investments) compared to annual operating expense be 100% over the next four to five years. This is a key management tool that can be used by the Council and staff to gage the performance of the Funds from year to year. This target level might be able to be lowered in the future, if analysis demonstrates budget stabilization and the reduction of capital improvement spending.

[5] Capital improvement spending is the variable that is the most difficult to predict and has the highest degree of fluctuation from year to year. The primary tool to address this is a good cash and investment balance. Also, prudent rate management approaches capital improvement with a combination of cash funding and debt funding. All cash funding would cause rates to roller coaster with high rates in the immediate years. All debt funding leads to interest cost burden and frequent borrowing. A balance of about 50/50 cash funding and debt funding has been assumed. This reduces the cash balance to a targeted level and provides for budget stabilization through long term debt issuance.

[6] The rate increase percentages, necessary to meet the cost of the systems, are 11.6% for water and 20.9% for sewer.

[7] The rate structure itself has not been changed, i.e. the use of minimum charges and commodity charges. The forecasted cash flows assume annual inflationary increases of 1% per year in the subsequent years after the one-time increase (implementation on July 1, 2014). The 1% inflationary is based on historical inflation, however, due to certain budget reductions, the 1% may prove to be insufficient. For this reason it may be best to use 1.5% for future years until a new review is completed in 4 to 5 years.

[8] It is estimated that the one-time increase, as just described, would result in an increase to the typical homeowner of about \$19.55/quarter, water and sewer combined.

[9] There are various court cases and findings, especially in the last several years, which are relevant to water and sewer system rate making. By having this "cost of service" analysis completed, the Council has provided a basis for the rates and charges they will implement. Although this is no assurance regarding legal challenges, it does provide the City with a basis for rate management. Any ordinance or resolution adopted in relation to implementing the recommendations herein, should reference this "Fund Analysis and Rate Study" as a cost of service analysis.

[10] A full fund analysis and rate review should be conducted within 4 to 5 years.

**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** UTILITY RATE STUDY COMMISSION  
**SUBJECT:** WATER AND SEWER RATES  
**DATE:** FEBRUARY 5, 2014

The Utility Rate Study Commission met on January 21, 2014 to review the Water and Sewer Rates. Mr. Tom Traciak, H.J. Umbaugh was present and did a summary of the Water and Sewer Rate Study with regards to the rate structure and the different options for increasing the rates.

The Commission would like to recommend using the proposed rates from the Water and Sewer Rate Study Analysis incorporating an 11.6% increase to water rates and a 20.9% increase to sewer rates, resulting in an overall average increase of 15.8%. The commission would also recommend using an inflationary increase for subsequent years. Our recommendations are based on increasing operational costs, 2 years with no increase, the Administrative Consent Order (ACO) from the Michigan Department of Environmental Quality (MDEQ) requiring the City to make significant improvements to the Publicly Owned Treatment Works (POTW) plant and the need for additional capital improvements in the immediate future. These facilities, taken into consideration with the above influences are important to maintain public health with our water systems.

The following is a summary of the current and proposed rates.

	<u>Current</u>	<u>Proposed</u>
Water Base Charge	\$5.49	\$6.13
Water per 1,000 gals after 2,000	3.20	3.57
Water Capital Improvement per 1,000	2.25	2.51
Water Meter Charge	2.26	2.52
Sewer Base Charge	8.25	9.97
Sewer per 1,000 gals after 2,000	4.15	5.02
Sewer Capital Improvement per 1,000	.56	.68

Sincerely,

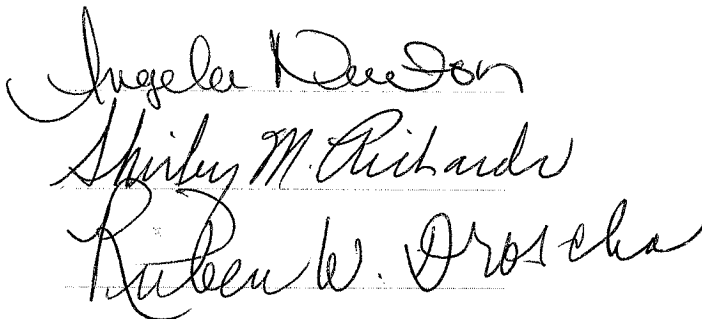
Jeff Shattuck, Chair

Angela Newton, Vice Chair

Shirley Richards

Ruben Droscha

Larry Briggs



# WATER AND SEWER RATES

EFFECTIVE JULY 1, 2014

Thousands of GALLONS	WATER	SEWER	Water CI	Sewer CI	MC	TOTAL
Rates per 1,000 zero bill \$18.62 minimum billing 1 unit bill \$21.81	3.57	5.02	2.51	0.68		\$11.78
2	6.13	9.97	5.02	1.36	2.52	\$25.00
3	9.70	14.99	7.53	2.04	2.52	\$36.78
4	13.27	20.01	10.04	2.72	2.52	\$48.56
5	16.84	25.03	12.55	3.40	2.52	\$60.34
6	20.41	30.05	15.06	4.08	2.52	\$72.12
7	23.98	35.07	17.57	4.76	2.52	\$83.90
8	27.55	40.09	20.08	5.44	2.52	\$95.68
9	31.12	45.11	22.59	6.12	2.52	\$107.46
10	34.69	50.13	25.10	6.80	2.52	\$119.24
11	38.26	55.15	27.61	7.48	2.52	\$131.02
12	41.83	60.17	30.12	8.16	2.52	\$142.80
13	45.40	65.19	32.63	8.84	2.52	\$154.58
14	48.97	70.21	35.14	9.52	2.52	\$166.36
15	52.54	75.23	37.65	10.20	2.52	\$178.14
16	56.11	80.25	40.16	10.88	2.52	\$189.92
17	59.68	85.27	42.67	11.56	2.52	\$201.70
18	63.25	90.29	45.18	12.24	2.52	\$213.48
19	66.82	95.31	47.69	12.92	2.52	\$225.26
20	70.39	100.33	50.20	13.60	2.52	\$237.04
21	73.96	105.35	52.71	14.28	2.52	\$248.82
22	77.53	110.37	55.22	14.96	2.52	\$260.60
23	81.10	115.39	57.73	15.64	2.52	\$272.38
24	84.67	120.41	60.24	16.32	2.52	\$284.16
25	88.24	125.43	62.75	17.00	2.52	\$295.94
26	91.81	130.45	65.26	17.68	2.52	\$307.72
27	95.38	135.47	67.77	18.36	2.52	\$319.50
28	98.95	140.49	70.28	19.04	2.52	\$331.28
29	102.52	145.51	72.79	19.72	2.52	\$343.06
30	106.09	150.53	75.30	20.40	2.52	\$354.84
31	109.66	155.55	77.81	21.08	2.52	\$366.62
32	113.23	160.57	80.32	21.76	2.52	\$378.40
33	116.80	165.59	82.83	22.44	2.52	\$390.18
34	120.37	170.61	85.34	23.12	2.52	\$401.96
35	123.94	175.63	87.85	23.80	2.52	\$413.74
36	127.51	180.65	90.36	24.48	2.52	\$425.52
37	131.08	185.67	92.87	25.16	2.52	\$437.30
38	134.65	190.69	95.38	25.84	2.52	\$449.08
39	138.22	195.71	97.89	26.52	2.52	\$460.86
40	141.79	200.73	100.40	27.20	2.52	\$472.64
41	145.36	205.75	102.91	27.88	2.52	\$484.42
42	148.93	210.77	105.42	28.56	2.52	\$496.20
43	152.50	215.79	107.93	29.24	2.52	\$507.98
44	156.07	220.81	110.44	29.92	2.52	\$519.76
45	159.64	225.83	112.95	30.60	2.52	\$531.54
46	163.21	230.85	115.46	31.28	2.52	\$543.32
47	166.78	235.87	117.97	31.96	2.52	\$555.10
48	170.35	240.89	120.48	32.64	2.52	\$566.88
49	173.92	245.91	122.99	33.32	2.52	\$578.66
50	177.49	250.93	125.50	34.00	2.52	\$590.44

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

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**Meeting Date:** March 3, 2014

**Agenda Item:** 8 (B)

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**AGENDA ITEM**

Resolution 2013-49—To Approve Funding and Construction of an Apron in Front of the Mason Fire Department and the Sidewalks Within the Local Development Finance Authority (LDFA).

**EXHIBITS**

- Letter of recommendation from Wolverine Engineers and Surveyors, dated Oct. 28, 2013
- Letter from Wolverine Engineers and Surveyors, dated January 10, 2014
- Notice of Award of Bid to TCI, Inc.
- 2013 Sidewalks—Bid Tabulations

**STAFF REVIEW**

Administration

**SUMMARY STATEMENT**

The City of Mason published a bid on October 24, 2013, for replacing the drive apron at the Mason Fire Station Number 1 and placement of sidewalks within the LDFA area. The LDFA project is linked to the MDOT traffic safety grant that the City has been awarded, to make safety improvements at the intersections of Jefferson Street and Kipp Road and Cedar Street and Kipp Road.

The drive aprons in front of the fire station are currently made of concrete and are deteriorating. The bid was inclusive of constructing the apron drive approach utilizing asphalt, rebuilding the base and placing an 8" asphalt drive. Also inclusive of this project was to reduce the grade, making the drive more tenable to moving the fire apparatuses without as much drag along the sidewalk. We will utilize the asphalt base for that position of the sidewalk and connect to the contiguous walkway.

The sidewalk within the LDFA area is inclusive of improvements working in concert with the Safety Grant to make improvements at the listed intersections with both new traffic signal lighting and pedestrian crossings. The sidewalks of this bid include the frontage of Meijer and a portion of Gestamp. I have met with Vevay Township Supervisor Howe regarding the timing of this year's as well as the upcoming year's recommendation on the sidewalk improvements within the LDFA. At this time, we believe it would be in both Mason and Vevay's interest to initiate a change Order, removing the sidewalk component of the current bid, placing both components of the LDFA bid out together this upcoming year. Our City Engineer has conversed with TCI (low bidder) and they are willing to complete the Fire Station apron for an additional \$1,000 for mobilization costs. All of their original mobilization costs were inclusive within the side tabulations of this bid. This would make

the total cost of the apron component of the bid \$18,097.50. The next lowest bidder for this component was \$21,646.00.

A motion was passed as read at the November 4, 2013 City Council meeting. It was then deferred until the next construction season. TCI, Inc. agreed to hold their bid and complete the construction in the Spring of 2014.

**RECOMMENDED ACTION**

Move to amend Resolution 2013-49, by deleting the sidewalk components of the October 24, 2013 bid, totaling \$57,838.90, and approve the Mason Fire Station Drive Replacement bid, totaling \$17,097.50, adding \$1,000.00 for mobilization fees, totaling \$18,097 to complete the Mason Fire Station Apron.

				Engineer's Estimate		TCI		C & D Hughes, Inc.		Rieth-Riley Constructon Co.	
						5501 East Clinton Trail		3097 Lansing Road		450 S. Creyts Road	
						Eaton Rapids, MI 48827		Charlotte, MI 48813		Lansing, MI 48917	
ITEM	EST. QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	6,700	Sft	Install 4" Conc. Sidewalk	\$4.58	\$30,686.00	\$4.00	\$26,800.00	\$3.00	\$20,100.00	\$6.22	\$41,674.00
2	225	Lft	Intall Conc. Curb	\$26.00	\$5,850.00	\$25.00	\$5,625.00	\$25.00	\$5,625.00	\$20.00	\$4,500.00
3	210	Lft	Crosswalk Marking (4' Wide)	\$3.00	\$630.00	\$8.00	\$1,680.00	\$3.75	\$787.50	\$5.25	\$1,102.50
4	1	LS	Restoration	\$2,000.00	\$2,000.00	\$3,200.00	\$3,200.00	\$5,000.00	\$5,000.00	\$5,005.00	\$5,005.00
5	1	LS	Misc. Site Demolition	\$3,350.00	\$3,350.00	\$2,750.00	\$2,750.00	\$2,000.00	\$2,000.00	\$1,682.00	\$1,682.00
6	1	LS	Mobilization and Site Preparation	\$2,000.00	\$2,000.00	\$17,783.90	\$17,783.90	\$15,000.00	\$15,000.00	\$4,070.00	\$4,070.00
<b>Mason Fire Station - Drive Replacement</b>											
7	435	Syd	Rem 8" Conc. Walk/Drive/Approach	\$12.00	\$5,220.00	\$6.50	\$2,827.50	\$12.00	\$5,220.00	\$9.80	\$4,263.00
8	100	Cyd	Install 8" 21AA Aggregate	\$30.00	\$3,000.00	\$24.00	\$2,400.00	\$35.00	\$3,500.00	\$34.28	\$3,428.00
9	435	Syd	Fine Grading (for 2" max. walk slope)	\$3.50	\$1,522.50	\$2.00	\$870.00	\$2.00	\$870.00	\$1.25	\$543.75
10	160	Tons	Install 6" Bit. Paving	\$90.00	\$14,400.00	\$66.00	\$10,560.00	\$113.82	\$18,211.20	\$89.90	\$14,384.00
11	220	Lft	4" White Sidewalk Striping	\$2.00	\$440.00	\$2.00	\$440.00	\$1.25	\$275.00	\$1.25	\$275.00
<b>TOTAL AMOUNT OF BID</b>					\$69,098.50		\$74,936.40		\$76,588.70		\$80,927.25
				Anderson, Fischer & Assoc.		Swartz Excavating		Moore Trospen Const. Co.		E.T. MacKenzie Company	
				225 East Kipp Rd.		7855 Dixon Road		4224 Keller Rd., P.O. Box 217		4248 W. Saginaw Hwy.	
				Mason, MI 48854		Jackson, MI 49201		Holt, MI 48842		Grand Ledge. MI 48837	
ITEM	EST. QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
	6,700	Sft	Install 4" Conc. Sidewalk	\$5.69	\$38,123.00	\$3.36	\$22,512.00	\$5.10	\$34,170.00	\$6.29	\$42,143.00
	225	Lft	Intall Conc. Curb	\$32.00	\$7,200.00	\$15.60	\$3,510.00	\$37.00	\$8,325.00	\$32.53	\$7,319.25
1	210	Lft	Crosswalk Marking (4' Wide)	\$5.60	\$1,176.00	\$4.13	\$867.30	\$6.30	\$1,323.00	\$5.83	\$1,224.30
2	1	LS	Restoration	\$4,610.00	\$4,610.00	\$1,000.00	\$1,000.00	\$5,550.00	\$5,550.00	\$8,081.00	\$8,081.00
3	1	LS	Misc. Site Demolition	\$11,813.00	\$11,813.00	\$2,805.00	\$2,805.00	\$3,700.00	\$3,700.00	\$45,057.00	\$45,057.00
4	1	LS	Mobilization and Site Preparation	\$1,694.00	\$1,694.00	\$28,000.00	\$28,000.00	\$25,040.00	\$25,040.00	\$24,580.00	\$24,580.00
5											
6											
	435	Syd	Rem 8" Conc. Walk/Drive/Approach	\$10.20	\$4,437.00	\$9.00	\$3,915.00	\$19.00	\$8,265.00	\$17.09	\$7,434.15
Maso	100	Cyd	Install 8" 21AA Aggregate	\$23.55	\$2,355.00	\$40.00	\$4,000.00	\$61.75	\$6,175.00	\$41.10	\$4,110.00
7	435	Syd	Fine Grading (for 2" max. walk slope)	\$2.20	\$957.00	\$4.00	\$1,740.00	\$1.00	\$435.00	\$2.06	\$896.10
8	160	Tons	Install 6" Bit. Paving	\$85.00	\$13,600.00	\$116.40	\$18,624.00	\$94.50	\$15,120.00	\$66.61	\$10,657.60
9	220	Lft	4" White Sidewalk Striping	\$1.35	\$297.00	\$1.88	\$413.60	\$1.50	\$330.00	\$1.39	\$305.80
10											
11			<b>TOTAL AMOUNT OF BID</b>		\$86,262.00		\$87,386.90		\$108,433.00		\$151,808.20



Introduced: Ferris  
Seconded: Mulvany

**CITY OF MASON**

**CITY COUNCIL RESOLUTION NO. 2013-49 TO APPROVE FUNDING AND  
CONSTRUCTION OF AN APRON IN FRONT OF THE MASON FIRE DEPARTMENT  
AND THE SIDEWALKS WITHIN THE LOCAL DEVELOPMENT FINANCE  
AUTHORITY (LDFA)**

**March 3, 2014**

**WHEREAS**, on October 24, 2013 the City of Mason published a bid for replacing the drive apron at the Mason Fire Station Number 1; now and ~~placement of sidewalks within the LDFA area; and~~

**WHEREAS**, the LDFA project is ~~linked to the MDOT Traffic Safety Grant that the City has been awarded to make safety improvements at the intersections of Jefferson Street and Kipp Road, and Cedar Street and Kipp Road; and~~

**WHEREAS**, the sidewalk repairs are ~~within the LDFA area, working in concert with the Safety Grant to make improvements at the listed intersections.~~

**THEREFORE BE IT RESOLVED**, the Mason City Council approves funding and awards the contract to TCI in the amount of \$18,097.50 ~~\$74,936.40~~ for the construction of the Fire Department apron and ~~sidewalks within the LDFA~~, authorizing the City Administrator for contractual 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, March 3, 2014, the original of which is part of the City Council minutes.

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



# Wolverine Engineers & Surveyors, Inc.

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

October 28, 2013

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

Re: Mason – 2013 Sidewalks

Dear Mr. Colburn:

On Thursday, October 24, 2013, at 10:30 A.M. bids for the Mason 2013 Sidewalks were publicly opened and read aloud. A total of seven bids were received ranging from a low of \$74,936.40 to a high of \$ 151,808.20. A tabulation of bids is enclosed for your review.

The low three bids were:

TCI	\$ 74,936.40
C & D Hughes, Inc.	\$ 76,588.70
Rieth-Riley Construction Co.	\$ 80,927.25

The low bidder, TCI, is known to us and has worked on projects with us in the past including currently working on the MSU Federal Credit Union on Cedar Street. They have many years of experience in this type of work, are well thought of by their references, which were furnished on previous projects. They are a company strictly dedicated to construction. Based upon the bid being below estimate, we recommend award of a contract in the amount of \$74,936.40 to TCI for the Mason 2013 Sidewalks.


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 forward the Notice of Award, along with the contract and bond forms for TCI to fill out and return of us and will then bind them into contract documents and circulate the contracts for signature.

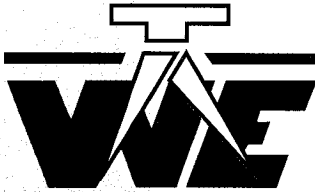
We will also notify TCI of our desire to have a schedule at the pre-construction meeting.

As always, please feel free to call anytime with questions or to discuss this further.

Very truly yours,

WOLVERINE ENGINEERS AND SURVEYORS, INC.

  
Donald B. Heck, P.E.  
Encl.  
DBH:rjc



# 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  
2013 Kipp Road Sidewalks

Dear Mr. Colburn:

Please find enclosed for your review and Council consideration the following items:

1. Change Order No. 3 for the 2013 Local Street project. This Change Order reflects the prices to complete Hunting Meadows Drive, Stag 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.
2. Notice of Award to TCI, Inc. for the sidewalk along Kipp Road and Hull Road and fire station approach construction. As you may recall, TCI, Inc. was willing to hold their bid and complete this construction in the Spring of 2014.

It is our recommendation, after review by the City Council, that both of these documents be executed and returned to our office.

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

Sincerely,

WOLVERINE ENGINEERS & SURVEYORS, INC.

Donald B. Heck, P.E.

DBH:ood

Encl. – Local Streets - Change Order No. 3  
Sidewalks Notice of Award

**NOTICE OF AWARD**

TO: **TCI, Inc.**  
**5501 East Clinton Trail**  
**Eaton Rapids, MI 48827**

PROJECT Description: **City of Mason – 2013 Sidewalks**

The OWNER has considered the BID submitted by you for the above described WORK in response to its Advertisement for Bids dated **Thursday, October 24, 2013**, and Information for Bidders.

You are hereby notified that your BID has been accepted for items in the amount of **\$74,936.40**.

You are required by the Information for Bidders to execute the Contract and furnish the required CONTRACTOR'S Performance BOND, Payment BOND, Maintenance and Guarantee Bond and certificates of insurance within ten (10) calendar days from the date of this Notice to you.

If you fail to execute said Contract and to furnish said BONDS within ten (10) days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the Owner.

Dated this \_\_\_ day of \_\_\_\_\_, 2014

**CITY OF MASON**  
Owner

By: \_\_\_\_\_  
Title: \_\_\_\_\_

**ACCEPTANCE OF NOTICE**

Receipt of the above NOTICE OF AWARD is hereby acknowledged

By: **TCI, Inc.** this the \_\_\_ day of \_\_\_\_\_, 2014.  
By: \_\_\_\_\_ Title: \_\_\_\_\_

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

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**Meeting Date:** March 3, 2014

**Agenda Item:** 8 (C)

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**AGENDA ITEM**

Resolution 2014-09— Authorization for Change in the Standard Streetlighting Contract Between the City and Consumers Energy Company

**EXHIBITS**

Letter and attachments from Nicole Choponis, Consumers Energy Street Light Team dated January 7, 2014.

**STAFF REVIEW**

Administration

**SUMMARY STATEMENT**

Staff has been working with Consumers Energy for over a year updating the street light inventory. Consumers Energy's Authorization for Change includes Exhibit A, which notes lights that have been changed due to damage, burning out, conversion of mercury vapor to high pressure sodium, etc. The City of Mason's monthly bill has been adjusted to reflect these changes, with a credit of \$22,520.74 within the streetlight billing.

**RECOMMENDED ACTION**

Approve Resolution No. 2014-09.

Introduced:  
Second:

**CITY OF MASON  
CITY COUNCIL RESOLUTION NO. 2014-09**

**AUTHORIZATION FOR CHANGE IN THE STANDARD STREETLIGHTING  
CONTRACT BETWEEN THE CITY AND CONSUMERS ENERGY COMPANY**

**March 3, 2014**

**WHEREAS**, it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the streetlighting service as provided in the Authorization for Change in the Standard Streetlighting Contract between the Company and the City of Mason, dated October 28, 1977.

**NOW THEREFORE BE IT RESOLVED**, that the City Administrator be and is authorized to execute such Authorization for Change on behalf 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, March 3, 2014, the original of which is part of the City Council minutes.

---

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

**East Kent Customer Service Center**

4501 40<sup>th</sup> Street SE, Kentwood, MI 49512 • Facsimile (616)954-6914

January 07, 2014

CITY OF MASON DEPT OF PUBLIC WORKS  
PO BOX 370  
MASON MI 48854-0370

Enclosed for approval and signature is the original Authorization for Change covering the replacement and conversion of streetlight(s). The light(s) on Exhibit A have been changed due to damage, burning out, conversion of mercury vapor to high pressure sodium, etc.

Your monthly bill has been adjusted to reflect the changes detailed on the enclosed Authorization for Change. The changes were made effective the month they were physically changed out. If applicable, an interest credit has been applied to your account. A corrected bill will be sent separate of this mailing.

Please sign and return the enclosed Authorization for Change within (30) thirty days. Please contact me with a proposed return date if it is not possible to return the signed Authorization for change in that time frame.

If there are any questions or discrepancies with the lights that have been converted from mercury vapor to high pressure sodium, please contact me at (616)954-6918.

Nicole Choponis  
Statewide Street Light Team  
(616)954-6918  
East Kent Service Center

**AUTHORIZATION FOR CHANGE IN STANDARD LIGHTING CONTRACT (COMPANY-OWNED)**

Consumers Energy Company is authorized as of 07/27/2012, by the City of Mason, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the City of Mason, dated 10/28/1977.

General Service Unmetered Lighting Rate GUL, Standard High Intensity Discharge as identified in Exhibit A.  
 NA General Unmetered Experimental Lighting Rate GU-XL as identified in Exhibit B.

Notification Number Conversion: 1016375741, 1016375823, 1016375745, 1016375827, 1016375747, 1016375829, 1016375754, 1016375849, 1016375756, 1016375831, 1016375757, 1016375758, 1016375760, 1016375762, 1016375765, 1016375771, 1016375773, 1016375774, 1016375776, 1016375778, 1016375780, 1016375785, 1016375792, 1016375794, 1016375800, 1016375804, 1016375805, 1016375811, 1016375819, 1016375821, 1016375822

Construction Work Order Number Conversion: 18212360, 18212361, 18212362, 18212363, 18212364, 18212365, 18212366, 18212367, 18212368, 18212369, 18212370, 18212371, 18212372, 18212373, 18212374, 18212375, 18212376, 18212377, 18212378, 18212379, 18212420, 18212421, 18212422, 18212423, 18212424, 18212425, 18212426, 18212427, 18212428, 18212429, 18212430

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 10/28/1977, shall remain in full force and effect.

\_\_\_\_\_  
By: \_\_\_\_\_  
Its \_\_\_\_\_

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.



**RESOLUTION**

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the  City  Village  Township of Mason, dated 10/28/1977, in accordance with the Authorization for Change in Standard Lighting Contract dated as of 07/27/2012, heretofore submitted to and considered by this  Commission  Council  Board; and

RESOLVED, further, that the \_\_\_\_\_ Clerk be and are authorized to execute such authorization for change on behalf of the  City  Village  Township.

STATE OF MICHIGAN )  
 ) ss  
COUNTY OF Ingham )

I, \_\_\_\_\_, Clerk of the  City  Village  Township of \_\_\_\_\_ do hereby certify that the foregoing resolution was duly adopted by the  Commission  Council  Board of said municipality, at the meeting held on \_\_\_\_\_.

\_\_\_\_\_  
 City  Village  Township Clerk

Dated:  
\_\_\_\_\_

GENERAL SERVICE UNMETERED LIGHTING RATE GUL, STANDARD HIGH INTENSITY DISCHARGE

Number of Luminaires	Luminaire Nominal Watts	Type of Luminaire	Type of Fixture	Style of Fixture	Install/Remove	Location
2	175	MV	Cobrahead	Non-Cutoff	Remove	On Kipp Rd, near US-127
11	175	MV	Cobrahead	Non-Cutoff	Remove	On Rogers St
2	175	MV	Cobrahead	Non-Cutoff	Remove	On Royce Ave
13	175	MV	Cobrahead	Non-Cutoff	Remove	On Sycamore St
24	175	MV	Cobrahead	Non-Cutoff	Remove	On Columbia Rd
1	175	MV	Cobrahead	Non-Cutoff	Remove	On Ann St
9	175	MV	Cobrahead	Non-Cutoff	Remove	On Center St
3	175	MV	Cobrahead	Non-Cutoff	Remove	On Brookdale Ave
8	175	MV	Cobrahead	Non-Cutoff	Remove	On Eugenia Dr
1	175	MV	Cobrahead	Non-Cutoff	Remove	On Northbrook St
4	175	MV	Cobrahead	Non-Cutoff	Remove	On Corbin St
5	175	MV	Cobrahead	Non-Cutoff	Remove	On Kathern
2	175	MV	Cobrahead	Non-Cutoff	Remove	On Mark St
4	250	MV	Cobrahead	Non-Cutoff	Remove	On Temple St
1	175	MV	Cobrahead	Non-Cutoff	Remove	On Valley Ct
12	175	MV	Cobrahead	Non-Cutoff	Remove	On Okemos St
5	175	MV	Cobrahead	Non-Cutoff	Remove	On Randolph St
1	175	MV	Cobrahead	Non-Cutoff	Remove	On Matthews St
1	175	MV	Cobrahead	Non-Cutoff	Remove	On Monroe St
1	175	MV	Cobrahead	Non-Cutoff	Remove	On Raynor St
2	175	MV	Cobrahead	Non-Cutoff	Remove	On Mason St
3	175	MV	Cobrahead	Non-Cutoff	Remove	On Lawton St
3	175	MV	Cobrahead	Non-Cutoff	Remove	On Maine Ct
2	175	MV	Cobrahead	Non-Cutoff	Remove	On Stevens St
1	175	MV	Cobrahead	Non-Cutoff	Remove	On Curtis St, near Zimmerman St
1	175	MV	Cobrahead	Non-Cutoff	Remove	On Alley, north of Maple St, east of Jefferson St
2	175	MV	Cobrahead	Non-Cutoff	Remove	On Walnut Ct
2	175	MV	Cobrahead	Non-Cutoff	Remove	On Washington St
126	100	HPS	Cobrahead	Non-Cutoff	Install	Various locations described above
2	175	MV	Center Suspension	N/A	Remove	On N Cedar St, near US-127
1	175	MV	Center Suspension	N/A	Remove	Intersection of Randolph St & Rogers St
3	100	HPS	Center Suspension	N/A	Install	Various locations described above

Comments:



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

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**Meeting Date:** March 3, 2014

**Agenda Item:** 8 (D)

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**AGENDA ITEM**

Motion—Request for Street Closures for the Mason State Bank 5K Race on May 2, 2014

**EXHIBITS**

Letter from Kathy Wakefield of Mason State Bank, dated January 17, 2014

**STAFF REVIEW**

Administration

**SUMMARY STATEMENT**

Mason State Bank has requested permission to conduct the 26<sup>th</sup> Annual Mason State Bank 5K Run on Friday, May 2, 2014. The Police Department has reviewed the event plan, which is the same as in year's past, and has no concerns at this time. The City will invoice Mason State Bank for staffing costs associated with the event.

**RECOMMENDED ACTION**

Move to approve the request as outlined in the letter submitted by Kathy Wakefield.



January 17, 2014

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

Dear Mr. Colburn,

The Mason Area Chamber of Commerce in the past has notified you in regards to community events that would be taking place throughout the year. They are no longer mailing letters to the City on behalf of each organization's events so that is the purpose for my letter to you.

The 26<sup>th</sup> Annual Mason State Bank 5K Run is scheduled for Friday May 2, 2014 to benefit the Mason Public Schools Foundation. The activities will begin in late afternoon with the race to be run at 7PM. We request the same street closures as last year: Maple Street between Jefferson and Barnes Streets and both lanes of Barnes Street between Maple and Ash Streets to be closed to vehicular traffic from 4 PM to 10 PM. We also ask that Maple Street between Barnes and Steven Streets be closed to vehicular traffic from 7 PM to 8:45 PM. These street closures will provide the highest degree of safety for all participants. We also request the electricity around the Courthouse and in front of the Hilliard Building be turned on during the day on Friday, May 2<sup>nd</sup> and left on throughout the event.

This event; along with others throughout the year generate community pride and outside interest in our area attractions and businesses. Thanks again for the City's continuing support of this event. Please contact me with any questions.

On behalf of the students of Mason Public Schools we appreciate your assistance in making the MSB 5K a success.

Sincerely,

Kathy Wakefield  
Mason State Bank Branch Administrator  
MSB 5K Race Director  
517-676-0500 ext. 208  
kathy.wakefield@masonstate.com

cc: Mason Area Chamber of Commerce

Main Office  
322 S. Jefferson Street  
Mason, Michigan 48854  
Telephone: (517) 676-0500  
Facsimile: (517) 676-0528

Cedar Office  
661 N. Cedar Street  
Mason, Michigan 48854  
Telephone: (517) 676-0516  
Facsimile: (517) 676-0510

Leslie Office  
810 W. Bellevue  
Leslie, Michigan 49251  
Telephone: (517) 589-0500  
Facsimile: (517) 589-5932

East Lansing Office  
2200 Coolidge Road, Suite 14  
East Lansing, Michigan 48823  
Telephone: (517) 337-5000  
Facsimile: (517) 337-5648



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

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**Meeting Date:** March 3, 2014

**Agenda Item:** 8 (E)

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**AGENDA ITEM**

Motion—Mason Area Chamber of Commerce Annual Events

**EXHIBITS**

- Letter from Doug Klein dated February 19, 2014
- Memo from Sergeant Hude dated February 26, 2014

**STAFF REVIEW**

- Administration Department
- Police Department

**SUMMARY STATEMENT**

Doug Klein, MACC Executive Director, has outlined events for 2014 sponsored by the Mason Chamber of Commerce as well as a request for equipment, staffing, and various street closings.

**RECOMMENDED ACTION**

Move to approve the request as outlined in the letter from Doug Klein, MACC Executive Director, dated February 19, 2014, for street closures, use of equipment, electrical power, and waiver of permit and fees for the annual community events.



# Mason Area Chamber of Commerce

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

February 19, 2014

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

Dear Marty,

The Mason Area Chamber of Commerce is again hosting quite a few community events in 2014. The City of Mason has always been a very supportive partner in making all these community events successful and, on behalf of our Board of Directors; I am requesting the City's continued support in 2014. The Chamber-hosted events in 2014 are similar to those of last year.

1. The 31<sup>st</sup> annual Spring Fling Courthouse Show on Saturday, May 4. We request the same street closures as we have in past years: Maple Street between Jefferson and Barnes Streets and the west lane of Barnes Street between Maple and Ash Streets from 8 AM to 5 PM. We also request that the electricity around the Courthouse and in front of the Hilliard Building be turned on during the day on Friday, May 3 and left on throughout the event. In previous years we have used the city trash receptacles and request them again this year for Friday and Saturday.
2. Our tenth season of Thursday Night Live! Courthouse Concerts on May 22, June 5, June 19, July 3, July 17, August 7, August 21, September 4 and September 18. The concerts on the west Courthouse lawn begin at 6 PM and end before 8 PM and require power to be on under the big Christmas tree. As they did in past years, these events will comply with Sec. 22-36 of the City's noise ordinance and we again request a waiver from the specific individual registrations pursuant to Sec. 22-61 to 22-63. The Mason Optimists will again be selling hotdogs and pop at each event, necessitating the use of two parking spaces on Jefferson Street and will require electricity from the pole closest to them.
3. Mason's Independence Day Celebration will be on Thursday, July 4. The Chamber hosts the annual July 4 Parade, which will begin at 7:30 PM from the south lot at Mason High School. We request the parade route streets of Barnes Street (beginning south of Mason High School near Kipp), South Street, Jefferson Street, Maple Street, and Barnes Street returning to the High School to be closed to vehicular traffic during the parade at times to be determined by the Mason Police Department. In previous years we have used the city trash receptacles and request them again this year.
4. The 41<sup>st</sup> annual Down Home Days Courthouse Show is on Saturday, September 20. We request the same street closures as we have in past years: Maple Street between Jefferson and Barnes Streets and the west lane of Barnes Street between Maple and Ash Streets from 8 AM to 5 PM. We request that the electricity around the Courthouse and in front of the Hilliard Building be turned on during the day on Friday, September 19 and left on through the weekend. In previous years we have used the city trash receptacles and request them again this year.

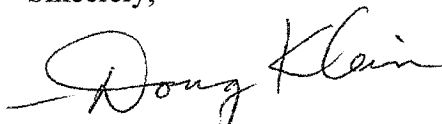
(continued)

5. Mason's Holidays Celebration – Christmas Tree Lighting and Lighted Parade, Friday, November 28. We'll again be lighting the big Christmas tree in front of the Courthouse this year. We will also use last year's parade route, with a slight modification. This year, parade staging will again take place in the parking lot of Bond Park at Columbia and step off at 6:30 PM. We request closure of the streets on the parade route of Columbia Street to Barnes Street to Sycamore Street to Park to Maple to Jefferson Street to Ash Street back to Barnes Street (some units will use the east and others the west side), ending on Maple Street between Barnes and Jefferson Streets. These streets are to be closed to vehicular traffic during the parade at times to be determined by the Mason Police Department. Some "street-legal" units may leave the parade to proceed to the Fairgrounds. Others may continue north on the east side of Barnes Street to return to vehicle parking off that street before reaching the staging area. Nonetheless, we also request both lanes of Barnes Street from Ash to Maple Streets and Maple Street from Barnes to Jefferson Streets be closed to vehicular traffic from 6:30 PM to 8:00 PM so the remaining lighted parade units can be on display to pedestrians for a time after the parade in the 100 block of East Maple and on the west side of Barnes Street. In previous years we have used the city trash receptacles and request them for this as well.

We respectfully request that the City waive the fees for our two Chamber-hosted parades. The parades are investments in the quality of life in our community and attract large crowds. All our 14 Chamber-hosted downtown events, and those others put on by our members, generate community pride and outside interest in our area attractions and businesses. This year, we are asking all of our members to make their own separate requests for their respective events.

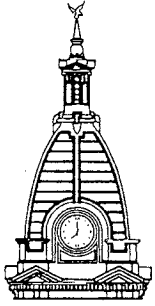
We are glad to continue to extend an executive level membership in the Chamber of Commerce to the City in recognition of our long-time partnership. We are busy doing fundraising this year to enable us to co-brand next year's 2015 events with the Mason 150 sesquicentennial logo and identity. Thanks again for the City's continuing support of all these community events and activities. I am always available if you have any questions.

Sincerely,



Douglas J. Klein, APR, CTA  
Executive Director





# Mason Police Department

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

JOHN STRESSMAN  
*Chief of Police*

Office: (517) 676-2458  
Fax: (517) 244-9024  
MASON\_PD@ingham.org

## MEMORANDUM

To: Martin Colburn  
City Administrator

From: Sgt Edward Hude *EH*

Date: February 26, 2014

Ref: Chamber of Commerce Community Events Schedule

I have reviewed the February 19, 2014 letter to you, received from Mr. Doug Klein of the Mason Area Chamber of Commerce, regarding the upcoming scheduled community activities for 2014. I have discussed this request with Chief John Stressman. The Mason Police Department will provide the necessary police services as stipulated by you and the City Council.

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

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**Meeting Date:** March 3, 2014

**Agenda Item:** 8 (F)

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**AGENDA ITEMS**

Discussion – City Hall Landscape Proposals

**EXHIBITS**

None

**STAFF REVIEW**

Zoning & Development Department

**SUMMARY STATEMENT**

This issue was last before the Council on February 3, 2014. At that time staff provided proposals from four landscape contractors that addressed the issues expressed by Council. At that meeting, Council expressed interest in continuing the landscape discussion in future Council meetings leading up to the budget meetings in April.

**RECOMMENDED ACTION**

No action is necessary at this time.



67TH DISTRICT  
STATE CAPITOL  
P.O. BOX 30014  
LANSING, MI 48909-7514  
PHONE: (517) 373-0587  
FAX: (517) 373-9430  
E-MAIL: tomcochran@house.mi.gov

MICHIGAN HOUSE OF REPRESENTATIVES

**TOM COCHRAN**  
STATE REPRESENTATIVE

February 19, 2014

Mayor Leon Clark  
201 W. Ash Street  
Mason, MI 48854

Dear Leon,

Over the past year, I have had the opportunity to meet many of you by attending village council, township board, and city council meetings in your communities. While each area has its own unique needs, I have noticed that certain issues come up in discussion in conversations across the district.

It is in that spirit that I think it would be productive to provide a forum for us to sit down and have a discussion about some of these issues, what is being done about them in Lansing and what I can do to better serve you and your neighbors.

Hopefully, each township, village and city would be able to send at least one representative to the meeting. The event will not be overly formal but will provide a platform to share concerns and solutions about the challenges and opportunities we face as a community.

In order to ensure a reasonable travel distance for as many as possible, I will plan to book a location in Mason once the meeting time is finalized. For your planning purposes, I have included a number of proposed times:

Friday, March 21st – 9:00 – 11:00 AM  
Friday, March 21<sup>st</sup> – 4:00 – 6:00 PM

Monday, March 24th – 8:00-10:00 AM  
Monday, March 24th – 12:00-2:00 PM  
Monday, March 24th – 4:00-6:00 PM

A representative from my office will be following up with you to determine which of the above dates will accommodate the most people. You can also reach my office at (517) 373-0587 and TomCochran@house.mi.gov with any of your questions or concerns.

Best,

Tom Cochran  
State Representative  
District 67



Enbridge Energy, Limited Partnership  
333 South Kalamazoo Avenue.  
Marshall, MI 49068  
[www.enbridgeus.com](http://www.enbridgeus.com)



Mr. Leon Clark  
PO Box 370  
Mason, MI 48854-0370

February 20, 2014

Dear Stakeholder:

I am writing to inform you of upcoming activity on a pipeline in your area. As part of the Line 6B Replacement Project, Enbridge Energy, Limited Partnership (Enbridge) will begin the process of deactivating the existing Line 6B from Griffith, Ind. to Stockbridge, Mich. We anticipate this activity will start on Friday, February 28, 2014. You are receiving this letter because we will be contacting landowners in your area where this work will take place.

Enbridge is offering temporary relocation to individuals whose homes are located within 200 feet from the area where an inert and non-hazardous gas will be vented from the pipeline as part of this process. While relocation is not required, residents have the option to do so during the time of the venting activity.

#### **Activity details**

This activity is the first step in the deactivation process for Line 6B and will include:

- Purging the product from the existing Line 6B pipeline segments from Griffith to Stockbridge, pursuant to applicable federal regulations and industry practices. The process utilizes technologically advanced equipment and nitrogen gas (an inert gas) to facilitate the removal of the product. It will require the use of trucks and equipment that will use public roads to reach pipeline access points.
- Depressurizing the line, after removing the product, will occur by allowing the nitrogen gas to flow through the pipeline and escape through vents created in release areas. The venting process will last approximately 4 to 6 hours, and may be audible to people nearby. The venting process may give off an odor, but it does not pose any health or safety issues.
- Crews working on this activity will have identification with them and on their vehicles indicating they are Enbridge contractors.

#### **Public consultation**

We are committed to keeping you, other elected and public officials, emergency responders and landowners updated as details of our plans develop. If you have questions or require further information, please call: 855-788-7811.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jason Manshum'.

Jason Manshum  
Senior Advisor, Community Relations

# 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:** March 3, 2014  
**RE:** City Administrator's Report

### Change in Personal Property Tax

Michigan lawmakers, business leaders and municipal officials announced a compromise plan designed to help local governments fully recoup projected losses from repeal of the state's personal property tax (PPT) on industrial machinery and small businesses.

The 10-bill package, set to be introduced in the state Senate, would update increasing replacement revenue for local governments by giving them a bigger chunk of the state's six percent "use tax" on out-of-state purchases and imposing a statewide assessment on newly-exempt businesses.

The Senate is expected to vote on the fast-tracked legislation very soon, and the House is prepared to follow suit in March. Michigan voters would have to approve the use tax redirection, but the ballot proposal is expected to be widely supported by business and government leaders if local communities are made whole. Assuming this goes through with municipalities being made whole, this proposal is palatable. With these changes, the Michigan Municipal League and other advocates are supporting the repeal of the PPT.

### Service Master Grand Reopening

The public has been invited to the Grand Reopening of Service Master, which was destroyed by fire in April 2012. The event will be held on Thursday, March 13, 2014 10 AM to 1 PM at their new building located at 210 State Street in Mason. The ribbon cutting will be promptly at 10 AM. There will also be light refreshments, and door prizes. Please see the attached letter from Service Master.



**Commercial/Residential  
Fire & Water Clean-up**

**ServiceMaster Absolute Home and  
Restoration Services**  
210 State Street  
Mason, MI 48854  
517/676-1626

*An independent business  
licensed to serve you by  
ServiceMaster Clean*



*A Quality Restoration Vendor*

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

February 24, 2014

Dear Mr. Colburn:

I am pleased to announce that ServiceMaster Absolute Home and Restoration Services' new building is nearly complete! As you know, this has been a long process. We would not have been able to complete it without your help and the help of the City of Mason.

I would like to personally invite you to attend our Grand Reopening of the new building at 210 State Street on Thursday, March 13, 2014 at 10:00 A.M. The Mason Area Chamber of Commerce will co-host a ribbon cutting at 10:00 A.M. WITL's Jordan Lee will be broadcasting live from 11:00 A.M.-1:00 P.M. We will have food from King of the Grill as well as door prizes and two special giveaways of a new iPad 2 and a 3 room carpet cleaning.

We are proud to have the ability to remain in the City of Mason, and would love for representatives of the city to be present at this landmark event. While an RSVP is not required, we would appreciate knowing in advance if you will be attending the event.

Sincerely,

Jesse Howard  
President

ServiceMaster Absolute Home and Restoration Services