

CITY OF MASON

201 West Ash St.
Mason, MI 48854-0370

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

CITY COUNCIL MEETING - COUNCIL CHAMBER

Monday, October 6, 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
 - Mayor Leon Clark—Proclamation for Fire Fighters Scott Davidson, Jacob Meyers and Joshua Woodland
7. Consent Agenda
 - A. Approval of Minutes
 - Regular Council Meeting: September 15, 2014
 - B. Approval of Bills
8. Regular Business
 - A. Resolution 2014-49—A Resolution to Accept Change Order No. 2 for the Mason Fire Department Apron Project
 - B. Resolution 2014-50—Planning Commission Appointment
 - C. Motion—2015 Contracted Tree Services
 - D. Motion—Directory of Charges
 - E. Motion—Cancel the November 10, 2014 City Council Meeting to Alleviate the Office of the City Clerk for the Administration of the General Election
9. Unfinished Business
10. New Business
11. Correspondence
 - WOW! Mason Quarterly Update
 - Letter from the Greater Lansing Housing Coalition
12. Liaison Reports
13. Councilmember Reports
14. Administrator's Report
 - New Dart Bank Headquarters
 - Insurance Services Office (ISO)
15. Adjournment

**CITY OF MASON
REGULAR CITY COUNCIL MEETING
MINUTES OF SEPTEMBER 15, 2014**

Mayor Clark called the meeting to order at 7:30 p.m. in the Council Chambers at 201 W. Ash Street, Mason, Michigan. Councilmember 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
John Stressman, Chief of Police

ANNOUNCEMENTS

- Thursday Night Live – September 18, 2014 – Mason High School Band and Mason High /School Cheer Squad
- Down Home Days – September 18-21, 2014

PEOPLE FROM THE FLOOR

None.

CONSENT AGENDA

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

- A. Approval of Minutes - Regular Council Meeting: September 2, 2014
- B. Approval of Bills - \$45,161.94

MOTION APPROVED

MOTION by Naeyaert, second by Droscha,
to amend the Agenda by moving Item No.14(A) – Executive Session – FOP Non-Supervisory Union Contract, to Item No. 7(A), and move Item No. 7(A) to Item No. 7(B).

MOTION APPROVED

REGULAR BUSINESS

Executive Session - Fraternal Order of Police (FOP) Non-Supervisory Contract

MOTION by Naeyaert,

To adjourn to executive session to discuss a matter involving the Fraternal Order of Police (FOP) Non-Supervisory Contract.

ROLL CALL VOTE:

Yes (7) Brown, Bruno, Clark, Droscha, Ferris, Mulvany, Naeyaert

No (0)

MOTION APPROVED

The meeting adjourned to executive session at 7:36 p.m. and reconvened at 8:27 p.m.

Motion—FOP Non-Supervisory Union Contract

MOTION by Naeyaert, second by Droscha,
To adopt the Agreement between the City of Mason and the Capitol Lodge #141,
Fraternal Order of Police Labor Program, Inc. Police Non-Supervisory Unit,
effective September 15, 2014.

MOTION APPROVED

UNFINISHED BUSINESS

There was no unfinished business at this time.

NEW BUSINESS

There was no new business at this time.

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

No report at this time.

ADMINISTRATOR'S REPORT

Colburn informed Council regarding current City business.

EXECUTIVE SESSION - PERSONNEL – REVIEWING THE PERFORMANCE OF THE CITY ADMINISTRATOR

MOTION by Naeyaert,
to adjourn to executive session to review the performance of the City Administrator.
Yes (6) Brown, Bruno, Droscha, Ferris, Naeyaert, Clark
No (1) Mulvany
MOTION APPROVED UNANIMOUSLY

The meeting adjourned to executive session at 8:41 p.m. and reconvened at 10:14 p.m.

ADJOURNMENT

The meeting adjourned at 10:15 p.m.

Deborah J. Cwiertniewicz, City Clerk

Leon R. Clark, Mayor

10/03/2014 09:34 AM
User: TF
DB: Mason City

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MASON
EXP CHECK RUN DATES 09/17/2014 - 10/08/2014
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID
COUNCIL REPORT
MONDAY, OCTOBER 6, 2014

Vendor Code Invoice GL Number	Vendor Name Invoice Description GL Description	Invoice Date	Amount
07800	BLUE CROSS BLUE SHIELD OF MICHIGAN		
007029499710 750-000.00-231.015	OCTOBER 2014 HEALTH INSURANCE CITY EXPENSE OCT 2014 HEALTH INSURANCE CITY EXPENSE	09/23/2014	12,037.34
GROUP #00702499 DIV 101-855.00-874.001	OCTOBER RETIREE CITY EXPENSE OCTOBER RETIREE CITY EXPENSE	09/23/2014	7,791.07
VENDOR TOTAL:			19,828.41
06474	CONSUMERS ENERGY		
OCT 2014 592-555.00-920.000 592-559.00-920.000	ELECTRICITY 8/20 - 9/22 ELECTRICITY 8/22 - 9/22 ELECTRICITY 8/20 - 9/19	10/06/2014	10,218.57 7,953.45
VENDOR TOTAL:			18,172.02
08031	ED BIRKMEIJER WELL DRILLING LTD		
8949 592-558.00-970.017	REHABILITATE WELL #8 REHABILITATE WELL #8	10/06/2014	10,235.45
VENDOR TOTAL:			10,235.45
05016	GRANGER		
SEPT 2014 101-528.00-818.000	SEPT REFUSE #2296 CUSTOMERS SEPT REFUSE #2296 CUSTOMERS	10/06/2014	27,712.72
VENDOR TOTAL:			27,712.72
05050	LANSING ICE & FUEL		
1427301 1-083053 661-568.00-731.000	DPW SEPT FUEL 2015.8 GALLONS DPW SEPT FUEL 2015.8 GALLONS	10/06/2014	5,786.35
VENDOR TOTAL:			5,786.35
06480	MICHIGAN MUNICIPAL RISK		
M0001051 101-272.00-910.000	2ND INSTALLMENT GEN FUND CONTRIBUTION 2ND INSTALLMENT GEN FUND CONTRIBUTION	10/06/2014	22,161.50
VENDOR TOTAL:			22,161.50
TOTAL - ALL VENDORS:			103,896.45

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: October 6, 2014

Agenda Item: 8 (A)

AGENDA ITEM

Resolution No. 2014-49– A Resolution to Accept Change Order No. 2 for the Mason Fire Department Apron Project

EXHIBITS

- Change Order No. 2 dated September 10, 2014
- Letter from Don Heck dated September 30, 2014

STAFF REVIEW

Administration/Department of Public Works

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. As City Engineer Don Heck points out in the attached letter, due to prohibitive costs “concrete” items in the original bid package were excluded. However, it is noted that there is actually concrete work to be performed at the fire station, namely the construction of a new concrete stoop.

The attached Change Order No. 2 will address these additional concrete needs, adding an additional \$10,902.52 to the project. The new total of the project will be \$29,000.02, which is below the originally budgeted \$40,000.00.

RECOMMENDED ACTION

Move to approve Resolution No. 2014-49.

Introduced:
Seconded:

CITY OF MASON

**CITY COUNCIL RESOLUTION NO. 2014-49 TO ACCEPT CHANGE ORDER NO. 2
FOR THE MASON FIRE DEPARTMENT APRON PROJECT**

October 6, 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 and placement of sidewalks within the LDFA area; and

WHEREAS, it is noted that there is concrete work to be performed at the fire station, including the construction of a new concrete stoop; and

WHEREAS, Change Order No. 2 will address these additional concrete needs, adding an additional \$10,902.52 to the project; and

WHEREAS, the new total of the project will be \$29,000.02, which is below the originally budgeted \$40,000.00.

THEREFORE BE IT RESOLVED, the Mason City Council approves Change Order No. 2, 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, October 6, 2014, the original of which is part of the City Council minutes.

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

CHANGE ORDER NO. 2

PROJECT: Mason-2013 Sidewalks

DATE: September 10, 2014

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

CONTRACTOR: TCI, Inc. of Michigan
5501 E. Clinton Trail
Eaton Rapids, MI 48827

ENGINEER: Wolverine Engineers and
Surveyors, Inc.
312 North Street
Mason, MI 48854

CONTRACT: Mason-2013 Sidewalks

PROJECT NO. 13-0030

Description of Changes - Balancing to As-Completed Quantities

<u>Item No.</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total</u>
1	Install 4" Conc. Sidewalk	108	Sft	\$4.00	\$432.00
2	Install Conc. Curb	34	Lft	\$25.00	\$850.00
7	Rem 8" Conc. Walk/Drive/Approach	79	Syd	\$6.50	\$513.50
8	Install 8" 21AA Aggregate	14	Cyd	\$24.00	\$336.00
9	Fine Grading (for 2" max. walk slope)	79	Syd	\$2.00	\$158.00
10	Install 6" Bit. Paving	-9.53	Tons	\$66.00	-\$628.98
11	4" White Sidewalk Striping	-220	Lft	\$2.00	-\$440.00
12	7" Conc. Sidewalk	509	Sft	\$8.00	\$4,072.00
13	5' x 5' Conc. Stoop	1	LS	\$5,610.00	\$5,610.00
Total Increase Change Order No. 2					\$10,902.52

CHANGES IN CONTRACT PRICE:

CHANGE IN CONTRACT TIME:

Original Contract Price: \$ 74,936.40

Original Contract Time: 60 Days

Previous Change Orders: \$-56,838.90

Net Change from Previous
Change Orders: 0 Days

Contract Price prior to this
Change Order: \$ 18,097.50

Contract Time Prior to this
Change Order: 60 Days

Net Increase of this
Change Order: \$ 10,902.52

Net Increase of this Change
Order: 0 Days

Contract Price with all approved
Change Orders: \$ 29,000.02

Contract Time with all ap-
proved Change Orders: 60 Days

TCI INC. OF MICHIGAN
Contractor

Wolverine Engineers and Surveyors, Inc.
Engineer

By: _____
Date: _____

By: _____
Date: _____

CITY OF MASON
Owner

By: _____
Date: _____

September 30, 2014

Mr. Martin A. Colburn, Administrator
City of Mason
201 W. Ash Street
Mason, MI48854

RE: Fire Station Driveway

Dear Mr. Colburn:

As you recall the City of Mason prepared bid documents which included the proposed construction of sidewalks along Kipp Road and Jefferson in and around the Meijer property as well as the removal and replacement of the driveway at the fire station. In the course of bid review it was determined that the costs for the sidewalks in the southern portion of the City as well as the time of year for the construction were prohibitive. As such a change order was prepared to delete the "concrete" items in the original bid; however, in preparing that Change Order we neglected to note that there would be concrete work necessary at the fire station.

In addition, during the removal of the existing concrete work at the fire station, the stoop at the man-door on the westerly end of the project was removed. During the removal, it was observed that the stoop had no foundation; was not tied into the station floor slab; and, it was reported that in the winter months the stoop heaved making the man-door unusable. Based on the reports and evidence of previous construction, we recommend that a new stoop be constructed with the appropriate doweling and foundations.

We have prepared a Change Order for consideration for the above described, necessary work. It is our understanding, including the additional items outlined within the Change Order, this project will remain under the amount originally budgeted for the construction.

Sincerely,

WOLVERINE ENGINEERS & SURVEYORS, INC.

Donald B. Heck, P.E.

Mr. Colburn
September 30, 2014
Page 2 of 2

DBH:ood

cc:

File:

Encl:

CITY OF MASON
STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: October 6, 2014

Agenda Item: 8 (B)

AGENDA ITEM

Resolution No. 2014-50—Appointment to the Planning Commission by the Mayor

EXHIBITS

- Application – Tim Scott
- Letter of Resignation – Jim King

STAFF REVIEW

City Clerk

SUMMARY STATEMENT

A vacancy on the Mason Planning Commission occurred on August 1, 2014, with the resignation of Jim King. The appointment of Tim Scott would fill that vacancy.

RECOMMENDED ACTION

Approve Resolution No. 2014-50.

Introduced:

Seconded:

CITY OF MASON

CITY COUNCIL RESOLUTION NO. 2014-50

MAYORAL APPOINTMENT TO THE PLANNING COMMISSION

October 6, 2014

WHEREAS, the resignation of Jim King on August 1, 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 Tim Scott to the Planning Commission of the city to fill the remainder of the unexpired term, commencing October 6, 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, October 6, 2014, the original of which is part of the City Council minutes.

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

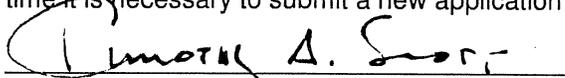


**CITY OF MASON
APPLICATION FOR APPOINTMENT
CITY BOARD OR COMMISSION**

Board /Commission Interest: Planning Commission	
Name	Tim Scott
Address	502 West Columbia Street
Home Phone:	517-331-5800 Other Phone: N/A
E-Mail:	tim.scott@dart.biz
Occupation:	Infrastructure Engineer; Firefighter
Employer:	Dart Container Corporation; Mason Fire Department
Business Address:	500 Hogsback Road, Mason; 221 West Ash Street, Mason
Length of Residence Within The City of Mason:	Four (4) years
Education:	College education, no degree; specialized training courses
Relevant Organizations/Affiliations (if any):	
Relevant Employment/Volunteer Experience (if any): Approximately 20 years' experience in logistical planning, infrastructure planning and installation projects (specializing in communications), collaboration on new construction and rehabilitation projects, adept at researching pertinent information and data for risk-benefit analysis.	
Brief Statement As To Interest In Serving On This Board/Commission: Having found a sense of place in Mason, I enjoy being an active member of the community and desire to assist in the betterment of public interests. I would appreciate the opportunity to contribute my time, skills, and talents to assist in planning the present and future of our city.	

<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

28SEP2014
Date

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.

From: James King [<mailto:jimmyj51@att.net>]
Sent: Tuesday, June 10, 2014 3:48 PM
To: firedude0911@aol.com
Cc: David Haywood
Subject: Planning Commission Resignation

Mayor Clark,

Please, consider this email as my resignation from the City of Mason Planning Commission, effective Aug. 1, 2014.

Due to continuing family concerns and health issues I have decided it is time for me to direct my attention on family issues. My family must come first and I know you understand this.

I appreciate the faith you had in me when you appointed me to the Commission and have strived to be a good Commissioner for the residents of the City of Mason.

Thank you for allowing me to serve my community as a Planning Commissioner.

Sincerely,

Jim

CITY OF MASON
STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: October 6, 2014

Agenda Item: 8 (C)

AGENDA ITEM

Motion—2015 Contracted Tree Services

EXHIBITS

None

STAFF REVIEW

Cemetery, Parks, Forestry Superintendent

SUMMARY STATEMENT

The City of Mason needs to contract out the removal of 22 trees, the removal of 34 stumps, the trimming of 6 large trees and 120 hours of street tree trimmings within the City in 2015.

Express Tree Services was contracted to perform the tree work for the City in 2014. Express Tree Services has submitted a quote of \$22,490.00 to complete the 2015 City of Mason's contracted tree services. Express Tree Services has performed their work in a timely and professional matter in the past and they are very competitive in their pricing.

Staff recommends waiving the bid process for the 2015 contracted tree services and allow Express Tree Services to perform the contracted tree work for the City in 2015.

RECOMMENDED ACTION

Move to waive the bidding process and allow Express Tree Services to perform the 2015 contracted tree services for the City of Mason at a price of \$22,490.00

CITY OF MASON
STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: October 6, 2014

Agenda Item: 8 (D)

AGENDA ITEM

Motion – Directory of Charges

EXHIBITS

- Directory of Charges Amendments
- Memorandum from Deborah Cwierniewicz dated October 6, 2014

STAFF REVIEW

Finance Department

SUMMARY STATEMENT

The Cemetery Board met subsequent to the June 16, 2014 Directory of Charges amendments. Please see the attached memorandum and changes to the Directory of Charges. The proposed changes for this update would be effective October 6, 2014 unless otherwise stated.

RECOMMENDED ACTION

Move to approve the Directory of Charges dated October 6, 2014.

MAPLE GROVE CEMETERY

Mason, Michigan

Price List Effective October 6, 2014

	<u>RESIDENT</u>	<u>NON-RESIDENT</u>	
Full Lot.....	\$ 1,875	\$ 3,875	
Perpetual Care	710	710	
TOTAL	\$ 2,585	\$ 4,585	
Half Lot.....	\$ 940	\$ 1,940	
Perpetual Care	355	355	
TOTAL	\$ 1,295	\$ 2,295	
Single Space	\$ 555	\$ 1,055	NEW
Perpetual Care	145	145	
TOTAL	\$ 700	\$ 1,200	
Baby Grave	\$ 190	\$ 390	
Perpetual Care	75	75	
TOTAL	\$ 265	\$ 465	

<u>GRAVE OPENING</u>	<u>WEEKDAYS</u>	<u>SATURDAY</u>
Adult	\$ 575	\$ 700
Baby	\$ 135	\$ 200
Cremation	\$ 135	\$ 200

OVERTIME CHARGE: **\$150 extra for any funeral entering the Cemetery after 3:30 P.M.**

Disinterment: 250% of Grave Opening Charge.

GRAVE OPENING CHARGES

<u>Vault No.</u>	<u>Grave Size</u>	<u>Weekdays</u>	<u>Weekdays After 3:30 PM</u>	<u>Saturdays</u>	<u>Saturdays After 3:30 PM</u>
0	19 X 36	\$ 135	\$ 285	\$ 200	\$ 350
1	26 X 50	\$ 135	\$ 285	\$ 200	\$ 350
1 ½	30 X 68	\$ 575	\$ 725	\$ 700	\$ 850
2	32 X 80	\$ 575	\$ 725	\$ 700	\$ 850
5	38 X 94	\$ 575	\$ 725	\$ 700	\$ 850
6	40 X 98	\$ 575	\$ 725	\$ 700	\$ 850

Foundations: \$.50 Square Inch with a \$125.00 minimum

Any regular Employee killed in the line of duty will receive a Cemetery space at no charge to the family.



MEMORANDUM

TO: Honorable Mayor Clark and Councilmembers

FR: Deborah J. Cwiertniewicz, City Clerk

RE: **PRICING/UPDATING THE DIRECTORY OF CHARGES FOR THE SALE OF "SINGLE SPACES" FOR THE WEST SIDE OF SECTION "U" IN MAPLE GROVE CEMETERY**

DT: October 6, 2014

The Mason Cemetery Board met July 2, 2014, for the purpose of laying out lots and fixing the price of lots on the west side of Section "U" in the Mason Grove Cemetery.

The Cemetery Board's recommendation was before Council August 18. At that meeting, the item was postponed to allow having a Cemetery Board Member in attendance.

The Cemetery Board met again August 27, 2014 to further discuss the pricing, and a meeting date was set for September 16, 2014.

At its September 16, 2014 meeting, the Cemetery Board reconsidered the action taken July 2, and took action to include the option of purchasing a single space in the amount of \$700 for City of Mason residents, and \$1,200 for non-residents. The creation of four (4) single spaces per lot will be accomplished by equally dividing two half lots into four single spaces, each four feet in width.

The Office of the City Clerk has facilitated the sale of cemetery graves since 2010. In those four years, there has not been a request for a full lot (consisting of five spaces). It is rare that there is a request for a half lot (consisting of two spaces). The majority of requests are for single spaces to accommodate cremation burials. Currently, single space purchases are not available. There are specific areas that are designated for single spaces for special circumstances of indigence, etc., at the discretion of the Cemetery Sexton.

The proposed Directory of Charges maintains the current rates for cemetery lots and spaces. The single space price was adjusted to provide the option to purchase a single space.

CITY OF MASON

STAFF AGENDA REPORT TO THE CEMETERY BOARD

Meeting Date: October 6, 2014

Agenda Item: 8 (E)

AGENDA ITEM

Motion – Cancel the November 10, 2014 City Council Meeting to Alleviate the Office of the City Clerk for the Administration of the General Election

EXHIBITS

None

STAFF REVIEW

City Clerk

SUMMARY STATEMENT

Since moving into the new city hall building in 2010, it has been necessary to reschedule City Council meetings due to repurposing the Council Chambers and community room as polling locations when a Federal, State, local government, or Mason Public Schools Election is called. Most often, the first meeting of the month is rescheduled to be held the second Monday of the month. Moving the meeting to the following Monday presents further complications for the Office of the City Clerk.

The Council meets on the first and third Monday of the month and the Planning Commission holds its meeting on the second Tuesday following the first Monday. The City Clerk is required to attend both meetings and is responsible to compile Minutes of those meetings within eight business days. Following the meetings, ordinances, resolutions, and action taken need to be completed and often require finalizing documents, procedures, and agency or individual communication. Because the first Council meeting of the month was moved to the second Monday of the month, all agenda items and Minutes must be completed and turned in to the City Administrator by the following Wednesday at noon, two days later. Also, prior to the first meeting of the month, agenda items must be completed during the busiest time of Election preparations and when the City Clerk is holding specialized training for Chairperson/Co-Chairperson, Absent Voter Counting Board, and Electronic Poll Book for Election Inspectors, individually.

The City Clerk is requesting Council to cancel the Monday, November 10, 2014 regular meeting. To ensure that any item of business needing to be addressed prior to the next meeting, a special meeting could be scheduled.

RECOMMENDED ACTION

Move to approve the request of the City Clerk to cancel the Monday, November 10, 2014 meeting, recognizing that a special meeting would be scheduled for any business requiring Council consideration prior to the next meeting date, Monday, November 17, 2014.



Mason Quarterly Update

WOW! is committed to providing quality internet, phone and cable to the Mason area and our 107 other Mid-Michigan communities. During 2013, a \$14M rebuild and upgrade plan for the entire Mid-Michigan region was announced. This plan would allow us to offer the same services that are currently offered in other WOW! markets. In some areas such as South Lyon, a total rebuild is required. In Mason, fiber, electronics and power supplies will achieve the same results. These upgrades will allow us to offer new and exciting products while improving the customer experience for Mason residence. WOW! has committed significant resources to the Mason area and will continue to make Mason a priority. Our service and plant improvements have generated the following improvements:

- Decreased Outage Times
 - Outage times decreased from 3:31 in 2012 to 2:03 in 2013
- Reduced Number of Outages
 - 100 fewer outages occurred in 2013 compared to 2012.

Mason residents will see further improvements in 2014. Infrastructure upgrades, improvements to services and new products are listed below in greater detail.

Plant & System Upgrade (Improvements for Mason)

- Power Supply Replacement
 - Power supply replacements will help reduce the number of outages by providing battery backup and remote status monitoring. When commercial power is lost, the power supply will notify our Network Operation Center and provide battery backup.
 - **All 74 power supplies in the Mason area have been replaced.**
- Fiber Node Split
 - The City of Mason currently has 19 fiber nodes to provide HSD, Video and phone to WOW! customers. Due to the recent customer growth, we have identified two nodes that need to be divided to allow for more open bandwidth.
 - **Fiber has been placed and the project is scheduled to be complete by the end of October.**

- New Cable Modem Termination System (CMTS)
 - The CMTS is the backbone of our cable modem network. This upgrade will allow us to provide continued high quality internet service and support continuing growth in the Mid-Michigan region.
 - The new CMTS replacement will support higher bandwidth.
 - **The new CMTS was installed in April.**
- DAC (Digital Access Controller)
 - The DAC controls our digital converters in homes and businesses. A new DAC will be required to launch new video products, additional channels and Ultra TV our whole home DVR solution.
 - **DAC installation is complete.**
- Fiber Reinforcement
 - Additional fiber is needed to install new nodes and launch new business services in the Mason area. The additional fiber is scheduled to be installed within the year.
 - **All new fiber is now placed**

New Products & Services Coming to Mason in late 2014 / early 2015

- Ultra TV
 - Whole Home DVR
 - **Testing is planned to begin in Q4**
- Faster Internet Speeds
 - 30mb and 50mb download speed
 - **Testing in employees homes started in September**
 - **Launching 30/50 speeds Nov. 1**
- New Business Services
 - Metro Ethernet
 - Internet connections at speeds up to 1gb
 - PRI Phone Products
 - SIP Services
- For many of the new products listed above, WOW! will need customers in the Mason community to test these products prior to launch.

Sponsorships & Donations

WOW! is committed to being involved in the Mason community and supporting key city events. During 2014 WOW's employees spent 148 hours working in the community. WOW! has also sponsored the following events in 2014.

- WOW! In the Neighborhood
 - Rayner Park playground equipment staining

- Cemetery grass cutting and maintenance
 - Rotary Club stage in Rayner Park
- Sun Dried Music Festival Sponsor
- Mason Hometown Days Sponsor
- Mason Area Chamber of Commerce Bronze Sponsor
 - MACC Golf Classic Sponsor
- Mason Public Schools Donation for Playground Equipment

- WOW! Business Office is Moving
 - Our office, warehouse and customer counter will be moving to Pottersville in November.



Greater Lansing Housing Coalition

600 West Maple Street, Lansing, MI 48906

TEL (517) 372-5980 FAX (517) 372-1930

www.glhc.org

Board of Directors

Tim Kaltenbach
President

Tim Mrozowski
Vice-President

Susan Shaffer
Treasurer

Mary Levine
Secretary

Angela Bailey
Rob Batterbee
Jacquelynne Borden-Conyers
Justin Sheehan
Diane Sanborn

John Duley
Emeritus

Karl Gotting
Counsel

Staff

Katherine Draper
Executive Director

Cathy Calkins
Assistant Director

Brady Calkins
Tuesday Toolmen Coordinator

Nancy Dittenber
Office Manager

Selina Fish
VISTA Member

Chris Jandron
Housing Counselor

Jaechoon Lee
Research Associate

Susan Moriarty
Grant Research Associate

Stephanie Onderchenin
AmeriCorps Member

Ken Roubal
Program Manager

Maurice Ruiz
Maintenance Manager

Sandra West
Accountant

Bruce Witwer
HERO Program Manager

To: City of Mason Manager
From: Katherine Draper 
Date: 9/10/2014
Re: ICE Fair and Affordable Housing Initiatives: The Next Five Years

We are pleased to announce the completion of the ICE Fair and Affordable Housing Plan for Ingham, Clinton and Eaton Counties. We greatly appreciate your interest in this important project. The ICE Plan is the catalyst for creating and retaining quality affordable housing in the Tri-County region. By implementing ICE, an Innovative, Collaborative and Empowering plan, businesses will thrive as affordable becomes available for talent and consumers; seniors and families will have more choice in their housing options; and low-income earners will reduce their housing costs, freeing up funds for other living expenses.

Please help us distribute the Executive Summary to elected and appointed officials, staff, and members of the public who are involved in planning and housing activities in your community. If more copies are needed, please call our office and we will be happy to supply them. The entire document will be available on the GLHC website by October 1, 2014.

We have a plan. Get Involved!

www.glhc.org

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MEMORANDUM

TO: Honorable Mayor and Council Members

FROM: Martin Colburn, City Administrator

DATE: October 6, 2014

RE: City Administrator's Report

New Dart Bank Headquarters

Dart Bank's intention of demolishing a couple of additional buildings on Maple Street have been delayed due to lack of availability of contractors. Per our request, they have secured the buildings and they do still intend to demolish them. They are also working on capping the building so that it is properly secured in order to alleviate soil erosion on the future building site of the new bank.

Dart Bank has proceeded with their visioning process, not unlike how the City conducted our process of building the new City Hall. They intend to build a modern bank headquarters facility at this location. They are continuing the process as they work with the Mayotte Group, who is serving as their architects. Dart Bank was inclusive of community members in their visioning process as well as included City staff.

Insurance Services Office (ISO)

As the Mason Fire Department conducts fire protection operations to an expanding area—including the additions within Aurelius and Alaiedon Townships—Insurance Services Office (ISO) has conducted an update. ISO's public protection classification program plays an important role in the underwriting process of insurance companies. The information is used to make decisions on what business to underwrite and the coverage to offer, which in turn influences prices charged for personal or property insurance. Each insurance company independently determines the premiums they charge.

With the additional areas of responsibility, City staff worked cooperatively with ISO staff to update the overall ratings in the City with our respective fire district service area. The City continues to maintain a "4" rating (out of 10, with 1 being the best), which is a very positive rating for a professional paid on-call department. In much of the rural areas, beyond the five-mile limit from the fire station, properties were given a "9." The most current review and update continues to demonstrate a "4" rating for the City of Mason and a "6" rating within Aurelius, Vevay and Alaiedon Townships for those properties within the five-mile radius of the fire stations. They continue to be given a "10" rating, which is a new rating under the ISO classification, which continues to demonstrate additional risk for those properties served. This is a positive rating for many of the residents within the township areas serviced by the Mason Fire Department and the City of Mason.