

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, January 19, 2015

7:30 p.m.

AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance and Invocation
4. Announcements
5. People from the Floor
6. Consent Agenda
 - A. Approval of Minutes
 - Regular Council Meeting: January 5, 2015
 - B. Approval of Bills
7. Regular Business
 - A. Resolution 2015-02 – City Administrator Employment Contract Amendment #13
 - B. Resolution 2015-07 – Resolution of City Officer Appointment – Public Works Director
 - C. Resolution 2015-08 – Approval to Replace Failing Storm and Sanitary Sewers in Alley between Jefferson Street and Barnes Street behind 124/140 East Ash Street
 - D. Resolution 2015-09 – Authorize Administrator Colburn and Chief Minshall to Enter Into Renewal Agreement with Delhi Township for Mason to Provide Fire Services in Portion of Alaiedon Township
8. Unfinished Business
9. New Business
10. Correspondence
 - Monthly Revenue and Expenditure Report
 - Quarterly Investment Report for Period Ending December 31, 2014
11. Liaison Reports
12. Councilmember Reports
13. Administrator's Report
 - Update of 124/140 East Ash Street
 - Visioning: Goals and Objectives for City Council Workshop
 - Budget Workshops FY 2015-2016
14. Adjournment

**CITY OF MASON
REGULAR CITY COUNCIL MEETING
MINUTES OF JANUARY 5, 2015**

Clark called the meeting to order at 7:36 p.m. in the Council Chambers at 201 W. Ash Street, Mason, Michigan. Mulvany 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 Cwierniewicz, City Clerk
Eric Smith, Finance Director/Treasurer
David Haywood, Zoning & Development Director
Ken Baker, DPW Superintendent
John Stressman, Chief of Police
Thomas Hitch, City Attorney

UNFINISHED BUSINESS

Approval of Minutes – Regular Council Meeting: December 15, 2014

The Minutes of December 15, 2014 were approved as presented.

Approval of Bills

MOTION by Naeyaert, second by Droscha,
to approve the bills in the amount of \$102,112.30.

MOTION APPROVED

Council asked Attorney Hitch if Resolution No. 2015-02 could be postponed. Hitch explained the procedure to postpone a resolution to a certain time. Mulvany stated that goals and objectives for the year 2015 should be set prior to considering Resolution No. 2015-02; postponement of the resolution would allow the Mayor, Mayor Pro Tem, and City Administrator to meet and determine the needs and priorities. It was stated that the goals and objectives have been tied to the evaluation, not the contract; the goals and objectives were for 2015 and the evaluation and contract are based on 2014. Hitch stated that the contract is on-going and subject to modifications.

MOTION by Mulvany, second by Ferris,
to amend the agenda by moving Resolution No. 2015-02 prior to the executive session.

Yes (3) Brown, Ferris, Mulvany
No (4) Bruno, Droscha, Naeyaert, Clark

MOTION FAILED

EXECUTIVE SESSION - PERSONNEL - CITY ADMINISTRATOR'S EVALUATION

MOTION by Naeyaert,
to adjourn to executive session to discuss the City Administrator's evaluation.

Yes (5) Brown, Bruno, Droscha, Naeyaert, Clark
No (2) Ferris, Mulvany

MOTION APPROVED

The meeting adjourned to executive session at 7:57 p.m. and reconvened at 8:20 p.m.

Resolution No. 2015-01 – Resolution 2015-01—City Administrator Performance Evaluation for Calendar Year 2014

MOTION by Naeyaert, second by Brown,
to consider Resolution No. 2015-01 read.
MOTION APPROVED

Resolution No. 2015-01 was introduced by Mulvany and seconded by Bruno.

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2015-01
CITY ADMINISTRATOR PERFORMANCE EVALUATION
FOR 2014 CALENDAR YEAR
January 5, 2015**

WHEREAS, City Council Resolution 2005-06 provides that the Council shall conduct a formal review of the job performance of the City Administrator on a yearly basis; and

WHEREAS, City Council Resolution 2005-06 further provides that the Council shall conduct the formal performance review according to the guidelines described therein, including use of the "City Administrator Performance Evaluation Form" and the "City Administrator Self-Evaluation Form" as defined therein; and

WHEREAS, on December 15, 2014, the City Council met for the purpose of reviewing the "City Administrator Self-Evaluation Form" and the composite "City Administrator Performance Evaluation Form" for the purpose of general discussion regarding the job performance of City Administrator Martin A. Colburn, for the purpose of discussing revision of the Employment Contract between Administrator Colburn and the City Council; and

WHEREAS, at the request of Administrator Colburn, the review meetings by the City Council were held in executive session pursuant to the provisions of the Open Meetings Act; now

THEREFORE BE IT RESOLVED, that the City Council remains satisfied with Administrator Colburn in his management of, and service to, the City of Mason. Administrator Colburn continues to meet the job performance expectations of the Council. The Council feels that Administrator Colburn leads City operations in a manner generally consistent with the collective goals and ideals of the Council, as well as those of the City as a whole; now

BE IT FURTHER RESOLVED, that the City Council evaluated the performance of the City Administrator in fulfilling the responsibilities of the position by rating the following categories. Each category rating below is an average based upon each Council Member assigning a performance rating of 1 to 5 to a specific set of sub-categories for each category. Each performance measure uses the following scale: 5 = *Exceeds expectations*; 3 = *Meets expectations*; 1 = *Fails expectations*.

1. PROFESSIONALISM: 3.4
2. RELATIONSHIP WITH COUNCIL: 3.2
3. POLICY EXECUTION: 3.4
4. REPORTING: 3.6
5. PUBLIC RELATIONS: 3.7
6. STAFFING: 3.2
7. FISCAL MANAGEMENT: 3.7; now

BE IT FURTHER RESOLVED, that Mr. Colburn achieved an overall performance rating of 3.46 and more than met City Council expectations, and City Council commends Mr. Colburn for his outstanding performance as City Administrator; however, City Council did have concerns regarding Mr. Colburn's dual role as City Administrator and Acting DPW Director questioning whether it was too demanding and time consuming for one individual; now

BE IT FURTHER RESOLVED, that in accordance with City Council Resolution 2005-06, this resolution is hereby submitted by Mayor Leon R. Clark and Mayor Pro Tem Robin Naeyaert for consideration by the City Council as the written summary of the conclusions of the Council regarding the job performance of City Administrator Martin A. Colburn; now

BE IT FINALLY RESOLVED, that in accordance with City Council Resolution No. 2005-06, a copy of this resolution shall be placed in the personnel file of City Administrator Martin A. Colburn.

RESOLUTION APPROVED

Resolution No. 2015-02 – City Administrator Employment Contract Amendment No.13

MOTION by Bruno, second by Droscha,
to defer Resolution No. 2015-02 to the January 19, 2015 meeting.

MOTION APPROVED

Mayor Pro Tem Naeyaert gave words of farewell to her family, constituents, fellow Councilmembers, and city staff extending gratefulness for their support, friendship, as well as words of encouragement.

ADJOURN SINE DIE – 2013/2014 COUNCIL

The 2013/2014 City Council adjourned sine die at 7:57 p.m.

OATH OF OFFICE

Cwiertniewicz administered the Councilmember oath of office to Marlon I. Brown, Jon Droscha, and Mike Waltz, as well as the City Attorney oath of office to Tom Hitch.

ELECTION OF MAYOR AND MAYOR PRO TEM FOR 2015-2016

Cwiertniewicz opened nominations for the office of Mayor.

Bruno nominated Leon Clark for Mayor.

Mulvany nominated Mike Waltz for Mayor.

Cwiertniewicz closed the nominations for the office of Mayor and the vote was called.

Clark: (3) Bruno, Clark, Droscha
Waltz: (4) Brown, Ferris, Mulvany, Waltz
MIKE WALTZ ELECTED MAYOR

Cwiertniewicz opened nominations for office of Mayor Pro Tem.

Ferris nominated Marlon Brown for Mayor Pro Tem.

Cwiertniewicz closed nominations and the vote was called.

Yes (6) Brown, Clark, Droscha, Ferris, Mulvany, Waltz
No (1) Bruno,
MARLON BROWN ELECTED MAYOR PRO TEM

Mike Waltz received the gavel. He acknowledged the combined years of service that Mr. Clark and Ms. Naeyaert provided in leadership jobs for the city. He wished Ms. Naeyaert well in her new endeavor of service as the District 14 Ingham County Commissioner.

ANNOUNCEMENTS

- Brass Quintet, Hand Bell Choir, and Pipe Organ Concerts – First United Methodist Church – January 18, 2015

PEOPLE FROM THE FLOOR

Jim Maddix of 450 High Point Drive, Apt. No. 2, thanked Councilmember Clark for being an advocate for the City of Mason. He stated that he was opposed to election of the Mayor by the Council and felt it should be by the vote of the people. If it is not possible to elect the Mayor by the vote of the people, he felt that the agenda should have public comment prior to the election of Mayor and Mayor Pro Tem to allow comments from the people of the city.

Mark Minshall of 111 East Elm Street, congratulated and welcomed Mr. Waltz as Mayor and thanked Mr. Clark and Ms. Naeyaert for their service to the city. Waltz stated that he agreed with the praises of Mr. Clark.

CONSENT AGENDA

MOTION by Brown, second by Ferris, to amend the Consent Agenda by moving Item Nos. 11 A) Resolution 2015-03—Establishment of City Council and Planning Commission Meeting Dates for the Year 2015, and C) Resolution 2015-05—City Council Reappointment to the Zoning Board of Appeals from Regular Business to the Consent Agenda.

MOTION by Brown, second by Ferris, to approve the Consent Agenda as follows:

A. Resolution 2015-03—Establishment of City Council and Planning Commission Meeting Dates for the Year 2015

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2015-03
ESTABLISHMENT OF CITY COUNCIL AND PLANNING COMMISSION
MEETING DATES FOR THE YEAR 2015
January 5, 2015**

BE IT HEREBY RESOLVED by the City Council of the City of Mason that the following are the dates of the regular **City Council** meetings for the calendar year 2015, and January 4, 2016, and that said meetings are to be held on the first and third Mondays of each month, with exception of one holiday, scheduled as a *Tuesday meeting,

- | | |
|-------------------|----------------------|
| January 5 and 19 | July 6 and 20 |
| February 2 and 16 | August 3 and 17 |
| March 2 and 16 | September 8* and 21 |
| April 6 and 20 | October 5 and 19 |
| May 4 and 18 | November 2 and 16 |
| June 1 and 15 | December 7 and 21 |
| | January 4, 2016; now |

BE IT FURTHER RESOLVED, that the following are the dates of the regular Planning Commission meetings for the calendar year 2015, and that said meetings are to be held on the second Tuesday after the first Monday of the respective months,

- | | | |
|-------------|-----------|-----------------------|
| January 13 | May 12 | September 15 |
| February 10 | June 9 | October 13 |
| March 10 | July 14 | November 10 |
| April 14 | August 11 | December 15 |
| | | January 12, 2016; now |

BE IT FURTHER RESOLVED, that these meetings will be held in the City Council Chamber, City Hall, 201 West Ash Street, Mason, Michigan, with the City Council's meetings to commence at 7:30 p.m. and the Planning Commission's meetings to commence at 6:30 p.m.; now

BE IT FINALLY RESOLVED, that the City Clerk shall cause these dates to be published in a local newspaper.

B. Resolution 2015-05—City Council Reappointment to the Zoning Board of Appeals

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2015-05
CITY COUNCIL APPOINTMENT TO THE ZONING BOARD OF APPEALS
January 5, 2015**

BE IT HEREBY RESOLVED, that the City Council of the City of Mason does hereby reappoint James Maddix to the City of Mason Zoning Board of Appeal, whose term shall commence January 1, 2015 and expire on December 31, 2017.

MOTION APPROVED

REGULAR BUSINESS

Resolution 2015-04—Councilmember Appointment to the Planning Commission

MOTION by Mulvany, second by Droscha,
to consider Resolution No. 2015-04 read with the name of Marlon Brown inserted in
the fifth paragraph.

MOTION APPROVED

Resolution No. 2014-04 was introduced by Mulvany and seconded by Brown.

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2015-04
January 5, 2015
COUNCIL MEMBER APPOINTMENT TO PLANNING COMMISSION**

WHEREAS, it is in the best interests of the City that the efforts of the City Council and the Planning Commission be coordinated in the conduct of their respective duties; and

WHEREAS, the appointment of a member of the City Council to the Planning Commission will provide the conduit for communication that will enable coordination of said efforts; and

WHEREAS, Section 3 of the Municipal Planning Act, 1931 PA 285; MCL 125.33, and Section 50.33 of the Mason City Code authorize the appointment of a member of the City Council to serve as a member of the Mason Planning Commission for a term concurrent with the term of the council member; and

WHEREAS, Public Act 285 requires that the appointment of a City Council member to the Planning Commission shall be by resolution of the City Council; now

THEREFORE, BE IT RESOLVED, that the City Council does hereby select Mayor Pro Tem Marlon I. Brown as a member of the Planning Commission with identical rights and responsibilities as assigned to the appointed members of the Planning Commission.

NOW, BE IT FURTHER RESOLVED, that the term of the Councilmember as a member of the Planning Commission shall be the same as the term served by the Councilmember.

YES (6) Brown, Bruno, Droscha, Ferris, Mulvany, Waltz
NO (1) Clark

RESOLUTION APPROVED

Resolution 2015-06—A Resolution Endorsing the Location of the Howell Road Option for Crossing of US-127 for the Proposed Trail Connecting the Delhi Township Trail System to the Hayhoe Riverwalk Trail

Haywood elaborated on his submitted report. Points of concern discussed were that the proposed route was not the best route to connect with the other trail, planning the combination of the non-motorized walking trail and adjacent traffic on Howell Road and Cedar Street, safety with the change of shifts at the Dart Corporation, and that the proposed route was not scenic, as those the city has developed.

MOTION by Brown, second by Droscha,
to consider Resolution No. 2015-06 read.
MOTION APPROVED

Resolution No. 2015-06 was introduced by Bruno and seconded by Mulvany.

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2015-06
A RESOLUTION ENDORSING THE LOCATION OF THE HOWELL ROAD OPTION FOR
CROSSING OF US-127 FOR THE PROPOSED TRAIL CONNECTING THE DELHI
TOWNSHIP TRAIL SYSTEM TO THE HAYHOE RIVERWALK TRAIL
January 5, 2015**

WHEREAS, the Michigan Trails and Greenways Alliance initiated a feasibility study to determine the most feasible route crossing of US-127 for connecting the Delhi Township Trail System to the Hayhoe Riverwalk Trail in Mason, a portion of the completed pathway to be constructed in the City of Mason; and,

WHEREAS, the feasibility study considered five possible locations to cross US-127 which included Holt Road, Sycamore Creek, the A & B Railroad, Harper Road and Howell Road; and,

WHEREAS, the feasibility study determined that a pedestrian/bicycle bridge located immediately south of the Howell Road Bridge over US-127 was the preferred crossing point as the location provides easy access to the abandoned Hogsback Right-of-Way and allows for traversing Howell Road by going under the roadway bridge on the west side of US-127; and,

WHEREAS, the Howell Road Crossing location is the second most cost effective alternative and would provide a non-motorized connection for the existing neighborhoods, businesses and planned development along Cedar Street, including Dart Corporation Employees, to access County Offices and businesses in Mason as well as offer a commuting option for employees living in Mason; and,

WHEREAS, the proposed trail connector concept is supported by the Mason Master Plan 2014 Update, Mason Five-Year Recreation Plan 2013-2017, and the current Capital Improvement Plan; and,

WHEREAS, on December 8, 2014, the Alaiedon Township Board of Trustees approved a resolution in support of the proposed trail connector.

NOW THEREFORE BE IT RESOLVED, that the City of Mason endorses the location of the Howell Road option for crossing of US-127 for the proposed trail connecting the Delhi Township Trail System to the Hayhoe Riverwalk Trail.

Yes (5) Brown, Droscha, Ferris, Mulvany, Waltz
No (2) Bruno, Clark

RESOLUTION APPROVED

Second Update on Well No. 9 Progression

Baker elaborated on the report he submitted regarding Well No. 9.

MOTION by Brown, second by Droscha,
to approve the recommendation to go out to bid to drill a new well with a 12”
diameter screen set to 400 feet using a barber rig drilling technique.
MOTION APPROVED

UNFINISHED BUSINESS

It was discussed that the sprinkler head was repaired at the Fire Station No. 1.

NEW BUSINESS

Council requested staff to place a discussion item on the next regular meeting agenda to set a date for a visioning work session.

Brown thanked fellow council members for choosing him as Mayor Pro Tem.

CORRESPONDENCE

All correspondence was distributed.

LIAISON REPORTS

No reports at this time.

COUNCILMEMBER REPORTS

Brown reported that he served as a panelist and speaker at the Michigan Municipal League (MML) Elected Officials training. He spoke regarding open meeting procedures and provided a handbook. He also spoke of future training offered by the MML.

ADMINISTRATOR'S REPORT

Colburn informed the Council regarding current City business.

ADJOURNMENT

The meeting adjourned at 9:50 p.m.

Deborah J. Cwierniewicz, City Clerk

Mike Waltz, Mayor

01/16/2015 09:18 AM
User: TF
DB: Mason City

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MASON
EXP CHECK RUN DATES 01/12/2015 - 01/21/2015
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID
COUNCIL REPORT

MONDAY, JANUARY 19, 2015

Vendor Code Invoice GL Number	Vendor Name Invoice Description GL Description	Invoice Date	Amount
06474	CONSUMERS ENERGY		
JAN 2015 592-555.00-920.000 101-448.00-926.000	ELECTRICITY 11/21 - 12/18 & DEC STREET LIGHTS ELECTRICITY 11/21 - 12/18 STREET LIGHTING 12/1 - 12/31	01/12/2015	8,467.74 7,212.68 <u>15,680.42</u>
VENDOR TOTAL:			<u>15,680.42</u>
05434	INGHAM COUNTY DRAIN COMM.		
2582 592-557.00-818.000	AT LARGE DRAIN ASSESSMENTS AT LARGE DRAIN ASSESSMENTS	01/19/2015	7,456.13
VENDOR TOTAL:			<u>7,456.13</u>
05477	MASON STATE BANK		
11/13/2014 248-000.00-955.000	FACADE GRANT FACADE GRANT PROGRAM	01/19/2015	7,396.20
VENDOR TOTAL:			<u>7,396.20</u>
05221	MCGINTY, HITCH, HOUSEFIELD, PERSON,		
JAN 2015 101-266.00-826.000	DEC ATTORNEY SERVICES DEC LEGAL FEES	01/19/2015	6,289.69
VENDOR TOTAL:			<u>6,289.69</u>
08059	ROBINSON REALTY LLC		
7/2/2013 248-000.00-955.000	FACADE GRANT 356 S JEFFERSON ST FACADE GRANT PROGRAM 356 S JEFFERSON ST	01/19/2015	15,000.00
VENDOR TOTAL:			<u>15,000.00</u>
05174	WHEATON'S DECORATING AND		
11/5/2014 248-000.00-955.000	FACADE GRANT FACADE GRANT PROGRAM	01/19/2015	7,152.25
VENDOR TOTAL:			<u>7,152.25</u>
08058	YARDS OF FABRIC		
9/3/2014 248-000.00-955.000	FACADE GRANT FACADE GRANT PROGRAM	01/19/2015	12,700.00
VENDOR TOTAL:			<u>12,700.00</u>
TOTAL - ALL VENDORS:			<u>71,674.69</u>

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: January 19, 2015

Agenda Item: 7 (A)

AGENDA ITEM

Resolution No. 2015-02 – City Administrator Employment Contract Amendment #13

EXHIBITS

None

STAFF REVIEW

Mayor & City Council

SUMMARY STATEMENT

The attached resolution is to extend the City Administrator's contract for calendar year 2015.

RECOMMENDED ACTION

Move to approve Resolution No. 2015-02.

Introduced:
Second:

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2015-02**

CITY ADMINISTRATOR EMPLOYMENT CONTRACT AMENDMENT #13

January 19, 2015

WHEREAS, City Council Resolution 2005-06 provides that the Council shall conduct a formal review of the job performance of the City Administrator on a yearly basis and further provides that upon completion of the performance evaluation process, the Mayor and Mayor Pro Tem may submit to the Council proposed revisions to the Employment Contract between the City Administrator and the City Council; and

WHEREAS, City Council hereby modifies Section 2, Salary, increasing salary paid by 2% to \$ 89,548.76 annual salary; and

NOW, THEREFORE, BE IT RESOLVED, that Mayor Mike Waltz and Mayor Pro Tem Marlon Brown do hereby recommend extending the current Employment Contract between Martin A. Colburn and the City Council of the City of Mason for one year.

BE IT FURTHER RESOLVED, that the City Council does hereby authorize the Mayor to execute the Employment Contract between Martin A. Colburn and the City Council of the City of Mason incorporating the revisions proposed herein, effective January 1, 2015.

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, January 19, 2015, the original of which is a part of the meeting minutes.

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

CITY OF MASON
STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: January 19, 2015

Agenda Item: 7 (B)

AGENDA ITEM

Resolution No. 2015-07 – Resolution of City Officer Appointment – Public Works Director

EXHIBITS

None.

STAFF REVIEW

Administration.

SUMMARY STATEMENT

The City Charter and code call for the City Council to name appointments of staff to the Administrative Officers positions. The City Administrator, as Personnel Director, handles the personnel process including hiring and the City Council affirms them by appointing them by position/title. Mr. Kenneth J. Baker is recommended by the City Administrator for affirmation of the appointment to the Public Works Director position.

Mr. Baker has served the city of Mason since 2001 in which he was appointed Superintendent of Public Works. He comes to us having worked on issues involving streets, water, waste water, and storm water services and projects.

RECOMMENDED ACTION

Approve Resolution No. 2015-07

Introduced:
Second:

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2015-07**

RESOLUTION OF CITY OFFICER APPOINTMENT – PUBLIC WORKS DIRECTOR

January 19, 2015

WHEREAS, in accordance with the Charter, City of Mason Michigan, Adopted June 26, 1951; and

WHEREAS, as listed in section 4.6, the Administrative Officers of the City are listed; and

WHEREAS, in accordance with Ordinance No. 32-A-95, Section 5, A, the City Administrator shall recommend to the Council the appointment of officers; and

WHEREAS, Ordinance No. 138 was adopted and enacted as new code for the City of Mason, December 2, 2002; and

WHEREAS, it is the recommendation of the City Administrator to fill the City Officer position by appointing Kenneth J. Baker as Public Works Director.

NOW, THEREFORE, BE IT RESOLVED, that City Council of the City of Mason does hereby appoint Kenneth J. Baker as an Administrative Officer to the Office of Public Works Director and is hereby charged with performing the duties and responsibilities of the office.

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, January 19, 2015, the original of which is a part of the meeting minutes.

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

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: January 19, 2015

Agenda Item: 7 (C)

AGENDA ITEM

Approval to replace failing storm and sanitary sewers in the alley between Jefferson Street and Barnes Street behind 124/140 E Ash Street.

EXHIBITS

Memorandum from Wolverine Engineering dated December 10, 2014

STAFF REVIEW

Department of Public Works

SUMMARY STATEMENT

The City of Mason has discovered that the storm sewer in the alley behind 124/140 East Ash Street has failed to the point that storm water is migrating down to the sanitary sewer. The storm sewer is collapsing in multiple sections, but has not completely failed. The sanitary sewer is within 2 feet of the storm sewer and should be replaced while the storm is being replaced. This repair is not in our current budget but needs to be addressed before a complete failure takes place. It also needs to be addressed in a timely manner due to the construction project impact at the referenced properties. The plan is to bid this project out as soon as possible and bring a recommendation back for approval and start as soon as the weather breaks.

RECOMMENDED ACTION

Approve the recommendation to go out to bid to replace the storm and sanitary sewers in the alley behind 124/140 East Ash Street.



Wolverine Engineers & Surveyors, Inc.

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

Memorandum

To: Ken Baker
From: Donald B. Heck, P.E.
Subject: Alley between Barnes Avenue and Jefferson Street
Date: December 10, 2014

Pursuant to your request we have reviewed the video of the storm sewer and sanitary sewer located in the alley south of Ash Street between Barnes Avenue and Jefferson Street.

In general the video revealed that the storm sewer has collapsed and is generally failing. The sanitary sewer is in better condition. We noted some factory taps; however, several of the sanitary leads are broken into the clay pipe. In addition, the main line has many areas of misalignment; several cracks and breaks that could lead to failure in the future.

Based upon the information available it is our opinion that both the sanitary sewer and the storm sewer should be replaced.

We have prepared cost estimates for the replacement of the underground utilities as well as the re-paving of the alleyway.

Please note that while the underground work can be completed at any time, the paving will not occur until Spring of 2015.

Please advise if you would like us to begin preparing the construction documents and permit applications pursuant to bidding this project.

City of Mason
Mason Alley
(Jefferson to Barnes - Between Ash Oak)
Engineer's Opinion of Probable Cost
12/10/2014

ITEM	EST. QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
Storm Sewer Improvements					
1	470	Lft	Remove Ex. 12" Storm Sewer Pipe	\$3.00	\$1,410.00
2	470	Lft	Install 12" Storm Sewer SDR 26, CI II Backfill	\$42.00	\$19,740.00
3	2	Ea	Install 48" Dia. Storm Manhole, Incl. Casting	\$2,000.00	\$4,000.00
4	4	Ea	Install 48" Dia. Storm Catchbasin, Incl. Casting	\$2,000.00	\$8,000.00
5	1	Ea	Tap Ex. Storm Manhole, 12" in Jefferson St.	\$300.00	\$300.00
6	80	Lft	12" Catchbasin Leads SDR 26	\$35.00	\$2,800.00
7	12	Ea	Install 12"Z x 6" wyes, (Storm Service Taps)	\$180.00	\$2,160.00
8	240	Lft	6" Storm Service Leads (To R.O.W.) w/Caps	\$26.00	\$6,240.00
Storm Sewer Construction Cost					\$44,650.00
15% Engineering and Contingencies					\$6,697.50
PROJECT TOTAL - STORM SEWER					\$51,347.50
Sanitary Sewer Improvements					
1	430	Lft	Remove Ex. 8" Sanitary Sewer Pipe	\$3.00	\$1,290.00
2	430	Lft	Install 8" Sanitary Sewer SDR 26, CI II Backfill	\$53.00	\$22,790.00
3	2	Ea	48" Dia. Sanitary Manhole, Incl. Casting	\$2,200.00	\$4,400.00
4	180	Lft	C.I.P.P. 8" 9 mm Thick Sewer Lining, Furnished and Installed under Jefferson St.	\$65.00	\$11,700.00
5	14	Ea	8" x 6" wyes, for Sanitary Sewer Service	\$160.00	\$2,240.00
6	280	Lft	6" Sanitary Sewer Service SDR 26, to R.O.W.	\$40.00	\$11,200.00
7	14	Ea	6" Sewer Reconnects	\$100.00	\$1,400.00
8	1	Ea	Tap Ex. Sanitary Manhole, 8"	\$300.00	\$300.00
Sanitary Sewer Construction Cost					\$55,320.00
15% Engineering and Contingencies					\$8,298.00
PROJECT TOTAL - SANITARY SEWER					\$63,618.00
Alley & Street Surface Repairs					
1	1,200	Syd	Bit. Pavement Removal	\$3.00	\$3,600.00
2	600	Lft	Sawcut Pavement	\$2.00	\$1,200.00
3	290	Cyd	Aggregate Base 22A, 8" C.I.P.	\$30.00	\$8,700.00
4	300	Tons	Bituminous Paving 13A, (440# Alley, 2 Lifts, 550# Street, 2 Lifts)	\$82.00	\$24,600.00
5	1200	Syd	Shape & Fine Grade	\$0.75	\$900.00
6	100	Lft	Remove & Replace Conc. Curb & Gutter	\$27.00	\$2,700.00
7	200	Sft	Remove & Replace Conc. Sidewalk Ramp	\$8.00	\$1,600.00
8	1	LS	Barricades & Traffic Control	\$500.00	\$500.00
9	1	LS	Cleanup & Restoration	\$500.00	\$500.00
Alley & Street Surface Repairs Construction Cost					\$44,300.00
15% Engineering and Contingencies					\$6,645.00
PROJECT TOTAL - ALLEY & STREET SURFACE REPAIRS					\$50,945.00

Introduced:
Seconded:

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2015-08**

**A RESOLUTION APPROVING THE REPLACEMENT OF STORM AND SANITARY
SEWERS IN ALLEY BETWEEN JEFFERSON STREET AND BARNES STREET
BEHIND 124/140 E ASH STREET**

January 19, 2015

WHEREAS, the City of Mason discovered that the storm sewer in the alley behind 124/140 East Ash Street has failed to the point that storm water is migrating down to the sanitary sewer; and,

WHEREAS, the storm sewer is collapsing in multiple sections, the sanitary is misaligned and damaged, but has not completely failed; and,

WHEREAS, it is in the best interest of the City to maintain a functional and well-maintained storm and sanitary transmission system; and,

WHEREAS, this repair is not in our current budget but needs to be addressed in a timely manner before a complete failure takes place.

NOW THEREFORE BE IT RESOLVED, that the above recommendation to go out to bid to replace the storm and sanitary sewers in the alley behind 124/140 East Ash Street be approved.

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, January 19, 2015, the original of which is part of the City Council minutes.

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

CITY OF MASON
STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: January 19, 2015

Agenda Item: 7 (D)

AGENDA ITEM

Resolution No. 2015-09 – Authorize Administrator Colburn and Chief Minshall to enter into renewal of agreement with Delhi Township for Mason to provide Fire Services in portion of Alaiedon Township.

EXHIBITS

Memorandum of Understanding between Delhi Charter Township and the City of Mason for Fire Services within Alaiedon Township

STAFF REVIEW

Fire Department

SUMMARY STATEMENT

Delhi Township is contracted by Alaiedon Township to provide Fire Services for Alaiedon Township. In January 2014, Delhi Township contracted with Mason to provide Fire Services as the primary responder in a portion of Alaiedon Township. (Appendix A, Area 3 in proposed contract).

This is a renewal of the contract with Appendix B "Calculation of Standby/Administrative Fee" updated and adjusted to reflect the 2014 run volume which is used in the calculation.

RECOMMENDED ACTION

Move to approve Resolution No. 2015-09.

**MEMORANDUM OF UNDERSTANDING BETWEEN
DELHI CHARTER TOWNSHIP AND THE CITY OF MASON
FOR FIRE SERVICES WITHIN
ALAIEDON TOWNSHIP**

THIS AGREEMENT, made and entered into as of the 1st day of January, by and between the Charter Township of Delhi, whose address is 2074 Aurelius Road, Holt, Michigan 48842 (hereinafter referred to as "Delhi") and The City of Mason, whose address is 201 W. As Street, Mason, Michigan 48854 (hereinafter referred to as "Mason").

The Charter Township of Delhi provides contract fire protection to Alaiedon Township and, in order to provide the best delivery of services, Mason hereby agrees to provide mutual aid fire response and services to Delhi within Alaiedon Township per the following policy.

1. **Fire Protection and Rescue Service.** All fire and rescue calls dispatched by Ingham County 911 Center in Alaiedon Township for properties located within the following described boundaries will be served by Mason. Mason will make available for such purpose all equipment and personnel available at said time, consistent with prudent reserves for fire protection and rescue needs elsewhere. Equipment utilization and staffing shall be within the sole discretion of authorized Mason Fire Department officers. On US127, response will be provided to only those calls wherein fire or extrication is needed. This agreement shall not include any ambulance or EMS service within the boundaries of Alaiedon Township. The response area includes the following: (As described as "Area 3" in Appendix A)

Description: ***Beginning at the corner of Meridian Road and Holt Road then west to Okemos Road, then south to Harper Road, then west to College Road, then south to Howell Road, then east to Meridian, then north to the point of beginning at Holt Road. As outlined in area "3" in Appendix A.***

2. **Compensation.** Compensation to Mason for each category of service shall be paid by Delhi as follows:

2A. **Standby and Administrative Fee.** An annual standby and administrative fee shall be paid by Delhi to Mason during the term of this Agreement in the amount of Six Thousand One Hundred and Sixty Six dollars and Fifteen cents(\$6,166.15). Payment shall be made in equal monthly installments of Five hundred Thirteen dollars and Eighty Five cents(\$513.85), commencing on the first day of January, 2015 and continuing on the first day of each month thereafter through the end of the term of this agreement. This annual fee may be modified in the following manner based on the annual contract price between Delhi and Alaiedon Township.

This Standby and Administrative Fee is calculated based on the calculation sheet in Appendix B.

A party proposing to modify this annual fee may do so by giving the other written notice of such, and such modified annual fee becomes the new annual fee, unless within 60 days after receipt of such notice, the other party objects in writing to such a modified fee.

If not objected to, the modified fee shall be the new annual fee 60 days after the initial notice and shall be paid in monthly installments over the remaining term of the agreement, unless the parties agree otherwise. The modified annual fee and monthly payments shall be noted in an attached Exhibit A to the agreement, but the failure to attach or update Exhibit A shall not mean that the fee has not been modified.

B. Fire Run Charge.

1. **All Fire and Rescue Calls:** \$600 per call
2. **All Additional Hours after the 1st hour:** \$400 per hour for each hour after the initial hour. Hours will be measured from time of alarm until all units and personnel have completed all tasks associated with the call. Additional hours shall be measured in quarter hour increments.
3. **Cancelled Calls:** Calls which are cancelled prior to any unit leaving the station will not be charged.

C. Reporting / Invoicing Required

1. **Reports:** Copies of NFIRS Incident reports for all incidents which Mason covers within Alaiedon Township during any month will be provided to Delhi no later than the 5th of the following month. Reports will include the name, address and phone number of those persons who received the fire and/or rescue service.
2. **Invoice:** An invoice will be provided to Delhi along with the NFIRS copies. Invoices will indicate date, time, address, total hours and total fee due for each call.

Payment for fire services rendered pursuant to subparagraphs B and C above shall be made within sixty (60) days of billing.

3. **Employee Protection.** Mason shall maintain all required insurance coverage pertaining to its fire fighting personnel and equipment, which coverage shall be in the same amount and equally applicable to losses which may be incurred while providing fire fighting services to Alaiedon Township required herein

4. ***Fire Chief Discretion.*** The level of response, the selection of the appropriate units, personnel and apparatus for response, and a determination of priorities between the City, Township and neighboring calls for cooperative fire enforcement activities under mutual aid shall be solely the responsibility of the Mason Fire Chief or the chief's designee. It is understood that the City may enter into agreements similar to this Agreement with other townships for fire protection in such townships or portions thereof and this Agreement shall not be construed to restrict or limit the authority of the City to enter into such Agreements or mutual aid agreements or to cooperate with or assist other city, county, or state fire agencies in performing any official powers or duties as authorized by law. The parties hereto agree that in the event emergencies shall arise or exist in two or more places to which the City may have contracted to render fire protection service, then and in such event the place to which the City fire department shall apply itself shall be at the sole discretion of the Fire Chief or the Chief's designee, and the City shall be relieved from all direct obligation under this Agreement to furnish fire protection to the property of the individual township, if in such discretion the said fire department shall respond and apply itself to one such emergency and not to another. The City shall, however, maintain sufficient agreements for mutual aid with other fire departments and shall call on said fire departments to respond to a call for fire protection in the Township in the event the City is unable to respond. Neither the City nor the Department, nor its officers or employees, shall be liable to any party for failure to respond to a request for fire protection services for any reason.

5. ***Governmental Immunity.*** In signing this Agreement, neither governmental entity waives its governmental immunity nor any defenses available to them or their elected or appointed officers or employees under the Michigan Governmental Immunity Act, being 1964 PA 170, as amended, MCL 691.1401, *et seq.*, or any other defenses which may be available to each governmental unit, its elected and appointed officers and officials, and its agents and employees.

6. ***No Third-Party Rights.*** Nothing in this Agreement shall create any rights, remedies, or benefits or be construed to create or be intended to create any rights, remedies, or benefits to any person or party other than the parties to this Agreement.

7. **Non-Discrimination.** The parties agree that neither shall discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status. Breach of this covenant may be regarded as a material breach of this contract which allows the non-discriminatory party to immediately terminate this agreement.

8. **Term.** This agreement shall commence at 12: 01 a.m. on January 1, 2015 and shall continue until midnight December 31, 2015. This agreement may be renewed, extended or modified upon the mutual consent of both parties. In the event of renewal, the then-current annual standby and administrative fee under paragraph 2A shall continue for another year.

9. **Termination.** Notwithstanding anything in this paragraph to the contrary, either party to this agreement may terminate it upon 60- days' written notice to the other.

10. **Parties' Authority.** The parties hereby represent that their respective signatories execute this Agreement with the requisite authority to sign and bind the parties and that each party respectively has complied in all respects with their applicable by-laws, charters, articles, and constitutions and has passed all necessary resolutions before executing this Agreement.

IN WITNESS WHEREOF, the parties have set their hands and seals as of the date above first written.

THE CITY OF MASON

By: _____

Martin Colburn

Its: ***Manager***

By: _____

Kerry Minshall

Its: ***Fire Chief***

And.

THE CHARTER TOWNSHIP OF DELHI

By: _____

John Elsinga

Its: ***Manager***

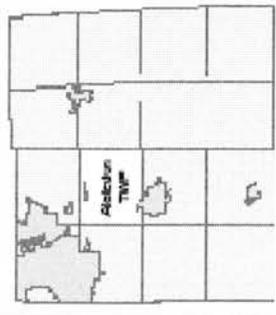
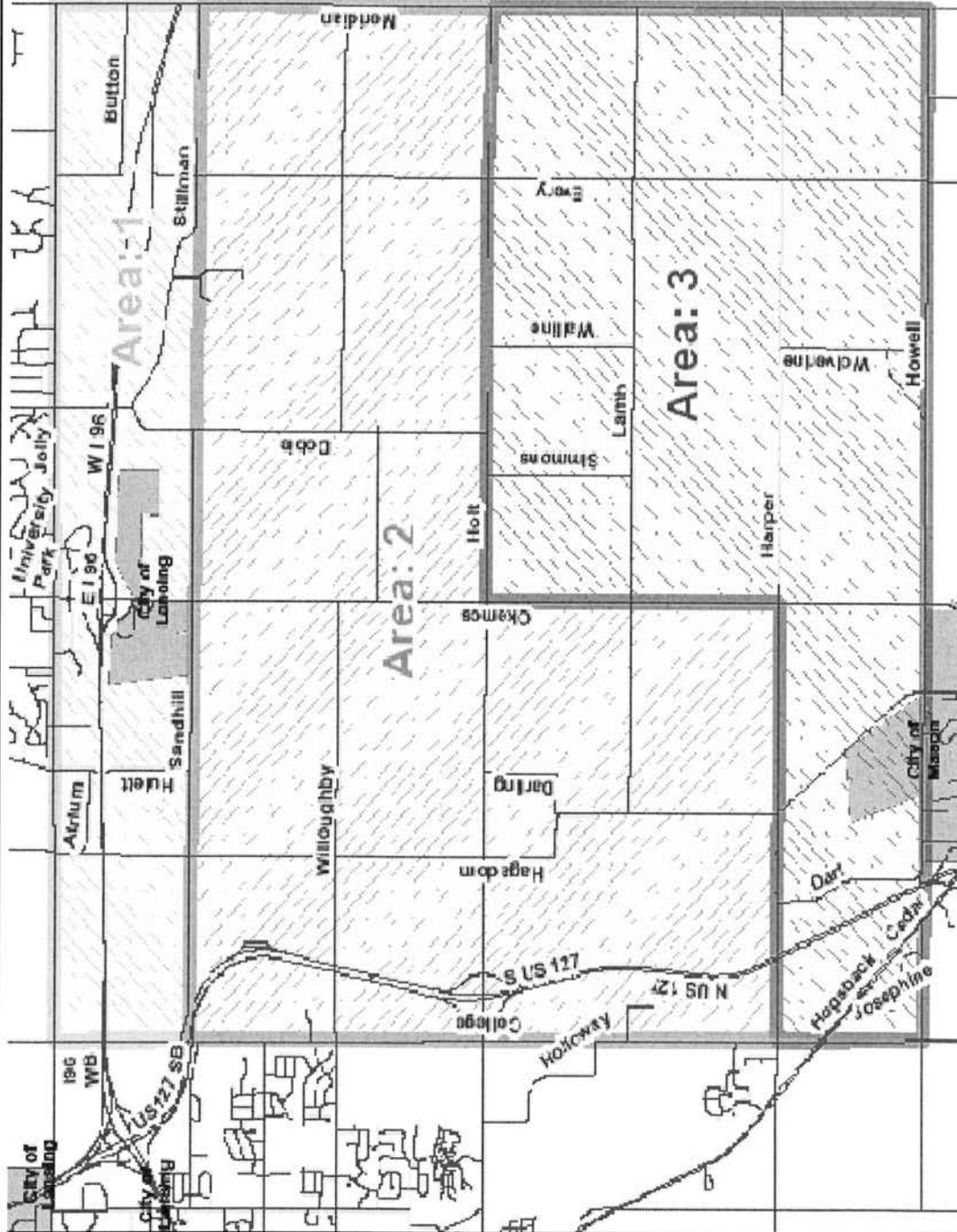
By: _____

Brian J. Ball

Its: ***Fire Chief***

Appendix A

Alaiedon Response Areas



Legend

Cities

Fire Areas

- 1, Merittian Township
- 2, Dehl Township Fire
- 3, Mason Fire

1 inch = 5,208.3 feet

Notes:



This map is intended for use as a general guide only. Planning and there are no warranties, either express or implied, by the Georgia Department of Transportation. The Georgia Department of Transportation is not responsible for any errors or omissions on this map. The Georgia Department of Transportation is not responsible for any damages, either direct or indirect, resulting from the use of this map.

Map Source: Dehl Township

Map Date: 08/01/2011



APPENDIX B

Calculation of Standby/Administrative Fee

Total Calls in Alaiedon Township in past 3 years – (2012, 2013, 2014) -	176
Total Calls in Proposed Mason Response Area in past 3 years -	41
% of Calls to which Mason would respond in past 3 years	23.2%
Total Standby/ Administrative Fee Paid to Delhi Township by Alaiedon Township	\$31,268.50
Multiplied by % of Calls in Mason response area	x 23.2%
Equals	\$7,254.29
Minus 15% Administration fee to Delhi for reporting, etc.	\$1088.14
Equals Payment to Mason per year	\$6166.15
Payment per Month	\$513.85

Introduced:
Seconded:

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2015-09**

**A RESOLUTION APPROVING THE RENEWAL AGREEMENT WITH DELHI TOWNSHIP
FOR MASON TO PROVIDE FIRE SERVICES IN A PORTION OF
ALAIEDON TOWNSHIP**

January 19, 2015

WHEREAS, Delhi Township is contracted by Alaiedon Township to provide Fire Services for Alaiedon Township; and,

WHEREAS, Delhi Township requests assistance in providing fire services to Alaiedon Township by requesting the City of Mason to provide Fire Services as the primary responder in a portion of Alaiedon Township (see Appendix A, Are 3 in proposed contract); and,

WHEREAS, this is a renewal of the contract with Appendix B "Calculation of Standby/ Administrative Fee" updated and adjusted to reflect the 2014 run volume which is used in the calculation; and

WHEREAS, it is requested to give the City Administrator and Fire Chief signature authority for this agreement.

NOW THEREFORE BE IT RESOLVED, that the agreement between Delhi Township for Mason to provide Fire Services in a portion of Alaiedon Township with signature authority given to the City Administrator and the Fire Chief be approved.

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, January 19, 2015, the original of which is part of the City Council minutes.

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

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 12/31/2014	ACTIVITY FOR MONTH 12/31/2014 INCREASE (DECREASE)	AVAILABLE BALANCE	% BDT USED
Fund 101 - GENERAL FUND						
Revenues						
000.00	CLERK	86,110.00	0.00	0.00	86,110.00	0.00
215.00	TREASURER/FINANCE	50.00	364.57	9.00	(314.57)	729.14
254.00	FORESTRY	5,010,980.00	4,125,886.69	173,157.11	885,093.31	82.34
271.00	CEMETERY	29,770.00	4,668.96	150.00	25,101.04	15.68
276.00	POLICE DEPARTMENT	37,200.00	15,830.00	775.00	21,370.00	42.55
301.00	FIRE DEPARTMENT	68,425.00	40,165.85	5,188.05	28,259.15	58.70
328.00	REFUSE COLLECTION	167,535.00	87,665.46	6,691.96	79,869.54	52.33
528.00	COMMUNITY GARDEN	347,405.00	349,451.27	0.00	(2,046.27)	100.59
747.00	RECREATION	375.00	0.00	0.00	375.00	0.00
751.00	WORKERS COMPENSATION	4,250.00	2,175.00	0.00	2,075.00	51.18
850.00	WORKERS COMPENSATION	47,860.00	24,502.00	0.00	23,358.00	51.20
TOTAL Revenues		5,799,960.00	4,650,709.80	185,971.12	1,149,250.20	80.19

Expenditures	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 12/31/2014	ACTIVITY FOR MONTH 12/31/2014 INCREASE (DECREASE)	AVAILABLE BALANCE	% BDT USED
101.00	COUNCIL	41,555.00	22,899.83	3,592.49	18,655.17	55.11
172.00	ADMINISTRATOR	293,425.00	161,130.87	24,029.12	132,294.13	54.91
209.00	ASSESSING	48,705.00	24,237.46	4,023.17	24,467.54	49.76
215.00	CLERK	138,165.00	78,114.24	13,250.29	60,050.76	56.54
247.00	BOARD OF REVIEW	650.00	60.00	0.00	590.00	9.23
254.00	TREASURER/FINANCE	592,735.00	310,700.82	41,329.74	282,034.18	52.42
260.00	TECHNOLOGY	70,445.00	21,808.75	777.04	48,636.25	30.96
265.00	BUILDING OFFICIAL/CITY HALL	162,685.00	67,934.70	9,690.00	94,750.30	41.76
266.00	LEGAL/ATTORNEY	90,000.00	48,058.06	8,033.31	41,941.94	53.40
268.00	PARK STREET PROPERTY	41,985.00	0.00	0.00	41,985.00	0.00
269.00	PROPERTY	479,420.00	300,368.11	17.54	179,051.89	62.65
271.00	FORESTRY	72,135.00	20,191.83	3,451.97	51,943.17	27.99
272.00	ADMINISTRATIVE SERVICES	276,435.00	179,026.64	38,490.98	97,408.36	64.76
276.00	CEMETERY	185,040.00	98,244.55	11,533.62	86,795.45	53.09
305.00	POLICE ADMINISTRATION	313,190.00	172,307.98	25,199.38	140,882.02	55.02
315.00	CROSSING GUARDS	24,080.00	12,618.88	2,260.65	11,461.12	52.40
316.00	POLICE PATROLLING	997,765.00	619,278.99	130,316.04	378,486.01	62.07
336.00	FIRE DEPARTMENT	505,095.00	380,242.58	153,793.56	124,852.42	75.28
380.00	PLANNING/ZONING OFFICIAL	126,435.00	67,069.71	10,762.01	59,365.29	53.05
426.00	CIVIL DEFENSE	5,455.00	1,255.00	0.00	4,200.00	23.01
428.00	DISASTER ACCOUNT	100.00	0.00	0.00	100.00	0.00
441.00	PUBLIC SERVICES	5,655.00	3,728.50	406.98	1,926.50	65.93
447.00	ENGINEERING	295.00	295.00	0.00	0.00	100.00
448.00	STREET LIGHTING	115,465.00	48,450.29	7,969.20	67,014.71	41.96
456.00	SIDEWALK CONSTRUCTION-REPAIR	5,050.00	2,050.00	0.00	3,000.00	40.59
528.00	REFUSE COLLECTION	346,750.00	181,593.77	27,761.00	165,156.23	52.37
747.00	COMMUNITY GARDEN	550.00	55.06	0.56	494.94	10.01
756.00	PARKS AND BALL DIAMONDS	157,520.00	92,737.27	10,555.60	64,782.73	58.87
775.00	SENIOR CITIZENS	8,060.00	4,710.00	125.00	3,350.00	58.44
790.00	LIBRARY	27,120.00	15,348.93	0.00	11,771.07	56.60
806.00	CHRISTMAS DECORATIONS	5,355.00	2,364.83	1,439.83	2,990.17	44.16
807.00	CABLE COMMISSION	4,560.00	1,210.00	0.00	3,350.00	26.54
808.00	PLANNING COMMISSION	720.00	225.15	12.25	494.85	31.27
850.00	WORKERS COMPENSATION	47,860.00	39,337.00	0.00	8,523.00	82.19
855.00	RETIREE BENEFITS	99,210.00	62,492.10	9,531.90	36,717.90	62.99
890.00	CONTINGENCIES	61,980.00	515.00	0.00	61,465.00	0.83
999.00	SURPLUS	488,310.00	21,535.02	0.00	466,774.98	4.41
TOTAL Expenditures		5,839,960.00	3,062,196.92	538,352.83	2,777,763.08	52.44

GL NUMBER	DESCRIPTION	2014-15		YTD BALANCE 12/31/2014	ACTIVITY FOR MONTH 12/31/2014	AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 101 - GENERAL FUND							
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		5,799,960.00	4,650,709.80	185,971.12	1,149,250.20	80.19	
TOTAL EXPENDITURES		5,839,960.00	3,062,196.92	538,352.83	2,777,763.08	52.44	
NET OF REVENUES & EXPENDITURES		(40,000.00)	1,588,512.88	(352,381.71)	(1,628,512.88)	3,971.28	

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 12/31/2014	MONTH 12/31/2014 INCREASE (DECREASE)	ACTIVITY FOR 12/31/2014 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 202 - MAJOR STREETS FUND							
Revenues							
000.00		957,780.00	157,906.08	30,225.38	799,873.92	16.49	
TOTAL Revenues		957,780.00	157,906.08	30,225.38	799,873.92	16.49	
Expenditures							
000.00	STREET/ROAD CONSTRUCTION	101,330.00	0.00	0.00	101,330.00	0.00	
451.00	STREET MAINTENANCE	585,780.00	14,346.00	0.00	571,434.00	2.45	
463.00	TRAFFIC SERVICES	135,335.00	67,024.46	16,478.59	68,310.54	49.52	
474.00	WINTER MAINTENANCE	23,725.00	14,870.09	4,963.22	8,854.91	62.68	
478.00	STREET ADMIN/GEN EXP	39,205.00	4,620.76	1,944.60	34,584.24	11.79	
482.00		72,405.00	66,040.00	0.00	6,365.00	91.21	
TOTAL Expenditures		957,780.00	166,901.31	23,386.41	790,878.69	17.43	
Fund 202 - MAJOR STREETS FUND:							
TOTAL REVENUES		957,780.00	157,906.08	30,225.38	799,873.92	16.49	
TOTAL EXPENDITURES		957,780.00	166,901.31	23,386.41	790,878.69	17.43	
NET OF REVENUES & EXPENDITURES		0.00	(8,995.23)	6,838.97	8,995.23	100.00	

GL NUMBER	DESCRIPTION	2014-15		YTD BALANCE 12/31/2014	ACTIVITY FOR MONTH 12/31/2014	AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 203 - LOCAL STREETS FUND							
Revenues		520,360.00		59,752.28	10,558.02	460,607.72	11.48
000.00							
TOTAL Revenues		520,360.00		59,752.28	10,558.02	460,607.72	11.48
Expenditures							
451.00	STREET/ROAD CONSTRUCTION	269,530.00		7,189.02	0.00	262,340.98	2.67
463.00	STREET MAINTENANCE	145,520.00		70,161.32	15,686.25	75,358.68	48.21
474.00	TRAFFIC SERVICES	7,870.00		6,374.06	3,271.15	1,495.94	80.99
478.00	WINTER MAINTENANCE	32,880.00		3,548.60	857.51	29,331.40	10.79
482.00	STREET ADMIN/GEN EXP	64,560.00		64,560.00	0.00	0.00	100.00
TOTAL Expenditures		520,360.00		151,833.00	19,814.91	368,527.00	29.18
Fund 203 - LOCAL STREETS FUND:							
TOTAL REVENUES		520,360.00		59,752.28	10,558.02	460,607.72	11.48
TOTAL EXPENDITURES		520,360.00		151,833.00	19,814.91	368,527.00	29.18
NET OF REVENUES & EXPENDITURES		0.00		(92,080.72)	(9,256.89)	92,080.72	100.00

GL NUMBER	DESCRIPTION	2014-15		YTD BALANCE 12/31/2014	ACTIVITY FOR		AVAILABLE BALANCE	% BDT USED	
		AMENDED BUDGET	NORMAL		MONTH 12/31/2014 INCREASE (DECREASE)	NORMAL (ABNORMAL)			
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY									
Revenues									
000.00		134,000.00		60,945.90	11,247.95		73,054.10	45.48	
TOTAL Revenues		134,000.00		60,945.90	11,247.95		73,054.10	45.48	
Expenditures									
000.00		134,000.00		19,895.37	169.27		114,104.63	14.85	
TOTAL Expenditures		134,000.00		19,895.37	169.27		114,104.63	14.85	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:									
TOTAL REVENUES		134,000.00		60,945.90	11,247.95		73,054.10	45.48	
TOTAL EXPENDITURES		134,000.00		19,895.37	169.27		114,104.63	14.85	
NET OF REVENUES & EXPENDITURES		0.00		41,050.53	11,078.68		(41,050.53)	100.00	

GL NUMBER	DESCRIPTION	2014-15		YTD BALANCE 12/31/2014	ACTIVITY FOR MONTH 12/31/2014	AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 250 - LOCAL DEV. FINANCE AUTHORITY							
Revenues							
000.00		387,815.00	1,548,456.83	213,826.25	(1,160,641.83)	399.28	
TOTAL Revenues		387,815.00	1,548,456.83	213,826.25	(1,160,641.83)	399.28	
Expenditures							
691.00	L.D.F.A.	387,815.00	25,554.70	14,409.70	362,260.30	6.59	
TOTAL Expenditures		387,815.00	25,554.70	14,409.70	362,260.30	6.59	
Fund 250 - LOCAL DEV. FINANCE AUTHORITY:							
TOTAL REVENUES							
		387,815.00	1,548,456.83	213,826.25	(1,160,641.83)	399.28	
TOTAL EXPENDITURES							
		387,815.00	25,554.70	14,409.70	362,260.30	6.59	
NET OF REVENUES & EXPENDITURES							
		0.00	1,522,902.13	199,416.55	(1,522,902.13)	100.00	

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 12/31/2014	ACTIVITY FOR MONTH 12/31/2014 INCREASE (DECREASE)	AVAILABLE BALANCE	% BDGT USED
Fund 297 - ECONOMIC DEVELOPMENT COMM.						
Revenues		70.00	20.76	3.43	49.24	29.66
000.00						
TOTAL Revenues		70.00	20.76	3.43	49.24	29.66
Expenditures		70.00	0.00	0.00	70.00	0.00
000.00						
TOTAL Expenditures		70.00	0.00	0.00	70.00	0.00
Fund 297 - ECONOMIC DEVELOPMENT COMM.:						
TOTAL REVENUES		70.00	20.76	3.43	49.24	29.66
TOTAL EXPENDITURES		70.00	0.00	0.00	70.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	20.76	3.43	(20.76)	100.00

GL NUMBER	DESCRIPTION	2014-15		YTD BALANCE 12/31/2014	ACTIVITY FOR MONTH 12/31/2014	AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 401 - CAPITAL IMPROVEMENT FUND							
Revenues		60,000.00		24,257.50	20,000.00	35,742.50	40.43
000.00							
TOTAL Revenues		60,000.00		24,257.50	20,000.00	35,742.50	40.43
Expenditures		60,000.00		4,257.50	0.00	55,742.50	7.10
000.00							
TOTAL Expenditures		60,000.00		4,257.50	0.00	55,742.50	7.10
Fund 401 - CAPITAL IMPROVEMENT FUND:							
TOTAL REVENUES		60,000.00		24,257.50	20,000.00	35,742.50	40.43
TOTAL EXPENDITURES		60,000.00		4,257.50	0.00	55,742.50	7.10
NET OF REVENUES & EXPENDITURES		0.00		20,000.00	20,000.00	(20,000.00)	100.00

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 12/31/2014	ACTIVITY FOR MONTH 12/31/2014 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
Fund 592 - WATER/SEWER FUND						
Revenues		5,398,350.00	1,470,369.52	258,276.68	3,927,980.48	27.24
000.00						
TOTAL Revenues		5,398,350.00	1,470,369.52	258,276.68	3,927,980.48	27.24
Expenditures						
545.00	WATER & SEWER ADMINISTRATION	77,600.00	22,130.69	4,358.26	55,469.31	28.52
546.00	SEWER IMPROVEMENT	42,660.00	0.00	0.00	42,660.00	0.00
548.00	SEWER MAINTENANCE	213,090.00	119,050.35	(23,916.80)	94,039.65	55.87
555.00	WASTEWATER TREATMENT PLANT	2,475,305.00	506,135.05	65,769.01	1,969,169.95	20.45
556.00	WATER MAINTENANCE	429,355.00	239,731.39	42,023.09	189,623.61	55.84
557.00	STORM SEWER PROGRAM	9,425.00	152.00	152.00	9,273.00	1.61
558.00	WATER IMPROVEMENT	689,060.00	179,346.50	15,287.85	509,713.50	26.03
559.00	WATER TREATMENT PLANT	839,735.00	242,962.79	30,772.15	596,772.21	28.93
566.00	ALLOWANCE FOR DEPRECIATION	665,000.00	0.00	0.00	665,000.00	0.00
TOTAL Expenditures		5,441,230.00	1,309,508.77	134,445.56	4,131,721.23	24.07
Fund 592 - WATER/SEWER FUND:						
TOTAL REVENUES		5,398,350.00	1,470,369.52	258,276.68	3,927,980.48	27.24
TOTAL EXPENDITURES		5,441,230.00	1,309,508.77	134,445.56	4,131,721.23	24.07
NET OF REVENUES & EXPENDITURES		(42,880.00)	160,860.75	123,831.12	(203,740.75)	375.14

GL NUMBER	DESCRIPTION	2014-15		YTD BALANCE 12/31/2014	ACTIVITY FOR MONTH 12/31/2014	AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 612 - MASON BUILDING AUTHORITY							
Revenues							
000.00		286,685.00	112,759.80	0.02	173,925.20	39.33	
TOTAL Revenues		286,685.00	112,759.80	0.02	173,925.20	39.33	
Expenditures							
000.00		286,685.00	112,756.15	0.00	173,928.85	39.33	
TOTAL Expenditures		286,685.00	112,756.15	0.00	173,928.85	39.33	
Fund 612 - MASON BUILDING AUTHORITY:							
TOTAL REVENUES		286,685.00	112,759.80	0.02	173,925.20	39.33	
TOTAL EXPENDITURES		286,685.00	112,756.15	0.00	173,928.85	39.33	
NET OF REVENUES & EXPENDITURES		0.00	3.65	0.02	(3.65)	100.00	

GL NUMBER	DESCRIPTION	2014-15		YTD BALANCE 12/31/2014	ACTIVITY FOR MONTH 12/31/2014	AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 661 - MOTOR VEHICLE POOL							
Revenues							
000.00		399,870.00	139,892.78	75,798.20	259,977.22	34.98	
TOTAL Revenues		399,870.00	139,892.78	75,798.20	259,977.22	34.98	
Expenditures							
567.00	SHOP & BLDG. MAINTENANCE	47,840.00	36,057.57	624.75	11,782.43	75.37	
568.00	EQUIPMENT MAINTENANCE	187,415.00	106,891.07	12,486.49	80,523.93	57.03	
901.00	EQUIPMENT-CAPITAL OUTLAY	207,745.00	81,938.58	970.84	125,806.42	39.44	
TOTAL Expenditures		443,000.00	224,887.22	14,082.08	218,112.78	50.76	
Fund 661 - MOTOR VEHICLE POOL:							
TOTAL REVENUES		399,870.00	139,892.78	75,798.20	259,977.22	34.98	
TOTAL EXPENDITURES		443,000.00	224,887.22	14,082.08	218,112.78	50.76	
NET OF REVENUES & EXPENDITURES		(43,130.00)	(84,994.44)	61,716.12	41,864.44	197.07	

GL NUMBER	DESCRIPTION	2014-15		YTD BALANCE 12/31/2014	ACTIVITY FOR MONTH 12/31/2014		AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL		NORMAL (ABNORMAL)	INCREASE (DECREASE)		
Fund 702 - RAYNER BOND FUND								
Revenues		151,000.00		37,143.39	5,698.77		113,856.61	24.60
000.00								
TOTAL Revenues		151,000.00		37,143.39	5,698.77		113,856.61	24.60
Expenditures		151,000.00		12,011.54	0.00		138,988.46	7.95
000.00								
TOTAL Expenditures		151,000.00		12,011.54	0.00		138,988.46	7.95
Fund 702 - RAYNER BOND FUND:								
TOTAL REVENUES		151,000.00		37,143.39	5,698.77		113,856.61	24.60
TOTAL EXPENDITURES		151,000.00		12,011.54	0.00		138,988.46	7.95
NET OF REVENUES & EXPENDITURES		0.00		25,131.85	5,698.77		(25,131.85)	100.00

GL NUMBER	DESCRIPTION	2014-15		YTD BALANCE 12/31/2014	ACTIVITY FOR MONTH 12/31/2014	AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 711 - CEMETERY TRUST FUND							
Revenues		4,200.00		1,646.32	45.84	2,553.68	39.20
000.00							
TOTAL Revenues		4,200.00		1,646.32	45.84	2,553.68	39.20
Expenditures		4,200.00		0.00	0.00	4,200.00	0.00
000.00							
TOTAL Expenditures		4,200.00		0.00	0.00	4,200.00	0.00
Fund 711 - CEMETERY TRUST FUND:							
TOTAL REVENUES		4,200.00		1,646.32	45.84	2,553.68	39.20
TOTAL EXPENDITURES		4,200.00		0.00	0.00	4,200.00	0.00
NET OF REVENUES & EXPENDITURES		0.00		1,646.32	45.84	(1,646.32)	100.00

GL NUMBER	DESCRIPTION	2014-15		YTD BALANCE 12/31/2014	ACTIVITY FOR MONTH 12/31/2014 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
		AMENDED BUDGET	NORMAL				
Fund 812 - SPECIAL ASSESSMENT FUND							
Revenues							
000.00		176,800.00		40,506.04	104.58	136,293.96	22.91
TOTAL Revenues		176,800.00		40,506.04	104.58	136,293.96	22.91
Expenditures							
000.00		176,800.00		73,525.00	0.00	103,275.00	41.59
TOTAL Expenditures		176,800.00		73,525.00	0.00	103,275.00	41.59
Fund 812 - SPECIAL ASSESSMENT FUND:							
TOTAL REVENUES		176,800.00		40,506.04	104.58	136,293.96	22.91
TOTAL EXPENDITURES		176,800.00		73,525.00	0.00	103,275.00	41.59
NET OF REVENUES & EXPENDITURES		0.00		(33,018.96)	104.58	33,018.96	100.00
TOTAL REVENUES - ALL FUNDS							
		14,276,890.00		8,304,367.00	811,756.24	5,972,523.00	58.17
TOTAL EXPENDITURES - ALL FUNDS							
		14,402,900.00		5,163,327.48	744,660.76	9,239,572.52	35.85
NET OF REVENUES & EXPENDITURES							
		(126,010.00)		3,141,039.52	67,095.48	(3,267,049.52)	2,492.69

QUARTERLY INVESTMENT REPORT FOR PERIOD ENDING 12/31/14

ACCOUNTS	CASH	GENERAL FUND INVESTMENT	DART MONEY MARKET	CUTWATER	TOTAL PRINCIPAL INVESTED	QUARTERLY INTEREST EARNED
MSB						
Cemetery Trust	18,404.70	222,190.81		100,556.12	341,151.63	138.20
Current Tax	1,599,103.41				1,599,103.41	0.19
D.D.A.	36,553.94		147,226.61	48,815.15	232,595.70	126.74
E.D.C.	1,642.69	20,197.46			21,840.15	10.38
General Fund	2,638,887.17		723,536.47	63,384.80	3,425,808.44	1,942.06
General Fund - Checking	342,456.04				342,456.04	
L.D.F.A.	399,234.24	8.26	1,970,719.19		2,369,961.69	1,581.52
Rayner Bond	132,710.73	287,325.15		317,551.93	737,587.81	236.56
Water & Sewer	247,307.56				247,307.56	26.90
DNB						
Capital Improvement	21,387.20				21,387.20	
Local Streets	67,760.38		105,551.27	10,288.82	183,600.47	82.37
Major Streets	152,133.43		586,456.01	65,241.69	803,831.13	458.87
M.V.P	90,209.01		276,366.38	56,068.39	422,643.78	234.58
Mason Building Authority	542.86				542.86	0.16
Special Assessments	87,250.09		404,463.32	19,368.91	511,082.32	310.29
Water & Sewer	261,224.07		2,936,217.12	152,103.73	3,349,544.92	2,256.50
TOTALS INVESTED	6,096,807.52	529,721.68	7,150,536.37	833,379.54	14,610,445.11	7,405.32
AVERAGE INT RATE	.17%-AVG	.20%-AVG	.30%-AVG	.10%-AVG		
TERM	LIQUID	LIQUID	LIQUID	LIQUID		
MATURITY DATE	N/A	N/A	N/A	N/A		
% INVESTED	41.73%	3.63%	48.94%	5.70%	100.00%	
% IN DART	53.60%					
% IN MSB	40.70%					
% IN CUTWATER	5.70%					
	100.00%					

City of Mason

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



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

MEMORANDUM

TO: Honorable Mayor and Council Members

FROM: Martin Colburn, City Administrator

DATE: January 19, 2015

RE: City Administrator's Report

Update of 124/140 E Ash Street

In the January 6, 2015 issue of the *Lansing State Journal*, an article regarding the rehabilitation project at 124/140 E Ash Street appeared on page 3A. (See attached.) It provided a good overview and coverage of the project including color photos. The blight removal of the back garages has been completed. Gutting of the interior, cutting walls and adjusting stairwells have been made. Preparation of the windows has been made and the windows ordered. Kincaid Henry Building, Inc., stated that the project is on task and schedule. The end user and owner, Oracle Financial Solutions, will move their headquarters to the joint first floor of the two buildings. They will be consolidating their offices, two from Lansing, and their Mason office at this location. They currently have 11 employees.

Visioning: Goals and Objectives for City Council Workshop

Staff was requested to identify dates they would be available to meet with the City Council to conduct a visioning session to establish goals and objectives. This meeting would be inclusive for the senior management staff as well. Dates proposed are:

Saturday, January 31
Thursday evening, February 12
Monday (President's Day), February 16

Budget Workshops FY 2015-2016

Staff is recommending establishing budget workshops, on Wednesday, April 1, 2015, and Thursday, April 2, 2015. Please check your calendars so we can establish these dates. The workshops will be held in the Training Room of Mason City Hall.

TUESDAY
JANUARY 6,
2015

Lansing State Journal

LOCAL & STATE

3A

EDITOR: AL WILSON | METRO@LSJ.COM | 377-1154 | WWW.LSJ.COM



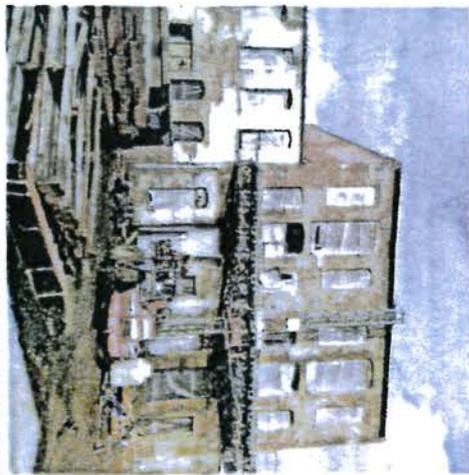
These buildings in Mason, across from the county courthouse date from the 19th century. The taller one was built during the Civil War.

CURT SMITH/LANSING STATE JOURNAL

19th-century buildings in Mason gain new life in re-use

Financial company, apartments to move in

By Curt Smith
csmith@sj.com



COURTESY OF CITY OF MASON
Reconstruction of 19th-century buildings on historic Ingham County Courthouse Square. This is a view from the back.

MASON — Two 19th century buildings are evolving into a modern commercial center-apartment facility across from the county courthouse.

Kurt Creamer, one of its owners, says he drives by the property at 124 and 140 E. Ash St. every day.

"It's moving along," he said of the former Shopping Guide site. "We're running into the expected type of problems with these kinds of old buildings, but we're working through them."

Kincaid Henry Building Group Inc. of Lansing is the developer. Ryan Henry, the company's chief operating officer, de-

scribed the progress as "fantastic." Work is being done on the storefront and structural framing, he said.

The \$2.7 million project was launched in September. The interior has been gutted — allowing access from one structure to the other — but the facades will retain their historical flavor.

Oracle Financial Solutions, a firm now using leased office space elsewhere in Mason and in the Waverly area, will move its headquarters to the joint first floor, Creamer said, adding that eight apartments will occupy the second floor. The third story of the taller building will have Oracle's conference room in the front and two more apartments in back.

Applications for apartment leases will be available March 1, Creamer said. He expects Oracle's 11 employees will move

See MASON, Page 6A



CURT SMITH/LANSING STATE JOURNAL

An artist's rendering of the development at 124 and 140 E. Ash St. in Mason.

Mason

Continued from Page 3A

in sometime in June or July.

Creamer, a financial adviser for Oracle, owns the 18,000-square-foot facility with three company colleagues: Ryan Parrott, Scott Russ and Charles Moore.

Kincaid Henry acquired the property last summer from the Ingham County Land Bank, according to county Treasurer Eric Schertzling.

He said the previous owners had been struggling to make tax payments since the early 1990s. The Treasury acquired the structure through a tax foreclosure in 2009 and turned it over to the land bank the following year.

With the work and expense needed to refurbish the old buildings, an auction became a less-likely option, Schertzling said, adding the cost at the time was likely to exceed \$1 million.

"We had no idea it would cost that much," he said. "We didn't want it to be a lower quality, minor investment."

With Kincaid Henry handling the construction, the treasurer said,

the old buildings "will be one of the premier developments in Mason."

Mason City Administrator Martin Colburn said it's difficult to pin an exact year to the buildings, but records indicate the taller one, at 140 E. Ash., dates from about 1863 — two years before Mason was incorporated as a village. The other goes back to the mid-1870s, he said.

The administrator said \$500,000 for the project is coming from the land bank through the Michigan State Housing Development Authority, with another \$446,000 provided by the U.S. Department of Urban Development to the city via MSHDA. The Michigan Economic Development Corp. is contributing \$350,000, he said, and Mason's Downtown Development Authority is putting \$50,000 into the effort.

Federal dollars are picking up the rest of the project, Colburn said.

He praised groups such as MSHDA and the MEDC that "see the value in investing in our downtown.

"We have been working on this for over four years," he said. "It's exciting to see those old downtown buildings put into use again."