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, February 16, 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: February 2, 2015
   B. Approval of Bills
7. Presentation – Tom Silsby
8. Regular Business
   A. Report – Riverwalk Pedestrian Bridge & Trailhead Sign Project
9. Unfinished Business
10. New Business
11. Correspondence
    - Monthly Revenue and Expenditure Report
12. Liaison Reports
13. Councilmember Reports
14. Administrator's Report
    - LEAP resources for small businesses
    - MSUFCU tree donation
    - City Council Work Session Notes of January 31, 2015
15. Adjournment

CITY OF MASON
REGULAR CITY COUNCIL MEETING
MINUTES OF FEBRUARY 2, 2015

Waltz called the meeting to order at 7:31 p.m. in the Council Chambers at 201 W. Ash Street, Mason, Michigan, led the Pledge of Allegiance and offered the invocation.

Present:	Councilmembers: Brown, Bruno, Clark, Droscha, Ferris, Mulvany, Waltz
Absent:	Councilmember: None
Also present:	Martin A. Colburn, City Administrator
	Deborah J. Cwiertniewicz, City Clerk
	Eric Smith, Finance Director/Treasurer
	John Stressman, Chief of Police

ANNOUNCEMENTS

- Mason Area Disaster Response Team Meeting – Fire Station No. 1 – February 26, 2015
- The Mason 150th Club – $150.00 one-time membership fee, limited to 150 members
- City of Mason 150th Celebration – March 9, 2015 – Mason City Hall

PEOPLE FROM THE FLOOR

None.

CONSENT AGENDA

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

A. Motion – Approval of Minutes – Regular Council Meeting: January 5, 2015
B. Motion – Approval of Bills - $85,363.06

MOTION APPROVED

REGULAR BUSINESS

Resolution 2015-10 — Appointment to Historic District Commission

MOTION by Brown, second by Droscha,
to consider Resolution No. 2015-10 read.
MOTION APPROVED

Resolution No. 2015-10 was introduced by Brown, seconded by Mulvany.

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2015-10
MAYOR'S APPOINTMENT TO THE HISTORIC DISTRICT COMMISSION
JANUARY 2, 2015

WHEREAS, at the November 5, 2014, General Election Mike Waltz was elected to a four-year term on the Mason City Council, thus creating a vacancy on the Historic District Commission.

NOW, BE IT HEREBY RESOLVED that the Mayor, with confirmation by the City Council, does hereby appoint Rita Vogel to the Historic District Commission commencing February 5, 2015 through December 31, 2015, filling the unexpired term.

RESOLUTION APPROVED

Resolution 2015-11 — Adoption of MERS Defined Benefit Plan Agreement

MOTION by Droscha, second by Brown,
to consider Resolution No. 2015-11 read.
MOTION APPROVED

Resolution No. 2015-11 was introduced by Brown, seconded by Mulvany.

Introduced: Brown
Second: Mulvany

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2015-11
FEBRUARY 2, 2015

Defined Benefit Plan Adoption Agreement

MERS
Municipal Employees' Retirement System

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

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

If new to MERS, please provide your municipality's fiscal year: _____ (Month) through _____ (Month).

II. Effective Date

Check one:

A. ☐ If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of July, 20 14.

☐ This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible participant shall be credited as follows (choose one):

- ☐ All prior service from date of hire
- ☐ Prior service proportional to assets transferred; all service used for vesting
- ☐ Prior service and vesting service proportional to assets transferred
- ☐ No prior service but grant vesting credit
- ☐ No prior service or vesting credit

☑ Link this new division to division number 02&21 for purposes of determining contributions (Unless otherwise specified, the standard transfer/rehire rules apply)

B. ☐ If this is an **amendment** of an existing Adoption Agreement (Defined Benefit division number _____), the effective date shall be the first day of _____, 20_____. *Please note:* You only need to mark ***changes*** to your plan throughout the remainder of this Agreement.

C. ☐ If this is a **temporary benefit** that lasts 2-6 months, the effective dates of this temporary benefit are from ___/01/___ through ___/___/___ (Last day of month) for Defined Benefit division number _____. *Please note:* You only need to mark ***changes*** to your plan throughout the remainder of this Agreement.

D. ☒ If this is to **separate employees** *from an existing Defined Benefit division* (existing division number(s) 02 & 21) into a new division, the effective date shall be the first day of July, 20 14.

E. ☐ If this is to merge division(s) _____ into division(s) _____, the effective date shall be the first of _____, 20____.

Form DB 002 (version 2014-10-2) Page 1 of 6

III. Eligible Employees

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

All Police New Hires after 7/1/2014
(Name of Defined Benefit division – e.g. All Full Time Employees, or General after 7/01/13)

☐ Only retirees will be in this division.

These employees are (check one or both):

☑ In a collective bargaining unit (attach cover page, retirement section, signature page)

☐ Subject to the same personnel policy

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

☒ An employee shall work 10 8 hour days.

☐ An employee shall work _____ hours in a month.

All employees as classified under eligible employees, whether full or part time, who meet this criteria must be reported to MERS. If you change your current day of work definition to be more restrictive, the new definition only applies to employees hired after the effective date.

To further define eligibility, check all that apply:

☐ **Probationary Periods** are allowed in one-month increments, no longer than 12 months. During this introductory period, the Employer will not report or provide service time for this period, including retroactively. Service will begin after the probationary period has been satisfied.

The probationary period will be _____ month(s).

☐ **Temporary employees** in a position normally requiring less than a total of 12 whole months of work in the position may be *excluded* from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement.

The temporary exclusion period will be _____ month(s).

IV. Provisions

Valuation Date: December 31, 20 13

1. **Review the valuation results**

It is recommended that your MERS representative presents and explains the valuation results to your municipality before adopting. Please choose one:

☐ Our MERS representative presented and explained the valuation results to the _____ (Board, Finance Cmte, etc.) on _____ (mm/dd/yyyy).

☒ As an authorized representative of this municipality, I Martin A Colburn (Name) City Administrator (Title) waive the right for a presentation of the results.

2. This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary that sets contribution rates.

3. Annually, the MERS actuary will conduct an actuarial valuation to determine the employers' contribution rates. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.

4. Benefit Multiplier (1%-2.5%, increments of 0.05%) 1.5 % (max 80% for multipliers over 2.25%)

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

   If checked, select one below:

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

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

5. Final Average Compensation (Min 3 yr, increments of 1 yr) 5 years

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

7. Required employee contribution (Max 10%, increments of 0.01%) 4.0 %

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

   ☑ Longevity pay
   ☑ Overtime pay
   ☑ Shift differentials
   ☑ Pay for periods of absence from work by reason of vacation, holiday, and sickness
   ☐ Workers' compensation weekly benefits (if reported and are higher than regular earnings)
   ☐ A member's pre-tax contributions to a plan established under Section 125 of the IRC
   ☐ Transcript fees paid to a court reporter
   ☐ A taxable car allowance
   ☐ Short term or long term disability payments
   ☐ Payments for achievement of established annual (or similar period) performance goals
   ☐ Payment for attainment of educational degrees from accredited colleges, universities, or for acquisition of job-related certifications
   ☑ Lump sum payments attributable to the member's personal service rendered during the FAC period
   ☐ Other: _____
   ☐ Other 2: _____

9. Early Normal Retirement with unreduced benefits

- ☐ Age 50 with 25 years of service
- ☐ Age 50 with 30 years of service
- ☑ Age 55 with 15 years of service
- ☐ Age 55 with 20 years of service
- ☐ Age 55 with 25 years of service
- ☐ Age 55 with 30 years of service
- ☐ Any age with (20-30 yrs, in 1 yr increments) _____ years of service
- ☐ _____

10. Other

- ☐ Surviving Spouse will receive _____% of Straight Life benefit without a reduction to the participant's benefit
- ☐ Duty death or disability enhancement (add up to additional 10 years of service credit not to exceed 30 years of service)
- ☐ DROP + with _____%

11. Cost-of-Living Adjustment

☐ All **current** retirees as of effective date ☐ Retirees who retire **between** ____/01/____ and ____/01/____ *(one time increase only)*	☐ **Future** retirees who retire after effective date
Increase of _____% or $_____ per month	Increase of _____% or $_____ per month
Select one: ☐ Annual automatic increase ☐ One-time increase	☐ Annual automatic increase
Select one: ☐ Compounding ☐ Non-compounding	Select one: ☐ Compounding ☐ Non-compounding
Employees must be retired _____ months (6-12 months, increments of 1 month)	Employees must be retired _____ months (6-12 months, increments of 1 month)

V. Appointing MERS as the Plan Administrator

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

VI. Modification Of The Terms Of The Adoption Agreement

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

VII. Enforcement

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

VIII. Execution

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

The foregoing Adoption Agreement is hereby approved by City of Mason (Name of Approving Employer) on the 2 day of February, 20 15.

Authorized signature: Deborah J Cwiertniewicz

Title: City Clerk

Witness signature: Rebekah Lymley

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

Dated: _____, 20____ Signature: _____ (Authorized MERS Signatory)

RESOLUTION APPROVED

Motion – Cancel May 4, 2015 City Council Meeting Due to May 5, 2015 Special Election

MOTION by Brown, second by Droscha,
to approve the request of the City Clerk to cancel the Monday, May 4, 2015, meeting due to the Governor calling a Special Election to be held on Tuesday, May 5, 2015, and to approve the request of staff to schedule a special meeting of the City Council on Wednesday, May 6, 2015 to be held at 6:30 p.m.

MOTION by Brown, second by Droscha,
to amend the motion by striking 6:30 p.m. and inserting 7:30 p.m.
MOTION APPROVED

VOTE ON THE AMENDED MOTION:
MOTION APPROVED

UNFINISHED BUSINESS

None.

NEW BUSINESS

Discussion was held regarding the bridge at the cemetery that was approved on April 7, 2014. Colburn stated that it was slated for construction in 2015. It was the consensus of Council to have staff provide a current status report on the project.

It was the consensus of Council to have the notes of the City Council/City Staff Work Session provided at the next regular meeting.

MOTION by Brown, second by Droscha,
to excuse Councilmember Bruno from the February 16, March 2 and 16, 2015 Council meetings.
MOTION APPROVED

CORRESPONDENCE

All correspondence was distributed.

LIAISON REPORTS

- Droscha informed Council regarding Traffic Commission business

COUNCILMEMBER REPORTS

Councilmember Ferris reported on the Ingham County Parks & Recreation Commission Meeting held January 26, 2015, highlighting the agenda item discussion on "Michigan Trails & Greenways: Alliance Building A Strong Regional Rail System."

ADMINISTRATOR'S REPORT

Colburn informed Council regarding city business.

Stressman introduced Officer Jeremiah Budd, recent Mason Police Department hire. Officer Budd gave a brief history of his community roots and was welcomed by Council.

ADJOURNMENT

The meeting adjourned at 8:15 p.m.

Deborah J. Cwiertniewicz, City Clerk

Mike Waltz, Mayor

02/13/2015 09:53 AM
User: TF
DB: Mason City

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MASON
EXP CHECK RUN DATES 02/16/2015 - 02/18/2015
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID
COUNCIL REPORT

MONDAY, FEBRUARY 16, 2015

Vendor Code / Invoice / GL Number	Vendor Name / Invoice Description / GL Description	Invoice Date	Amount	
06474	CONSUMERS ENERGY			
FEB 2015	ELECTRICITY DEC & JAN	02/16/2015		
101-448.00-926.000	STREET LIGHTING 1/1 - 1/31		7,066.79	
592-555.00-920.000	ELECTRICITY 12/19 - 1/22		9,255.80	
			16,322.59	
		VENDOR TOTAL:		16,322.59
05363	WOLVERINE ENGINEERS INC			
2014580	2013 LOCAL STREETS ENGINEERING: COLUMBIA, HUNTING MEADOWS &	02/16/2015		
203-451.00-970.211	2013 LOCAL STREETS ENGINEERING		9,244.27	
		VENDOR TOTAL:		9,244.27
		TOTAL - ALL VENDORS:		25,566.86

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

Martin A. Colburn
City Administrator

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: February 16, 2015 **Agenda Item: 8-A**

AGENDA ITEM
Report – Riverwalk Pedestrian Bridge & Trailhead Sign Project

EXHIBITS
None

STAFF REVIEW
Zoning & Development Department

SUMMARY STATEMENT
Project Summary: The project proposes to remove the existing bridge over the Sycamore Creek near the Maple Grove Cemetery offices and construct an eight-foot wide pedestrian bridge, trailhead signage and parking. Designed for pedestrian use, the proposed bridge will serve as a link between the existing parking lot on South Jefferson Street and the Hayhoe Riverwalk Trail.

The project currently has seven funding sources covering the total project cost of $90,100. As you can see the Dart Foundation has re-instated their grant. The full list of funding sources is the following:

- Michigan Department of Natural Resources (MDNR) Recreation Passport Grant Program $30,000
- George and Lisa Hayhoe $20,000
- City of Mason $18,100
- Tri-County Bicycle Association $10,000
- Dart Foundation $10,000
- Jim Mulvany $ 1,000
- Elaine Ferris $ 1,000

The MDNR and the City have entered into a project agreement through March 2017. Wolverine Engineers and Surveyors has prepared bid specifications and construction drawings. The bid specs and construction drawings are currently under review by the MDNR. We anticipate obtaining approval from the MDNR in the next week or so. Staff anticipates advertising for bids April 1, 2015, beginning construction in early June 2015, and having substantial completion by the end of July 2015.

RECOMMENDED ACTION
No action is necessary at this time.

PERIOD ENDING 01/31/2015

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 01/31/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
000.00		86,110.00	0.00	0.00	86,110.00	0.00
215.00	CLERK	50.00	364.57	0.00	(314.57)	729.14
254.00	TREASURER/FINANCE	5,010,980.00	4,130,479.78	4,593.09	880,500.22	82.43
271.00	FORESTRY	29,770.00	4,818.96	150.00	24,951.04	16.19
276.00	CEMETERY	37,200.00	19,330.00	3,500.00	17,870.00	51.96
301.00	POLICE DEPARTMENT	68,425.00	47,344.29	7,178.44	21,080.71	69.19
336.00	FIRE DEPARTMENT	167,535.00	89,097.46	1,432.00	78,437.54	53.18
528.00	REFUSE COLLECTION	347,405.00	349,603.31	152.04	(2,198.31)	100.63
747.00	COMMUNITY GARDEN	375.00	0.00	0.00	375.00	0.00
751.00	RECREATION	4,250.00	2,250.00	75.00	2,000.00	52.94
850.00	WORKERS COMPENSATION	47,860.00	39,337.00	14,835.00	8,523.00	82.19
TOTAL Revenues		5,799,960.00	4,682,625.37	31,915.57	1,117,334.63	80.74
Expenditures						
101.00	COUNCIL	41,555.00	24,153.35	1,253.52	17,401.65	58.12
172.00	ADMINISTRATOR	293,425.00	178,516.11	17,385.24	114,908.89	60.84
209.00	ASSESSING	48,705.00	28,476.49	4,239.03	20,228.51	58.47
215.00	CLERK	138,165.00	86,714.24	8,600.00	51,450.76	62.76
247.00	BOARD OF REVIEW	650.00	60.00	0.00	590.00	9.23
254.00	TREASURER/FINANCE	592,735.00	345,125.52	34,424.70	247,609.48	58.23
260.00	TECHNOLOGY	70,445.00	25,047.04	3,238.29	45,397.96	35.56
262.00	ELECTIONS	0.00	372.62	372.62	(372.62)	100.00
265.00	BUILDING OFFICIAL/CITY HALL	162,685.00	83,822.48	15,887.78	78,862.52	51.52
266.00	LEGAL/ATTORNEY	90,000.00	55,247.75	7,189.69	34,752.25	61.39
268.00	PARK STREET PROPERTY	41,985.00	0.00	0.00	41,985.00	0.00
269.00	PROPERTY	479,420.00	302,496.74	2,128.63	176,923.26	63.10
271.00	FORESTRY	72,135.00	46,639.51	26,447.68	25,495.49	64.66
272.00	ADMINISTRATIVE SERVICES	276,435.00	189,567.44	10,540.80	86,867.56	68.58
276.00	CEMETERY	185,040.00	105,453.67	7,209.12	79,586.33	56.99
305.00	POLICE ADMINISTRATION	313,190.00	197,692.73	25,384.75	115,497.27	63.12
315.00	CROSSING GUARDS	24,080.00	14,244.98	1,626.10	9,835.02	59.16
316.00	POLICE PATROLLING	997,765.00	674,864.79	55,585.80	322,900.21	67.64
336.00	FIRE DEPARTMENT	505,095.00	406,176.62	25,934.04	98,918.38	80.42
380.00	PLANNING/ZONING OFFICIAL	126,435.00	75,551.81	8,482.10	50,883.19	59.76
426.00	CIVIL DEFENSE	5,455.00	1,865.67	610.67	3,589.33	34.20
428.00	DISASTER ACCOUNT	100.00	0.00	0.00	100.00	0.00
441.00	PUBLIC SERVICES	5,655.00	4,060.73	332.23	1,594.27	71.81
447.00	ENGINEERING	295.00	295.00	0.00	0.00	100.00
448.00	STREET LIGHTING	115,465.00	56,229.97	7,779.68	59,235.03	48.70
458.00	SIDEWALK CONSTRUCTION-REPAIR	5,050.00	2,050.00	0.00	3,000.00	40.59
528.00	REFUSE COLLECTION	346,750.00	209,354.77	27,761.00	137,395.23	60.38
747.00	COMMUNITY GARDEN	550.00	55.06	0.00	494.94	10.01
756.00	PARKS AND BALL DIAMONDS	157,520.00	100,367.07	7,629.80	57,152.93	63.72
775.00	SENIOR CITIZENS	8,060.00	4,835.00	125.00	3,225.00	59.99
790.00	LIBRARY	27,120.00	15,812.93	464.00	11,307.07	58.31
806.00	CHRISTMAS DECORATIONS	5,355.00	3,303.38	938.55	2,051.62	61.69
807.00	CABLE COMMISSION	4,560.00	1,210.00	0.00	3,350.00	26.54
808.00	PLANNING COMMISSION	720.00	225.23	0.08	494.77	31.28
850.00	WORKERS COMPENSATION	47,860.00	39,337.00	0.00	8,523.00	82.19
855.00	RETIREE BENEFITS	99,210.00	72,102.35	9,610.25	27,107.65	72.68
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

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 01/31/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
TOTAL Expenditures		5,839,960.00	3,373,378.07	311,181.15	2,466,581.93	57.76
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		5,799,960.00	4,682,625.37	31,915.57	1,117,334.63	80.74
TOTAL EXPENDITURES		5,839,960.00	3,373,378.07	311,181.15	2,466,581.93	57.76
NET OF REVENUES & EXPENDITURES		(40,000.00)	1,309,247.30	(279,265.58)	(1,349,247.30)	3,273.12

PERIOD ENDING 01/31/2015

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 01/31/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 202 - MAJOR STREETS FUND						
Revenues						
000.00		957,780.00	185,840.08	27,934.00	771,939.92	19.40
TOTAL Revenues		957,780.00	185,840.08	27,934.00	771,939.92	19.40
Expenditures						
000.00		101,330.00	0.00	0.00	101,330.00	0.00
451.00	STREET/ROAD CONSTRUCTION	585,780.00	17,360.00	3,014.00	568,420.00	2.96
463.00	STREET MAINTENANCE	135,335.00	69,891.22	2,866.76	65,443.78	51.64
474.00	TRAFFIC SERVICES	23,725.00	21,598.36	6,728.27	2,126.64	91.04
478.00	WINTER MAINTENANCE	39,205.00	11,014.00	6,393.24	28,191.00	28.09
482.00	STREET ADMIN/GEN EXP	72,405.00	66,040.00	0.00	6,365.00	91.21
TOTAL Expenditures		957,780.00	185,903.58	19,002.27	771,876.42	19.41
Fund 202 - MAJOR STREETS FUND:						
TOTAL REVENUES		957,780.00	185,840.08	27,934.00	771,939.92	19.40
TOTAL EXPENDITURES		957,780.00	185,903.58	19,002.27	771,876.42	19.41
NET OF REVENUES & EXPENDITURES		0.00	(63.50)	8,931.73	63.50	100.00

PERIOD ENDING 01/31/2015

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 01/31/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 203 - LOCAL STREETS FUND						
Revenues						
000.00		520,360.00	69,507.88	9,755.60	450,852.12	13.36
TOTAL Revenues		520,360.00	69,507.88	9,755.60	450,852.12	13.36
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	76,758.99	6,597.67	68,761.01	52.75
474.00	TRAFFIC SERVICES	7,870.00	6,630.09	256.03	1,239.91	84.25
478.00	WINTER MAINTENANCE	32,880.00	8,497.20	4,948.60	24,382.80	25.84
482.00	STREET ADMIN/GEN EXP	64,560.00	64,560.00	0.00	0.00	100.00
TOTAL Expenditures		520,360.00	163,635.30	11,802.30	356,724.70	31.45
Fund 203 - LOCAL STREETS FUND:						
TOTAL REVENUES		520,360.00	69,507.88	9,755.60	450,852.12	13.36
TOTAL EXPENDITURES		520,360.00	163,635.30	11,802.30	356,724.70	31.45
NET OF REVENUES & EXPENDITURES		0.00	(94,127.42)	(2,046.70)	94,127.42	100.00

PERIOD ENDING 01/31/2015

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 01/31/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
000.00		134,000.00	60,986.65	40.75	73,013.35	45.51
TOTAL Revenues		134,000.00	60,986.65	40.75	73,013.35	45.51
Expenditures						
000.00		134,000.00	66,607.81	46,712.44	67,392.19	49.71
TOTAL Expenditures		134,000.00	66,607.81	46,712.44	67,392.19	49.71
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		134,000.00	60,986.65	40.75	73,013.35	45.51
TOTAL EXPENDITURES		134,000.00	66,607.81	46,712.44	67,392.19	49.71
NET OF REVENUES & EXPENDITURES		0.00	(5,621.16)	(46,671.69)	5,621.16	100.00

PERIOD ENDING 01/31/2015

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 01/31/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 250 - LOCAL DEV. FINANCE AUTHORITY						
Revenues						
000.00		387,815.00	1,634,377.09	85,920.26	(1,246,562.09)	421.43
TOTAL Revenues		387,815.00	1,634,377.09	85,920.26	(1,246,562.09)	421.43
Expenditures						
691.00	L.D.F.A.	387,815.00	26,844.70	1,290.00	360,970.30	6.92
TOTAL Expenditures		387,815.00	26,844.70	1,290.00	360,970.30	6.92
Fund 250 - LOCAL DEV. FINANCE AUTHORITY:						
TOTAL REVENUES		387,815.00	1,634,377.09	85,920.26	(1,246,562.09)	421.43
TOTAL EXPENDITURES		387,815.00	26,844.70	1,290.00	360,970.30	6.92
NET OF REVENUES & EXPENDITURES		0.00	1,607,532.39	84,630.26	(1,607,532.39)	100.00

PERIOD ENDING 01/31/2015

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 01/31/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 297 - ECONOMIC DEVELOPMENT COMM.						
Revenues						
000.00		70.00	24.19	3.43	45.81	34.56
TOTAL Revenues		70.00	24.19	3.43	45.81	34.56
Expenditures						
000.00		70.00	0.00	0.00	70.00	0.00
TOTAL Expenditures		70.00	0.00	0.00	70.00	0.00
Fund 297 - ECONOMIC DEVELOPMENT COMM.:						
TOTAL REVENUES		70.00	24.19	3.43	45.81	34.56
TOTAL EXPENDITURES		70.00	0.00	0.00	70.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	24.19	3.43	(24.19)	100.00

PERIOD ENDING 01/31/2015

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 01/31/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 401 - CAPITAL IMPROVEMENT FUND						
Revenues						
000.00		60,000.00	24,257.50	0.00	35,742.50	40.43
TOTAL Revenues		60,000.00	24,257.50	0.00	35,742.50	40.43
Expenditures						
000.00		60,000.00	6,152.50	1,895.00	53,847.50	10.25
TOTAL Expenditures		60,000.00	6,152.50	1,895.00	53,847.50	10.25
Fund 401 - CAPITAL IMPROVEMENT FUND:						
TOTAL REVENUES		60,000.00	24,257.50	0.00	35,742.50	40.43
TOTAL EXPENDITURES		60,000.00	6,152.50	1,895.00	53,847.50	10.25
NET OF REVENUES & EXPENDITURES		0.00	18,105.00	(1,895.00)	(18,105.00)	100.00

PERIOD ENDING 01/31/2015

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 01/31/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 592 - WATER/SEWER FUND						
Revenues						
000.00		5,398,350.00	1,665,334.31	194,964.79	3,733,015.69	30.85
TOTAL Revenues		5,398,350.00	1,665,334.31	194,964.79	3,733,015.69	30.85
Expenditures						
545.00	WATER & SEWER ADMINISTRATION	77,600.00	27,242.88	5,112.19	50,357.12	35.11
546.00	SEWER IMPROVEMENT	42,660.00	0.00	0.00	42,660.00	0.00
548.00	SEWER MAINTENANCE	213,090.00	122,311.46	3,261.11	90,778.54	57.40
555.00	WASTEWATER TREATMENT PLANT	2,475,305.00	554,970.77	48,835.72	1,920,334.23	22.42
556.00	WATER MAINTENANCE	429,355.00	267,152.64	27,421.25	162,202.36	62.22
557.00	STORM SEWER PROGRAM	9,425.00	13,712.63	13,560.63	(4,287.63)	145.49
558.00	WATER IMPROVEMENT	689,060.00	181,836.50	2,490.00	507,223.50	26.39
559.00	WATER TREATMENT PLANT	839,735.00	265,940.14	22,977.35	573,794.86	31.67
566.00	ALLOWANCE FOR DEPRECIATION	665,000.00	0.00	0.00	665,000.00	0.00
TOTAL Expenditures		5,441,230.00	1,433,167.02	123,658.25	4,008,062.98	26.34
Fund 592 - WATER/SEWER FUND:						
TOTAL REVENUES		5,398,350.00	1,665,334.31	194,964.79	3,733,015.69	30.85
TOTAL EXPENDITURES		5,441,230.00	1,433,167.02	123,658.25	4,008,062.98	26.34
NET OF REVENUES & EXPENDITURES		(42,880.00)	232,167.29	71,306.54	(275,047.29)	541.43

PERIOD ENDING 01/31/2015

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 01/31/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 612 - MASON BUILDING AUTHORITY						
Revenues						
000.00		286,685.00	112,759.82	0.02	173,925.18	39.33
TOTAL Revenues		286,685.00	112,759.82	0.02	173,925.18	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	112,759.82	0.02	173,925.18	39.33
TOTAL EXPENDITURES		286,685.00	112,756.15	0.00	173,928.85	39.33
NET OF REVENUES & EXPENDITURES		0.00	3.67	0.02	(3.67)	100.00

PERIOD ENDING 01/31/2015

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 01/31/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 661 - MOTOR VEHICLE POOL						
Revenues						
000.00		399,870.00	158,485.00	18,592.22	241,385.00	39.63
TOTAL Revenues		399,870.00	158,485.00	18,592.22	241,385.00	39.63
Expenditures						
567.00	SHOP & BLDG. MAINTENANCE	47,840.00	37,131.59	1,074.02	10,708.41	77.62
568.00	EQUIPMENT MAINTENANCE	187,415.00	117,773.71	10,882.64	69,641.29	62.84
901.00	EQUIPMENT-CAPITAL OUTLAY	207,745.00	110,193.01	28,254.43	97,551.99	53.04
TOTAL Expenditures		443,000.00	265,098.31	40,211.09	177,901.69	59.84
Fund 661 - MOTOR VEHICLE POOL:						
TOTAL REVENUES		399,870.00	158,485.00	18,592.22	241,385.00	39.63
TOTAL EXPENDITURES		443,000.00	265,098.31	40,211.09	177,901.69	59.84
NET OF REVENUES & EXPENDITURES		(43,130.00)	(106,613.31)	(21,618.87)	63,483.31	247.19

PERIOD ENDING 01/31/2015

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 01/31/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 702 - RAYNER BOND FUND						
Revenues						
000.00		151,000.00	42,294.76	5,151.37	108,705.24	28.01
TOTAL Revenues		151,000.00	42,294.76	5,151.37	108,705.24	28.01
Expenditures						
000.00		151,000.00	12,011.54	0.00	138,988.46	7.95
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	42,294.76	5,151.37	108,705.24	28.01
TOTAL EXPENDITURES		151,000.00	12,011.54	0.00	138,988.46	7.95
NET OF REVENUES & EXPENDITURES		0.00	30,283.22	5,151.37	(30,283.22)	100.00

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 01/31/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 711 - CEMETERY TRUST FUND						
Revenues						
000.00		4,200.00	2,047.16	400.84	2,152.84	48.74
TOTAL Revenues		4,200.00	2,047.16	400.84	2,152.84	48.74
Expenditures						
000.00		4,200.00	0.00	0.00	4,200.00	0.00
TOTAL Expenditures		4,200.00	0.00	0.00	4,200.00	0.00
Fund 711 - CEMETERY TRUST FUND:						
TOTAL REVENUES		4,200.00	2,047.16	400.84	2,152.84	48.74
TOTAL EXPENDITURES		4,200.00	0.00	0.00	4,200.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	2,047.16	400.84	(2,047.16)	100.00

PERIOD ENDING 01/31/2015

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 01/31/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 812 - SPECIAL ASSESSMENT FUND						
Revenues						
000.00		176,800.00	40,610.64	104.60	136,189.36	22.97
TOTAL Revenues		176,800.00	40,610.64	104.60	136,189.36	22.97
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	40,610.64	104.60	136,189.36	22.97
TOTAL EXPENDITURES		176,800.00	73,525.00	0.00	103,275.00	41.59
NET OF REVENUES & EXPENDITURES		0.00	(32,914.36)	104.60	32,914.36	100.00
TOTAL REVENUES - ALL FUNDS		14,276,890.00	8,679,150.45	374,783.45	5,597,739.55	60.79
TOTAL EXPENDITURES - ALL FUNDS		14,402,900.00	5,719,079.98	555,752.50	8,683,820.02	39.71
NET OF REVENUES & EXPENDITURES		(126,010.00)	2,960,070.47	(180,969.05)	(3,086,080.47)	2,349.08

City of Mason

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MEMORANDUM

TO: Honorable Mayor and Council Members

FROM: Martin Colburn, City Administrator

DATE: February 16, 2015

RE: City Administrator's Report

LEAP Funding Programs

LEAP is establishing three economic resources for small businesses. They are directing it to entrepreneurs and companies that have gaps in their funding. The three programs include Fund Lansing Micro-Loan (FLML), Fund Lansing Equity Fund (FLEF), and the Fund Lansing Crowd Fund (FLCF). These programs target new economy-specific companies that are in a growth stage and have been in operation for less than two years. They also re-target businesses within the tri-county regional area that must be located in municipalities and are members of LEAP. LEAP members who financially invest in Fund Lansing get consideration for a Board seat. Board members will help identify and select recipients of this funding. Initial funding for a micro-loan is $120,000. This is intended to be a revolving loan fund. As the funds are paid back, they will be lent out to the next qualified client. Local industries and businesses are encouraged to invest into this program; however, they must be a member of LEAP.

Criteria for micro-loans are:

- Maximum of $25,000 and minimum of $10,000
- Interest rates are between 8 – 12 %
- Terms up to 36 months
- All loans are term notes and cannot be used as line of credit
- Loan payments may be intended only for 3 – 6 months on onset
- Terms and interest rates are specific for each loan depending on risk factors
- Companies must be physically and operationally located within Ingham, Eaton and Clinton counties and must reside in a LEAP Municipal Member Community

- Must have a DUNS number and be discoverable in the Michigan LARA database
- Loans are not commercialized but require the applicant to sign a personal guarantee
- Recipients agree to use LEAP members who are financial contributors to "Fund Lansing"

Industries open to these funds are targeting information technology, advanced manufacturing, healthcare technology, engineering arts, agricultural science, fashion/apparel, multi-media, and environmental sciences. Eligible companies should have less than $500,000 in revenue and $500,000 in outside investment. Companies are required to report semi-annually while the loan is outstanding and respond to an annual survey for three years.

LEAP in the Lansing area is now known to have a large amount of incubators. This loan program is another method of encouraging young and start-up businesses and industries within the region.

Tree Donation from MSUFCU

The City of Mason has been chosen to receive a $1,000 grant from the MSU Federal Credit Union (MSUFCU) to purchase 1–1½" trees to be planted anywhere in the city. MSUFCU will pay for the cost of the trees, and MSUFCU employees will provide the labor to plant the trees. The trees purchased in conjunction with this grant will be eight red sunset maples that will be planted in the eight open spots in the U section of Maple Grove Cemetery toward the end of May.

City Council Work Session Notes of January 31, 2015

Attached are the working notes from the City Council Work Session on January 31, 2015 that Mr. Haywood has combined from input of that meeting into a DRAFT format. Council members expressed a desire to refine the list. Staff will continue to work with Council with refinement of these goals and objectives to help determine our future efforts. A discussion to determine an appropriate date to meet and continue the dialogue is recommended. A possible time is March 2 at 6:30 p.m. prior to the next City Council meeting.

Attachment: as

MASON CITY COUNCIL WORKSHOP

MAJOR OBJECTIVES (1-2 Year Target)

January 31, 2015

DRAFT

- Council and Department training
  - City government technology improvements
  - Servers & miscellaneous equipment
  - Community Room A/V equipment & broadcasting – consultant evaluation
  - Establishing acceptable lifecycles for equipment
  - City Hall security camera upgrades
  - Explore IT contract expansion
- Ordinances
  - Food trucks
  - Medical Marihuana
  - Taxies
  - Tree Commission
  - Storm water
  - FOIA
  - Fire code
- Non-motorized Transportation Plan
- Cost-benefit analysis of taking Airport
- Library Plan – future development/repair/remodel
- Coordination with potential school development/expansion/new facilities
- Charter review/update
- Fire truck/vehicle replacement schedule
- DPW truck/vehicle replacement schedule
- Capital Improvement Plan process – Council input/approval
- Budget policy/plan for major purchases
- Continue with MSHDA/EDC efforts
- Second entrance to cemetery
- Columbia Street sidewalks at US-127 – cost analysis as first step
- Art policy – complete LEAP commitment at Jefferson Street trailhead
- Match long-term maintenance costs with placemaking efforts
- POTW upgrades – address/eliminate need for consent order – long term plan for POTW & DPW replacement
- Explore residential and commercial development/rehabilitation incentives
- Advance ownership of Rayner Park
- Develop and implement placemaking activities
- Additional police patrol officer on street – to nine total

DRAFT

City Council SWOT Analysis
January 31, 2015

Strengths	Weaknesses	Opportunities	Threats
Mason Area Chamber of Commerce	Housing conditions	Grant funding	Business turn-over
Friendliness	Publicly Owned Treatment Works	Crowd funding	Diminishing resources (operating funds, programming, personnel, MI Legislature)
Quality of life	Broadband	Technology - city-wide	Poverty rate
Diversity of housing	Diminishing resources (operating, funds, programming, personnel)	Economic center/magnet	Transient traffic - crime
Volunteerism	Poverty rate	Public input	Cedar Street sprawl
History/heritage	Lack of diversity	Collaboration with area agencies	Urgent Care - diminishing services
Water system	Community understanding of government operations	Capital Region Airport Authority - Jewett Field economic development	Prescription drug abuse
Community location		Parks/Trails	
County seat		Business turn-over	
Fairgrounds		Planning - utilities, amenities, etc.	
Leadership		Publicly Owned Treatment Works	
Community involvement		Broadband	
Churches			
Schools			
Downtown			
Proximity to MSU			
Community Events (Sundried)			