

**CITY COUNCIL MEETING - COUNCIL CHAMBER
Wednesday, May 6, 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. Public Hearing
 - A. Fiscal Year 2015-2016 Budget
7. Consent Agenda
 - A. Approval of Minutes
 - Regular Council Meeting: April 20, 2015
 - B. Approval of Bills
8. Regular Business
 - A. Second Reading — Ordinance No. 199 – Amend the Use District Map
 - B. Resolution 2015-18 – Honoring City of Mason Public Servants During Public Service Recognition Week
 - C. Motion – Request to Occupy the City Right-of-Way
 - D. Discussion – Third Update on Well No. 9 Progression
 - E. Discussion – Collection of Trash in Downtown Business District
9. Unfinished Business
10. New Business
11. Correspondence
12. Liaison Reports
13. Councilmember Reports
14. Administrator's Report
15. Adjournment

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: May 6, 2015

Agenda Item No: 7A

AGENDA ITEM

- Public Hearing – Fiscal Year 2015-2016 Budget

EXHIBITS

- April 30, 2015 Replacement of Fire Apparatuses Memorandum
- Proposed Fiscal Year 2015-2016 Budget

STAFF REVIEW

Finance

SUMMARY STATEMENT

The City Council held budget workshop meetings April 8 and April 21. A draft budget was presented by Administrator Colburn. A Public Hearing is required for comment on the budget. The adjustment request by City Council has been entered into the presented budget:

- (1) Millage set at 13.25
- (2) Add police officer
- (3) Fire apparatus
- (4) Sidewalk addition on West Columbia Street

RECOMMENDED ACTION

No action required

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: April 30, 2015

RE: Replacement of Fire Apparatuses

At the budget workshop of April 21, City Council requested staff address both Vevay and Aurelius townships in regard to accelerating the replacement of two fire apparatuses: tanker 807 (1985) and pumper 809 (1990). Staff met with Supervisor Ramey of Vevay Township and Supervisor Silsby of Aurelius Township to discuss the current payment schedule as well as the accelerated schedule. Impacts upon their budgets were estimated and ultimately the supervisors were willing to support City Council on accelerated schedule.

Chief Minshall and I discussed in detail the priority of order for purchase of fire apparatuses due to the age of tanker 807 as well as versatility of the replacement of a pumper tanker. It was deemed that would be the first apparatus to be replaced. Utilizing estimates, Finance worked with one of our local banks to run payment schedules ranging from \$325,000 to \$350,000 in five to seven year payment plans. We are estimating that the range of payments per township is approximately \$10,000 to \$13,000 per year. Ultimately it will depend on final cost and costs of how many years financing is incurred.

Chief Minshall is researching types, costs and delivery times of this type of fire apparatus. If an apparatus is found immediately available it could be delivered in approximately two months. If it needs to be built, the estimated delivery time would be 10 months. The township supervisors understand the likelihood that the first apparatus would not impact the fire services agreement until the following budget year and the second apparatus scheduled to replace the pumper the next year. The second apparatus cost would not be incurred until after the current payment schedule is complete. The City Council will be kept informed as we progress. Ultimately the bid process will go for determination by City Council to authorize the expenditures.

ACCOUNT CLASSIFICATION	DESCRIPTION	2014-15 AMENDED BUDGET	2014-15 PROJECTED ACTIVITY	2015-16 REQUESTED BUDGET	2015-16 RECOMMENDED BUDGET
ESTIMATED REVENUES					
Dept 000.00					
	SURPLUS FROM FUND BALANCE	86,110			269,130
	Totals for dept 000.00-	86,110			269,130
Dept 215.00-CLERK					
	CHARGES FOR SERVICES	50	8,510	250	6,250
	Totals for dept 215.00-CLERK	50	8,510	250	6,250
Dept 254.00-TREASURER/FINANCE					
	FRINGE BENEFITS	6,600	6,600	6,600	6,600
	SUNDRY			5,000	5,000
	CHARGES FOR SERVICES - FEES	750	860	750	750
	CHARGES FOR SERVICES	92,275	89,525	88,160	88,160
	TAX REVENUE	2,846,680	2,856,790	2,988,860	2,880,750
	LICENSE AND PERMITS	78,000	91,905	99,500	99,500
	STATE REVENUE SHARING	675,000	685,000	700,000	700,000
	INTEREST INCOME	8,500	6,000	6,000	6,000
	RENTALS	39,235	39,235	39,235	39,235
	ADMIN CONTR FR OTHER FUNDS	1,124,980	1,129,280	1,142,990	1,142,990
	CONTRIBUTIONS FROM OTHER FUNDS	138,960	138,960	139,240	139,240
	Totals for dept 254.00-TREASURER/FINANCE	5,010,980	5,044,155	5,216,335	5,108,225
Dept 271.00-FORESTRY					
	CHARGES FOR SERVICES	29,770	29,770	29,770	29,770
	GRANT REVENUE		3,015		
	DONATIONS FROM PRIVATE SOURCES		4,500		
	Totals for dept 271.00-FORESTRY	29,770	37,285	29,770	29,770
Dept 276.00-CEMETERY					
	CHARGES FOR SERVICES - FEES	15,000	15,025	15,025	15,025
	CHARGES FOR SERVICES	16,500	16,500	16,500	16,500
	CHARGES FOR SERVICES-SALES	5,000	5,000	5,000	5,000
	CONTRIBUTIONS FROM OTHER FUNDS	700	700	675	675
	Totals for dept 276.00-CEMETERY	37,200	37,225	37,200	37,200
Dept 301.00-POLICE DEPARTMENT					
	SUNDRY		2,305		
	CHARGES FOR SERVICES - FEES	4,100	3,600	3,835	3,835
	CHARGES FOR SERVICES	21,950	23,410	21,930	21,930
	LICENSE AND PERMITS	4,000	4,570	4,000	4,000
	GRANT REVENUE	4,240	4,240	4,455	4,455
	FINES AND FORFEITURES	30,500	29,250	35,600	35,600
	DONATIONS FROM PRIVATE SOURCES	3,635	4,010	2,000	2,000
	Totals for dept 301.00-POLICE DEPARTMENT	68,425	71,385	71,820	71,820
Dept 336.00-FIRE DEPARTMENT					
	SUNDRY		675		
	CHARGES FOR SERVICES - FEES	164,305	165,805	170,030	170,030
	CHARGES FOR SERVICES	30	30		
	LICENSE AND PERMITS	2,000	3,000	3,000	3,000
	FINES AND FORFEITURES	1,200	1,200	1,200	1,200
	Totals for dept 336.00-FIRE DEPARTMENT	167,535	170,710	174,230	174,230
Dept 528.00-REFUSE COLLECTION					
	CHARGES FOR SERVICES - FEES	339,350	342,000	347,640	347,640
	CONTRIBUTIONS FROM OTHER FUNDS	8,055	7,750	7,875	7,875
	Totals for dept 528.00-REFUSE COLLECTION	347,405	349,750	355,515	355,515
Dept 747.00-COMMUNITY GARDEN					
	CHARGES FOR SERVICES-SALES	375	375	375	375
	Totals for dept 747.00-COMMUNITY GARDEN	375	375	375	375
Dept 751.00-RECREATION					
	RENTALS	4,250	4,250	5,000	5,000
	DONATIONS FROM PRIVATE SOURCES		520		
	Totals for dept 751.00-RECREATION	4,250	4,770	5,000	5,000
Dept 850.00-WORKERS COMPENSATION					
	WK COMP INS CONTRIBUTION	47,860	47,860	52,645	52,645
	Totals for dept 850.00-WORKERS COMPENSATION	47,860	47,860	52,645	52,645
TOTAL ESTIMATED REVENUES		5,799,960	5,772,025	5,943,140	6,110,160
APPROPRIATIONS					
Dept 101.00-COUNCIL					

ACCOUNT CLASSIFICATION	DESCRIPTION	2014-15 AMENDED BUDGET	2014-15 PROJECTED ACTIVITY	2015-16 REQUESTED BUDGET	2015-16 RECOMMENDED BUDGET
APPROPRIATIONS					
Dept 101.00-COUNCIL					
	SALARIES AND WAGES	10,080	10,080	10,080	10,080
	FRINGE BENEFITS	715	715	715	715
	OPERATING SUPPLIES	1,000	1,250	1,000	1,000
	CONTRACT SERVICES	22,600	22,600	22,600	22,600
	CONF/MTGS/TRVL/DUES	2,000	2,000	2,000	2,000
	SUNDRY	5,000	5,000	5,000	5,000
	CONTRIBUTIONS TO OTHER FUNDS	160	160	175	175
	Totals for dept 101.00-COUNCIL	41,555	41,805	41,570	41,570
Dept 172.00-ADMINISTRATOR					
	SALARIES AND WAGES	134,000	120,000	134,685	134,685
	FRINGE BENEFITS	86,620	72,640	78,310	78,310
	OPERATING SUPPLIES	600	600	600	600
	CONTRACT SERVICES	4,000	3,750	4,000	4,000
	CONF/MTGS/TRVL/DUES	9,775	9,940	9,775	9,775
	CONTRIBUTIONS TO OTHER FUNDS	57,190	57,190	58,290	58,290
	PUBLIC UTILITIES	640	640	660	660
	NON CAPITAL OUTLAY	600	600		
	Totals for dept 172.00-ADMINISTRATOR	293,425	265,360	286,320	286,320
Dept 209.00-ASSESSING					
	OPERATING SUPPLIES	300	400	300	300
	CONTRACT SERVICES	47,500	50,000	50,000	50,000
	CONTRIBUTIONS TO OTHER FUNDS	905	905	995	995
	Totals for dept 209.00-ASSESSING	48,705	51,305	51,295	51,295
Dept 215.00-CLERK					
	SALARIES AND WAGES	71,580	78,310	73,770	70,170
	FRINGE BENEFITS	43,915	44,455	47,165	47,165
	OPERATING SUPPLIES	7,840	7,245	8,920	8,920
	CONTRACT SERVICES	4,920	3,635	9,920	6,020
	CONF/MTGS/TRVL/DUES	1,905	1,915	1,670	1,670
	CONTRIBUTIONS TO OTHER FUNDS	7,080	7,080	7,285	7,285
	PUBLIC UTILITIES	695	460	475	475
	NON CAPITAL OUTLAY	230			
	Totals for dept 215.00-CLERK	138,165	143,100	149,205	141,705
Dept 247.00-BOARD OF REVIEW					
	SALARIES AND WAGES	650	650	650	650
	Totals for dept 247.00-BOARD OF REVIEW	650	650	650	650
Dept 254.00-TREASURER/FINANCE					
	SALARIES AND WAGES	233,500	233,800	239,490	239,490
	FRINGE BENEFITS	128,220	124,200	132,265	132,265
	OPERATING SUPPLIES	11,250	12,000	12,300	12,300
	CONTRACT SERVICES	850	850	850	850
	CONF/MTGS/TRVL/DUES	4,900	4,900	4,900	4,000
	CONTRIBUTIONS TO OTHER FUNDS	110,515	110,515	112,695	112,695
	NON CAPITAL OUTLAY	3,500			
	TAX EXPENDITURES	100,000	10,000		
	Totals for dept 254.00-TREASURER/FINANCE	592,735	496,265	502,500	501,600
Dept 260.00-TECHNOLOGY					
	OPERATING SUPPLIES	10,000	10,000	10,000	10,000
	CONTRACT SERVICES	39,445	36,250	39,445	39,445
	CAPITAL OUTLAY	20,000	20,000	50,000	50,000
	REPAIRS AND MAINTENANCE	1,000	1,000	1,000	1,000
	Totals for dept 260.00-TECHNOLOGY	70,445	67,250	100,445	100,445
Dept 265.00-BUILDING OFFICIAL/CITY HALL					
	SALARIES AND WAGES	5,750	8,000	5,750	5,750
	FRINGE BENEFITS	675	1,180	940	940
	OPERATING SUPPLIES	4,050	4,780	4,990	4,120
	CONTRACT SERVICES	57,000	57,000	47,045	45,545
	CONF/MTGS/TRVL/DUES		280		
	CONTRIBUTIONS TO OTHER FUNDS	5,995	5,995	6,090	6,090
	PUBLIC UTILITIES	75,600	75,600	77,870	77,870
	NON CAPITAL OUTLAY	2,365	1,565	7,600	7,750
	EQUIPMENT RENTAL	1,250	1,250	1,250	1,250
	REPAIRS AND MAINTENANCE	10,000	8,185	8,630	7,000
	Totals for dept 265.00-BUILDING OFFICIAL/CITY HALL	162,685	163,835	160,165	156,315
Dept 266.00-LEGAL/ATTORNEY					
	CHARGES FOR SERVICES	90,000	94,750	90,000	90,000

ACCOUNT CLASSIFICATION	DESCRIPTION	2014-15 AMENDED BUDGET	2014-15 PROJECTED ACTIVITY	2015-16 REQUESTED BUDGET	2015-16 RECOMMENDED BUDGET
APPROPRIATIONS					
Dept 266.00-LEGAL/ATTORNEY					
	Totals for dept 266.00-LEGAL/ATTORNEY	90,000	94,750	90,000	90,000
Dept 268.00-PARK STREET PROPERTY					
	CONTRIBUTIONS TO OTHER FUNDS	41,985	41,985	41,985	41,985
	Totals for dept 268.00-PARK STREET PROPERTY	41,985	41,985	41,985	41,985
Dept 269.00-PROPERTY					
	CONTRACT SERVICES	63,445	64,455	66,350	66,350
	CONTRIBUTIONS TO OTHER FUNDS	251,955	251,955	243,075	243,075
	CHARGES FOR SERVICES	4,875	4,875	5,815	5,815
	CAPITAL OUTLAY	159,145	159,145	146,410	146,410
	Totals for dept 269.00-PROPERTY	479,420	480,430	461,650	461,650
Dept 271.00-FORESTRY					
	SALARIES AND WAGES	20,000	17,500	20,205	20,205
	FRINGE BENEFITS	5,560	6,505	6,955	6,955
	OPERATING SUPPLIES	8,645	7,855	13,465	11,465
	CONTRACT SERVICES	25,000	25,120	28,650	25,450
	CONF/MTGS/TRVL/DUES	345	340	340	340
	CONTRIBUTIONS TO OTHER FUNDS	7,585	7,585	7,780	7,780
	NON CAPITAL OUTLAY			400	400
	EQUIPMENT RENTAL	5,000	4,850	5,000	5,000
	Totals for dept 271.00-FORESTRY	72,135	69,755	82,795	77,595
Dept 272.00-ADMINISTRATIVE SERVICES					
	SALARIES AND WAGES	80,070	82,915	84,165	84,165
	FRINGE BENEFITS	44,960	41,175	44,030	44,030
	OPERATING SUPPLIES	2,950	2,950	3,705	2,525
	CONTRACT SERVICES	7,775	8,825	12,385	9,235
	CONF/MTGS/TRVL/DUES	970	1,260	1,525	795
	CONTRIBUTIONS TO OTHER FUNDS	49,710	49,710	46,265	46,265
	INSURANCE AND BONDS	90,000	64,280	100,000	85,000
	NON CAPITAL OUTLAY			2,710	500
	Totals for dept 272.00-ADMINISTRATIVE SERVICES	276,435	251,115	294,785	272,515
Dept 276.00-CEMETERY					
	SALARIES AND WAGES	85,240	78,240	86,330	86,330
	FRINGE BENEFITS	15,980	18,185	20,530	20,530
	OPERATING SUPPLIES	5,255	5,180	11,055	7,520
	CONTRACT SERVICES	3,500	3,490	63,390	7,390
	CONF/MTGS/TRVL/DUES	500	500	400	400
	CONTRIBUTIONS TO OTHER FUNDS	42,565	42,565	43,310	43,310
	PUBLIC UTILITIES	5,730	5,390	5,555	5,555
	NON CAPITAL OUTLAY		575	3,050	1,450
	EQUIPMENT RENTAL	25,000	25,000	25,000	25,000
	REPAIRS AND MAINTENANCE	1,270	1,210	1,490	1,270
	Totals for dept 276.00-CEMETERY	185,040	180,335	260,110	198,755
Dept 305.00-POLICE ADMINISTRATION					
	SALARIES AND WAGES	139,960	140,065	143,325	143,325
	FRINGE BENEFITS	58,805	60,400	64,215	64,215
	OPERATING SUPPLIES	20,875	15,590	25,435	23,435
	CONTRACT SERVICES	26,565	21,050	24,330	24,330
	CONF/MTGS/TRVL/DUES	9,835	10,350	10,830	9,165
	CONTRIBUTIONS TO OTHER FUNDS	46,680	46,680	47,660	47,660
	PUBLIC UTILITIES	5,000	5,380	5,540	5,540
	NON CAPITAL OUTLAY			2,250	
	CAPITAL OUTLAY	5,470	5,975	39,350	22,850
	Totals for dept 305.00-POLICE ADMINISTRATION	313,190	305,490	362,935	340,520
Dept 315.00-CROSSING GUARDS					
	SALARIES AND WAGES	18,500	18,500	18,500	18,500
	FRINGE BENEFITS	1,420	1,420	1,420	1,420
	CONTRIBUTIONS TO OTHER FUNDS	4,160	4,160	4,250	4,250
	Totals for dept 315.00-CROSSING GUARDS	24,080	24,080	24,170	24,170
Dept 316.00-POLICE PATROLLING					
	SALARIES AND WAGES	549,500	550,000	567,000	605,595
	FRINGE BENEFITS	218,060	180,680	185,720	196,570
	OPERATING SUPPLIES	14,575	14,860	35,010	22,595
	CONTRACT SERVICES	3,630	2,225	4,100	4,100
	CONTRIBUTIONS TO OTHER FUNDS	162,000	162,000	165,540	165,540
	EQUIPMENT RENTAL	50,000	50,000	60,000	60,000
	Totals for dept 316.00-POLICE PATROLLING	997,765	959,765	1,017,370	1,054,400

ACCOUNT CLASSIFICATION	DESCRIPTION	2014-15 AMENDED BUDGET	2014-15 PROJECTED ACTIVITY	2015-16 REQUESTED BUDGET	2015-16 RECOMMENDED BUDGET
APPROPRIATIONS					
Dept 336.00-FIRE	DEPARTMENT				
	SALARIES AND WAGES	121,205	142,265	125,150	125,150
	FRINGE BENEFITS	43,800	43,955	45,170	45,170
	OPERATING SUPPLIES	33,405	33,735	32,050	32,050
	CONTRACT SERVICES	13,450	13,590	13,660	13,660
	CONF/MTGS/TRVL/DUES	11,760	11,985	13,915	13,915
	CONTRIBUTIONS TO OTHER FUNDS	79,195	79,195	78,565	78,565
	INSURANCE AND BONDS	3,820	3,950	3,950	3,950
	PUBLIC UTILITIES	15,000	13,540	13,945	13,945
	NON CAPITAL OUTLAY	3,300	3,200	5,800	5,000
	CHARGES FOR SERVICES	1,650	1,950	2,550	2,550
	REPAIRS AND MAINTENANCE	41,425	39,725	39,575	38,825
	LOAN PMTS	97,085	97,085	97,085	153,680
	CAPITAL OUTLAY - OTHER	40,000	40,000		
	Totals for dept 336.00-FIRE DEPARTMENT	505,095	524,175	471,415	526,460
Dept 380.00-PLANNING/ZONING OFFICIAL					
	SALARIES AND WAGES	61,000	61,000	62,250	62,250
	FRINGE BENEFITS	49,245	44,885	47,970	47,970
	OPERATING SUPPLIES	725	595	670	670
	CONTRACT SERVICES	1,505	1,250	1,480	1,140
	CONF/MTGS/TRVL/DUES	2,760	2,815	2,705	2,405
	CONTRIBUTIONS TO OTHER FUNDS	9,010	9,010	9,245	9,245
	PUBLIC UTILITIES	620	660	680	680
	NON CAPITAL OUTLAY	420		850	850
	CHARGES FOR SERVICES	1,150	1,150	1,500	1,500
	Totals for dept 380.00-PLANNING/ZONING OFFICIAL	126,435	121,365	127,350	126,710
Dept 426.00-CIVIL DEFENSE					
	OPERATING SUPPLIES	100	100	100	100
	CONTRACT SERVICES	1,200	2,210	1,200	1,200
	CONTRIBUTIONS TO OTHER FUNDS	55	55	55	55
	PUBLIC UTILITIES	500	500	515	515
	CAPITAL OUTLAY - OTHER	3,600	3,600		
	Totals for dept 426.00-CIVIL DEFENSE	5,455	6,465	1,870	1,870
Dept 428.00-DISASTER ACCOUNT					
	CONTRACT SERVICES	100		100	100
	Totals for dept 428.00-DISASTER ACCOUNT	100		100	100
Dept 441.00-PUBLIC SERVICES					
	SALARIES AND WAGES	3,000	3,000	3,000	3,000
	FRINGE BENEFITS	295	605	610	610
	CONTRIBUTIONS TO OTHER FUNDS	1,860	1,860	1,890	1,890
	EQUIPMENT RENTAL	500	470	500	500
	Totals for dept 441.00-PUBLIC SERVICES	5,655	5,935	6,000	6,000
Dept 447.00-ENGINEERING					
	CONTRIBUTIONS TO OTHER FUNDS	295	295	300	300
	Totals for dept 447.00-ENGINEERING	295	295	300	300
Dept 448.00-STREET LIGHTING					
	OPERATING SUPPLIES	4,475	4,450	1,700	1,100
	CONTRIBUTIONS TO OTHER FUNDS	3,190	3,190	3,245	3,245
	PUBLIC UTILITIES	106,000	89,820	92,515	92,515
	CAPITAL OUTLAY	1,800	1,800		
	Totals for dept 448.00-STREET LIGHTING	115,465	99,260	97,460	96,860
Dept 458.00-SIDEWALK CONSTRUCTION-REPAIR					
	CONTRACT SERVICES	3,000	3,000	3,000	3,000
	CONTRIBUTIONS TO OTHER FUNDS	2,050	2,050	2,085	2,085
	Totals for dept 458.00-SIDEWALK CONSTRUCTION-REPAIR	5,050	5,050	5,085	5,085
Dept 528.00-REFUSE COLLECTION					
	CONTRACT SERVICES	330,960	333,000	338,670	338,670
	CONTRIBUTIONS TO OTHER FUNDS	15,790	15,790	16,045	16,045
	Totals for dept 528.00-REFUSE COLLECTION	346,750	348,790	354,715	354,715
Dept 747.00-COMMUNITY GARDEN					
	OPERATING SUPPLIES			50	50
	PUBLIC UTILITIES	550	550	630	630
	Totals for dept 747.00-COMMUNITY GARDEN	550	550	680	680
Dept 756.00-PARKS AND BALL DIAMONDS					
	SALARIES AND WAGES	52,240	53,875	52,650	52,650

ACCOUNT CLASSIFICATION	DESCRIPTION	2014-15 AMENDED BUDGET	2014-15 PROJECTED ACTIVITY	2015-16 REQUESTED BUDGET	2015-16 RECOMMENDED BUDGET
APPROPRIATIONS					
Dept 756.00-PARKS AND BALL DIAMONDS					
	FRINGE BENEFITS	4,680	7,775	7,475	7,475
	OPERATING SUPPLIES	7,000	7,000	9,000	7,000
	CONTRACT SERVICES	6,330	6,350	7,630	6,630
	CONTRIBUTIONS TO OTHER FUNDS	29,880	29,880	45,470	45,470
	PUBLIC UTILITIES	9,800	15,650	16,500	16,500
	NON CAPITAL OUTLAY	2,720	2,735	6,350	3,950
	EQUIPMENT RENTAL	20,000	20,000	20,000	20,000
	CAPITAL OUTLAY			72,000	
	REPAIRS AND MAINTENANCE	14,870	14,885	12,020	3,750
	CAPITAL OUTLAY - OTHER	10,000	2,500		8,000
	Totals for dept 756.00-PARKS AND BALL DIAMONDS	157,520	160,650	249,095	171,425
Dept 775.00-SENIOR CITIZENS					
	OPERATING SUPPLIES	1,200	1,200	1,200	1,200
	CONTRACT SERVICES	5,500	5,500	5,500	5,500
	CONTRIBUTIONS TO OTHER FUNDS	1,360	1,360	1,385	1,385
	Totals for dept 775.00-SENIOR CITIZENS	8,060	8,060	8,085	8,085
Dept 790.00-LIBRARY					
	OPERATING SUPPLIES	80	80	80	80
	CONTRACT SERVICES	80	80	80	80
	CONTRIBUTIONS TO OTHER FUNDS	1,475	1,475	1,500	1,500
	PUBLIC UTILITIES	4,985	4,985	5,805	5,805
	CAPITAL OUTLAY			35,000	
	REPAIRS AND MAINTENANCE	20,500	20,500	2,630	7,630
	Totals for dept 790.00-LIBRARY	27,120	27,120	45,095	15,095
Dept 806.00-CHRISTMAS DECORATIONS					
	SALARIES AND WAGES	3,000	1,750	2,500	2,500
	FRINGE BENEFITS	530	210	270	270
	OPERATING SUPPLIES	600	530	2,700	1,560
	CONTRIBUTIONS TO OTHER FUNDS	925	925	940	940
	EQUIPMENT RENTAL	300	300	300	300
	Totals for dept 806.00-CHRISTMAS DECORATIONS	5,355	3,715	6,710	5,570
Dept 807.00-CABLE COMMISSION					
	CONTRACT SERVICES	4,250	4,250		
	CONTRIBUTIONS TO OTHER FUNDS	310	310	315	315
	Totals for dept 807.00-CABLE COMMISSION	4,560	4,560	315	315
Dept 808.00-PLANNING COMMISSION					
	OPERATING SUPPLIES	70	50	150	150
	CONTRACT SERVICES	50	50	16,600	1,600
	CONF/MTGS/TRVL/DUES	400	345	660	660
	CONTRIBUTIONS TO OTHER FUNDS	200	200	200	200
	Totals for dept 808.00-PLANNING COMMISSION	720	645	17,610	2,610
Dept 850.00-WORKERS COMPENSATION					
	FRINGE BENEFITS	47,860	47,860	52,645	52,645
	Totals for dept 850.00-WORKERS COMPENSATION	47,860	47,860	52,645	52,645
Dept 855.00-RETIREE BENEFITS					
	SALARIES AND WAGES	99,210	110,675	116,210	116,210
	Totals for dept 855.00-RETIREE BENEFITS	99,210	110,675	116,210	116,210
Dept 890.00-CONTINGENCIES					
	SUNDRY	61,465	50,000	102,495	102,495
	CONTRIBUTIONS TO OTHER FUNDS	515	515	525	525
	Totals for dept 890.00-CONTINGENCIES	61,980	50,515	103,020	103,020
Dept 999.00-SURPLUS					
	TRANSFERS OUT	488,310	551,000	674,915	674,915
	Totals for dept 999.00-SURPLUS	488,310	551,000	674,915	674,915
TOTAL APPROPRIATIONS		5,839,960	5,713,960	6,266,625	6,110,160
NET OF REVENUES/APPROPRIATIONS - FUND 101		(40,000)	58,065	(323,485)	
BEGINNING FUND BALANCE		2,446,558	2,446,558	2,504,623	2,504,623
ENDING FUND BALANCE		2,406,558	2,504,623	2,181,138	2,504,623

ACCOUNT CLASSIFICATION	DESCRIPTION	2014-15 AMENDED BUDGET	2014-15 PROJECTED ACTIVITY	2015-16 REQUESTED BUDGET	2015-16 RECOMMENDED BUDGET
ESTIMATED REVENUES					
Dept 000.00					
	SURPLUS FROM FUND BALANCE				107,340
	TRANSFERS IN	218,780	41,855	245,400	245,400
	GRANT REVENUE	737,000	395,000	973,000	973,000
	CHARGES FOR SERVICES-SALES	750	750	750	750
	INTEREST INCOME	1,250	1,650	1,250	1,250
Totals for dept 000.00-		957,780	439,255	1,220,400	1,327,740
TOTAL ESTIMATED REVENUES		957,780	439,255	1,220,400	1,327,740
APPROPRIATIONS					
Dept 000.00					
	TRANSFERS OUT	101,330	92,040	97,380	99,200
Totals for dept 000.00-		101,330	92,040	97,380	99,200
Dept 451.00-STREET/ROAD CONSTRUCTION					
CAPITAL	CAPITAL OUTLAY	585,780	41,855	823,400	949,060
Totals for dept 451.00-STREET/ROAD CONSTRUCTION		585,780	41,855	823,400	949,060
Dept 463.00-STREET MAINTENANCE					
	SALARIES AND WAGES	56,060	60,060	58,060	58,060
	FRINGE BENEFITS	22,850	20,375	20,385	20,385
	OPERATING SUPPLIES	7,055	7,040	7,055	5,055
	CONTRACT SERVICES	15,355	15,355	19,300	17,800
	CONTRIBUTIONS TO OTHER FUNDS	1,015	1,015	1,115	1,115
	EQUIPMENT RENTAL	33,000	33,000	33,000	33,000
Totals for dept 463.00-STREET MAINTENANCE		135,335	136,845	138,915	135,415
Dept 474.00-TRAFFIC SERVICES					
	SALARIES AND WAGES	4,800	12,500	12,500	12,500
	FRINGE BENEFITS	450	1,935	2,025	2,025
	OPERATING SUPPLIES	4,515	4,515	3,830	3,830
	CONTRACT SERVICES	12,610	12,610	12,810	12,000
	EQUIPMENT RENTAL	1,350	2,200	2,320	2,320
Totals for dept 474.00-TRAFFIC SERVICES		23,725	33,760	33,485	32,675
Dept 478.00-WINTER MAINTENANCE					
	SALARIES AND WAGES	13,500	13,500	13,500	13,500
	FRINGE BENEFITS	2,600	3,270	3,430	3,430
	OPERATING SUPPLIES	11,905	11,900	16,160	16,160
	EQUIPMENT RENTAL	11,200	9,000	11,200	11,200
Totals for dept 478.00-WINTER MAINTENANCE		39,205	37,670	44,290	44,290
Dept 482.00-STREET ADMIN/GEN EXP					
	CONTRIBUTIONS TO OTHER FUNDS	66,040	66,040	67,100	67,100
	SURPLUS TO FUND BALANCE	6,365			
Totals for dept 482.00-STREET ADMIN/GEN EXP		72,405	66,040	67,100	67,100
TOTAL APPROPRIATIONS		957,780	408,210	1,204,570	1,327,740
NET OF REVENUES/APPROPRIATIONS - FUND 202					
	BEGINNING FUND BALANCE	803,832	803,832	834,877	834,877
	ENDING FUND BALANCE	803,832	834,877	850,707	834,877

ACCOUNT CLASSIFICATION	DESCRIPTION	2014-15 AMENDED BUDGET	2014-15 PROJECTED ACTIVITY	2015-16 REQUESTED BUDGET	2015-16 RECOMMENDED BUDGET
ESTIMATED REVENUES					
Dept 000.00					
	TRANSFERS IN	370,860	601,190	526,895	528,715
	CHARGES FOR SERVICES	21,000	21,000	21,000	21,000
	GRANT REVENUE	127,500	137,280	135,000	135,000
	CHARGES FOR SERVICES-SALES	750	875	875	875
	INTEREST INCOME	250	300	250	250
	Totals for dept 000.00-	520,360	760,645	684,020	685,840
TOTAL ESTIMATED REVENUES		520,360	760,645	684,020	685,840
APPROPRIATIONS					
Dept 451.00-STREET/ROAD CONSTRUCTION					
	CAPITAL OUTLAY	269,530	509,150	429,515	429,515
	Totals for dept 451.00-STREET/ROAD CONSTRUCTION	269,530	509,150	429,515	429,515
Dept 463.00-STREET MAINTENANCE					
	SALARIES AND WAGES	50,560	52,060	50,060	50,060
	FRINGE BENEFITS	34,185	30,305	31,640	31,640
	OPERATING SUPPLIES	4,215	4,210	4,215	4,000
	CONTRACT SERVICES	18,350	18,325	16,965	19,000
	CONTRIBUTIONS TO OTHER FUNDS	2,210	2,210	2,430	2,430
	EQUIPMENT RENTAL	36,000	36,000	36,000	36,000
	Totals for dept 463.00-STREET MAINTENANCE	145,520	143,110	141,310	143,130
Dept 474.00-TRAFFIC SERVICES					
	SALARIES AND WAGES	3,500	7,000	7,000	7,000
	FRINGE BENEFITS	520	1,100	1,150	1,150
	OPERATING SUPPLIES	2,885	2,760	3,285	3,285
	EQUIPMENT RENTAL	965	965	965	965
	Totals for dept 474.00-TRAFFIC SERVICES	7,870	11,825	12,400	12,400
Dept 478.00-WINTER MAINTENANCE					
	SALARIES AND WAGES	12,500	12,500	12,500	12,500
	FRINGE BENEFITS	3,515	3,515	3,680	3,680
	OPERATING SUPPLIES	6,865	6,850	9,025	9,025
	EQUIPMENT RENTAL	10,000	9,135	10,000	10,000
	Totals for dept 478.00-WINTER MAINTENANCE	32,880	32,000	35,205	35,205
Dept 482.00-STREET ADMIN/GEN EXP					
	CONTRIBUTIONS TO OTHER FUNDS	64,560	64,560	65,590	65,590
	Totals for dept 482.00-STREET ADMIN/GEN EXP	64,560	64,560	65,590	65,590
TOTAL APPROPRIATIONS		520,360	760,645	684,020	685,840
NET OF REVENUES/APPROPRIATIONS - FUND 203					
	BEGINNING FUND BALANCE	156,106	156,106	156,106	156,106
	ENDING FUND BALANCE	156,106	156,106	156,106	156,106

ACCOUNT CLASSIFICATION	DESCRIPTION	2014-15 AMENDED BUDGET	2014-15 PROJECTED ACTIVITY	2015-16 REQUESTED BUDGET	2015-16 RECOMMENDED BUDGET
ESTIMATED REVENUES					
Dept 000.00					
	SURPLUS FROM FUND BALANCE	78,605			93,515
	TAX REVENUE	54,995	60,690	57,295	56,335
	INTEREST INCOME	400	400	300	300
	Totals for dept 000.00-	134,000	61,090	57,595	150,150
TOTAL ESTIMATED REVENUES					
		134,000	61,090	57,595	150,150
APPROPRIATIONS					
Dept 000.00					
	OPERATING SUPPLIES	600	600	600	600
	CONTRACT SERVICES	16,800	15,800	16,300	16,300
	CONF/MTGS/TRVL/DUES	250		250	250
	SUNDRY	65,000	60,500	100,000	100,000
	CHARGES FOR SERVICES	12,000	12,000	8,000	8,000
	GRANT EXPENSE	39,350	46,355	25,000	25,000
	Totals for dept 000.00-	134,000	135,255	150,150	150,150
TOTAL APPROPRIATIONS					
		134,000	135,255	150,150	150,150
NET OF REVENUES/APPROPRIATIONS - FUND 248					
	BEGINNING FUND BALANCE	210,333	210,333	136,168	136,168
	ENDING FUND BALANCE	210,333	136,168	43,613	136,168

ACCOUNT CLASSIFICATION	DESCRIPTION	2014-15 AMENDED BUDGET	2014-15 PROJECTED ACTIVITY	2015-16 REQUESTED BUDGET	2015-16 RECOMMENDED BUDGET
ESTIMATED REVENUES					
Dept 000.00					
	SURPLUS FROM FUND BALANCE	65,530			
	TAX REVENUE	317,285	297,010	314,530	309,340
	INTEREST INCOME	5,000	4,900	4,500	4,500
	Totals for dept 000.00-	387,815	301,910	319,030	313,840
TOTAL ESTIMATED REVENUES					
		387,815	301,910	319,030	313,840
APPROPRIATIONS					
Dept 691.00-L.D.F.A.					
	CONTRACT SERVICES	11,800	11,800	11,800	11,800
	CONTRIBUTIONS TO OTHER FUNDS	376,015	125,045	256,835	256,835
	SURPLUS TO FUND BALANCE				45,205
	Totals for dept 691.00-L.D.F.A.	387,815	136,845	268,635	313,840
TOTAL APPROPRIATIONS					
		387,815	136,845	268,635	313,840
NET OF REVENUES/APPROPRIATIONS - FUND 250					
	BEGINNING FUND BALANCE	1,045,832	1,045,832	1,210,897	1,210,897
	ENDING FUND BALANCE	1,045,832	1,210,897	1,261,292	1,210,897

ACCOUNT CLASSIFICATION	DESCRIPTION	2014-15 AMENDED BUDGET	2014-15 PROJECTED ACTIVITY	2015-16 REQUESTED BUDGET	2015-16 RECOMMENDED BUDGET
ESTIMATED REVENUES					
Dept 000.00					
	INTEREST INCOME	70	40	40	40
	Totals for dept 000.00-	70	40	40	40
TOTAL ESTIMATED REVENUES		70	40	40	40
APPROPRIATIONS					
Dept 000.00					
	SURPLUS TO FUND BALANCE	70			40
	Totals for dept 000.00-	70			40
TOTAL APPROPRIATIONS		70			40
NET OF REVENUES/APPROPRIATIONS - FUND 297			40	40	
	BEGINNING FUND BALANCE	21,819	21,819	21,859	21,859
	ENDING FUND BALANCE	21,819	21,859	21,899	21,859

ACCOUNT CLASSIFICATION	DESCRIPTION	2014-15 AMENDED BUDGET	2014-15 PROJECTED ACTIVITY	2015-16 REQUESTED BUDGET	2015-16 RECOMMENDED BUDGET
ESTIMATED REVENUES					
Dept 000.00					
	SURPLUS FROM FUND BALANCE				19,235
	GRANT REVENUE			62,540	62,540
	DONATIONS FROM PRIVATE SOURCES		20,000	10,000	10,000
	CONTRIBUTIONS FROM OTHER FUNDS	60,000	4,260	39,840	39,840
Totals for dept 000.00-		60,000	24,260	112,380	131,615
TOTAL ESTIMATED REVENUES		60,000	24,260	112,380	131,615
APPROPRIATIONS					
Dept 000.00					
	CAPITAL OUTLAY	60,000			
	CAPITAL OUTLAY - OTHER		6,025	131,615	131,615
Totals for dept 000.00-		60,000	6,025	131,615	131,615
TOTAL APPROPRIATIONS		60,000	6,025	131,615	131,615
NET OF REVENUES/APPROPRIATIONS - FUND 401			18,235	(19,235)	
	BEGINNING FUND BALANCE	1,387	1,387	19,622	19,622
	ENDING FUND BALANCE	1,387	19,622	387	19,622

ACCOUNT CLASSIFICATION	DESCRIPTION	2014-15 AMENDED BUDGET	2014-15 PROJECTED ACTIVITY	2015-16 REQUESTED BUDGET	2015-16 RECOMMENDED BUDGET
ESTIMATED REVENUES					
Dept 000.00					
	SURPLUS FROM FUND BALANCE	596,500			512,765
	CHARGES FOR SERVICES - FEES		2,160		
	CHARGES FOR SERVICES	15,750	15,750	15,750	15,750
	LICENSE AND PERMITS	42,900	67,645	42,900	42,900
	GRANT REVENUE	500,000		500,000	500,000
	CHARGES FOR SERVICES-SALES	2,780,320	2,584,190	2,780,320	2,780,320
	FINES AND FORFEITURES	45,710	41,000	45,710	45,710
	INTEREST INCOME	10,000	9,500	10,000	10,000
	RENTALS	500	500	500	500
	CONTRIBUTIONS FROM OTHER FUNDS	306,670	115,700	247,340	247,340
	BOND REVENUE	1,100,000		1,100,000	1,100,000
Totals for dept 000.00-		5,398,350	2,836,445	4,742,520	5,255,285
TOTAL ESTIMATED REVENUES		5,398,350	2,836,445	4,742,520	5,255,285
APPROPRIATIONS					
Dept 545.00-WATER & SEWER ADMINISTRATION					
	SALARIES AND WAGES	65,000	43,810	66,000	66,000
	FRINGE BENEFITS	11,600	29,365	49,235	49,235
	OPERATING SUPPLIES		160	625	625
	CONTRACT SERVICES	500	500	1,100	1,100
	CONF/MTGS/TRVL/DUES	1,430	1,405	2,415	2,415
	CONTRIBUTIONS TO OTHER FUNDS	500	500	500	500
	PUBLIC UTILITIES		330	660	660
	NON CAPITAL OUTLAY		1,400	1,000	1,000
Totals for dept 545.00-WATER & SEWER ADMINISTRATION		79,030	77,470	121,535	121,535
Dept 546.00-SEWER IMPROVEMENT					
	CONTRIBUTIONS TO OTHER FUNDS	42,660	42,660	41,010	41,010
Totals for dept 546.00-SEWER IMPROVEMENT		42,660	42,660	41,010	41,010
Dept 548.00-SEWER MAINTENANCE					
	SALARIES AND WAGES	38,000	35,000	35,000	35,000
	FRINGE BENEFITS	20,340	17,520	18,385	18,385
	OPERATING SUPPLIES	2,870	2,520	2,670	2,000
	CONTRACT SERVICES	5,750	5,705	4,105	4,105
	CONTRIBUTIONS TO OTHER FUNDS	25,990	196,810	26,500	26,500
	PUBLIC UTILITIES	5,760	5,690	5,860	5,860
	EQUIPMENT RENTAL	18,000	18,000	18,000	18,000
	CAPITAL OUTLAY	92,880	92,880	80,000	30,000
	REPAIRS AND MAINTENANCE	3,500	3,500	4,000	3,000
Totals for dept 548.00-SEWER MAINTENANCE		213,090	377,625	194,520	142,850
Dept 555.00-WASTEWATER TREATMENT PLANT					
	SALARIES AND WAGES	241,545	244,735	254,245	246,880
	FRINGE BENEFITS	105,485	100,775	106,595	106,595
	OPERATING SUPPLIES	60,840	58,085	59,520	59,520
	CONTRACT SERVICES	70,310	58,450	90,860	75,860
	CONF/MTGS/TRVL/DUES	4,900	4,605	4,900	4,900
	CONTRIBUTIONS TO OTHER FUNDS	180,905	180,905	184,205	184,205
	PUBLIC UTILITIES	130,680	130,350	134,260	134,260
	NON CAPITAL OUTLAY	3,675	3,350	4,680	4,000
	EQUIPMENT RENTAL	15,715	13,110	15,715	15,715
	CAPITAL OUTLAY	1,600,000		1,936,000	1,605,500
	REPAIRS AND MAINTENANCE	61,250	52,595	58,450	55,050
Totals for dept 555.00-WASTEWATER TREATMENT PLANT		2,475,305	846,960	2,849,430	2,492,485
Dept 556.00-WATER MAINTENANCE					
	SALARIES AND WAGES	165,000	156,300	149,500	149,500
	FRINGE BENEFITS	63,995	64,525	67,900	67,900
	OPERATING SUPPLIES	27,215	28,095	34,050	29,050
	CONTRACT SERVICES	7,485	6,080	7,585	7,585
	CONF/MTGS/TRVL/DUES	7,185	7,095	10,410	8,485
	CONTRIBUTIONS TO OTHER FUNDS	49,120	49,120	57,875	57,875
	PUBLIC UTILITIES	62,000	65,180	67,135	67,135
	NON CAPITAL OUTLAY		1,190		
	EQUIPMENT RENTAL	25,000	24,850	25,000	25,000
	CAPITAL OUTLAY	18,000	18,000		
	REPAIRS AND MAINTENANCE	1,950	1,950	1,325	1,325
Totals for dept 556.00-WATER MAINTENANCE		426,950	422,385	420,780	413,855
Dept 557.00-STORM SEWER PROGRAM					
	OPERATING SUPPLIES	820	800	820	820
	CONTRACT SERVICES	8,605	16,250	17,675	17,675

ACCOUNT CLASSIFICATION	DESCRIPTION	2014-15 AMENDED BUDGET	2014-15 PROJECTED ACTIVITY	2015-16 REQUESTED BUDGET	2015-16 RECOMMENDED BUDGET
APPROPRIATIONS					
Dept 557.00-STORM SEWER PROGRAM					
	Totals for dept 557.00-STORM SEWER PROGRAM	9,425	17,050	18,495	18,495
Dept 558.00-WATER IMPROVEMENT					
	CONTRIBUTIONS TO OTHER FUNDS	126,160	126,160	88,180	88,180
	CAPITAL OUTLAY	562,900	806,325	413,705	413,705
	Totals for dept 558.00-WATER IMPROVEMENT	689,060	932,485	501,885	501,885
Dept 559.00-WATER TREATMENT PLANT					
	SALARIES AND WAGES	125,750	113,000	110,000	110,000
	FRINGE BENEFITS	52,685	44,455	55,550	55,550
	OPERATING SUPPLIES	47,200	46,095	51,675	47,000
	CONTRACT SERVICES	11,760	11,710	13,155	11,155
	CONTRIBUTIONS TO OTHER FUNDS	10,570	10,570	42,960	42,960
	PUBLIC UTILITIES	79,640	79,785	82,180	82,180
	NON CAPITAL OUTLAY	975	1,795		
	EQUIPMENT RENTAL	5,000	5,000	3,105	3,105
	CAPITAL OUTLAY	11,050	8,500	47,760	13,000
	REPAIRS AND MAINTENANCE	5,300	5,280	5,300	5,300
	LOAN PMTS	490,780	490,780	487,920	487,920
	Totals for dept 559.00-WATER TREATMENT PLANT	840,710	816,970	899,605	858,170
Dept 566.00-ALLOWANCE FOR DEPRECIATION					
	DEPRECIATION	665,000	665,000	665,000	665,000
	Totals for dept 566.00-ALLOWANCE FOR DEPRECIATION	665,000	665,000	665,000	665,000
TOTAL APPROPRIATIONS		5,441,230	4,198,605	5,712,260	5,255,285
NET OF REVENUES/APPROPRIATIONS - FUND 592		(42,880)	(1,362,160)	(969,740)	
	BEGINNING FUND BALANCE	14,232,272	14,232,272	12,870,112	12,870,112
	ENDING FUND BALANCE	14,189,392	12,870,112	11,900,372	12,870,112

ACCOUNT CLASSIFICATION	DESCRIPTION	2014-15 AMENDED BUDGET	2014-15 PROJECTED ACTIVITY	2015-16 REQUESTED BUDGET	2015-16 RECOMMENDED BUDGET
ESTIMATED REVENUES					
Dept 000.00					
	CONTRIBUTIONS FROM OTHER FUNDS	286,685	286,685	276,265	276,265
	Totals for dept 000.00-	286,685	286,685	276,265	276,265
TOTAL ESTIMATED REVENUES		286,685	286,685	276,265	276,265
APPROPRIATIONS					
Dept 000.00					
	LOAN PMTS	286,685	286,685	276,265	276,265
	Totals for dept 000.00-	286,685	286,685	276,265	276,265
TOTAL APPROPRIATIONS		286,685	286,685	276,265	276,265
NET OF REVENUES/APPROPRIATIONS - FUND 612					
	BEGINNING FUND BALANCE	539	539	539	539
	ENDING FUND BALANCE	539	539	539	539

ACCOUNT CLASSIFICATION	DESCRIPTION	2014-15 AMENDED BUDGET	2014-15 PROJECTED ACTIVITY	2015-16 REQUESTED BUDGET	2015-16 RECOMMENDED BUDGET
ESTIMATED REVENUES					
Dept 000.00					
	SURPLUS FROM FUND BALANCE	135,840			227,475
	EQUIPMENT RENTAL	263,280	253,130	271,855	271,855
	CHARGES FOR SERVICES-SALES		2,155		
	INTEREST INCOME	750	750	600	600
Totals for dept 000.00-		399,870	256,035	272,455	499,930
TOTAL ESTIMATED REVENUES		399,870	256,035	272,455	499,930
APPROPRIATIONS					
Dept 567.00-SHOP & BLDG. MAINTENANCE					
	SALARIES AND WAGES	3,000	3,000	3,000	3,000
	FRINGE BENEFITS	660	860	880	880
	OPERATING SUPPLIES	450	450	450	450
	CONTRACT SERVICES	300	300	300	300
	CONTRIBUTIONS TO OTHER FUNDS	33,950	33,950	34,495	34,495
	PUBLIC UTILITIES	6,480	7,080	7,290	7,290
	REPAIRS AND MAINTENANCE	3,000	3,000	1,500	1,500
Totals for dept 567.00-SHOP & BLDG. MAINTENANCE		47,840	48,640	47,915	47,915
Dept 568.00-EQUIPMENT MAINTENANCE					
	SALARIES AND WAGES	45,000	47,000	45,000	45,000
	FRINGE BENEFITS	22,130	24,570	26,585	26,585
	OPERATING SUPPLIES	96,115	87,000	96,115	96,115
	CONTRACT SERVICES	23,320	23,315	12,190	12,190
	CONTRIBUTIONS TO OTHER FUNDS	850	850	935	935
Totals for dept 568.00-EQUIPMENT MAINTENANCE		187,415	182,735	180,825	180,825
Dept 901.00-EQUIPMENT-CAPITAL OUTLAY					
	NON CAPITAL OUTLAY	7,265	8,580	16,500	16,500
	CAPITAL OUTLAY	101,700	102,270	164,600	154,600
	LOAN PMTS	28,780		30,090	30,090
	DEPRECIATION	70,000	65,000	70,000	70,000
Totals for dept 901.00-EQUIPMENT-CAPITAL OUTLAY		207,745	175,850	281,190	271,190
TOTAL APPROPRIATIONS		443,000	407,225	509,930	499,930
NET OF REVENUES/APPROPRIATIONS - FUND 661		(43,130)	(151,190)	(237,475)	
	BEGINNING FUND BALANCE	636,758	636,758	485,568	485,568
	ENDING FUND BALANCE	593,628	485,568	248,093	485,568

ACCOUNT CLASSIFICATION	DESCRIPTION	2014-15 AMENDED BUDGET	2014-15 PROJECTED ACTIVITY	2015-16 REQUESTED BUDGET	2015-16 RECOMMENDED BUDGET
ESTIMATED REVENUES					
Dept 000.00					
	INTEREST INCOME	1,000	900	950	950
	ROYALTIES	150,000	75,000	60,000	60,000
	Totals for dept 000.00-	151,000	75,900	60,950	60,950
TOTAL ESTIMATED REVENUES		151,000	75,900	60,950	60,950
APPROPRIATIONS					
Dept 000.00					
	CONTRIBUTIONS TO OTHER FUNDS	8,060	4,260	33,720	33,720
	SURPLUS TO FUND BALANCE	142,940			27,230
	Totals for dept 000.00-	151,000	4,260	33,720	60,950
TOTAL APPROPRIATIONS		151,000	4,260	33,720	60,950
NET OF REVENUES/APPROPRIATIONS - FUND 702			71,640	27,230	
	BEGINNING FUND BALANCE	712,456	712,456	784,096	784,096
	ENDING FUND BALANCE	712,456	784,096	811,326	784,096

ACCOUNT CLASSIFICATION	DESCRIPTION	2014-15 AMENDED BUDGET	2014-15 PROJECTED ACTIVITY	2015-16 REQUESTED BUDGET	2015-16 RECOMMENDED BUDGET
ESTIMATED REVENUES					
Dept 000.00					
	CHARGES FOR SERVICES	3,500	3,500	3,500	3,500
	INTEREST INCOME	700	700	675	675
Totals for dept 000.00-		<u>4,200</u>	<u>4,200</u>	<u>4,175</u>	<u>4,175</u>
TOTAL ESTIMATED REVENUES		4,200	4,200	4,175	4,175
APPROPRIATIONS					
Dept 000.00					
	CONTRIBUTIONS TO OTHER FUNDS	700	700	675	675
	SURPLUS TO FUND BALANCE	3,500			3,500
Totals for dept 000.00-		<u>4,200</u>	<u>700</u>	<u>675</u>	<u>4,175</u>
TOTAL APPROPRIATIONS		4,200	700	675	4,175
NET OF REVENUES/APPROPRIATIONS - FUND 711			3,500	3,500	
	BEGINNING FUND BALANCE	339,505	339,505	343,005	343,005
	ENDING FUND BALANCE	339,505	343,005	346,505	343,005

ACCOUNT CLASSIFICATION	DESCRIPTION	2014-15 AMENDED BUDGET	2014-15 PROJECTED ACTIVITY	2015-16 REQUESTED BUDGET	2015-16 RECOMMENDED BUDGET
ESTIMATED REVENUES					
Dept 000.00					
	SURPLUS FROM FUND BALANCE	23,675			8,835
	TAX REVENUE	111,960	77,755	117,340	117,340
	INTEREST INCOME	41,165	41,085	34,920	34,920
	Totals for dept 000.00-	176,800	118,840	152,260	161,095
TOTAL ESTIMATED REVENUES					
		176,800	118,840	152,260	161,095
APPROPRIATIONS					
Dept 000.00					
	CONTRIBUTIONS TO OTHER FUNDS	96,300	96,300	98,230	98,230
	LOAN PMTS	80,500	80,500	62,865	62,865
	Totals for dept 000.00-	176,800	176,800	161,095	161,095
TOTAL APPROPRIATIONS					
		176,800	176,800	161,095	161,095
NET OF REVENUES/APPROPRIATIONS - FUND 812					
			(57,960)	(8,835)	
	BEGINNING FUND BALANCE	434,340	434,340	376,380	376,380
	ENDING FUND BALANCE	434,340	376,380	367,545	376,380

**CITY OF MASON
REGULAR CITY COUNCIL MEETING
MINUTES OF APRIL 20, 2015**

Mayor Pro Tem Brown called the meeting to order at 7:30 p.m. in the Council Chambers at 201 W. Ash Street, Mason, Michigan, 48854. He led the Pledge of Allegiance and offered the invocation.

Present: Councilmembers: Brown, Bruno, Clark, Droscha, Ferris, Mulvany
Absent: Councilmember: Waltz
Also present: Martin A. Colburn, City Administrator
Deborah J. Cwiertniewicz, City Clerk
Eric Smith, Finance Director/Treasurer
Ken Baker, DPW Director

ANNOUNCEMENTS

- Arbor Day Celebration – Maple Grove Cemetery – April 25, 2015
- Dart Bank – 90th Anniversary Ribbon Cutting – April 25, 2015
- Fire Department Pancake Breakfast – May 2, 2015
- Spring Fling Swing Thing – Rayner Park – May 2, 2015
- Blood Drive – St. James Church – May 23, 2015

PEOPLE FROM THE FLOOR

Rita Vogel of 424 South Jefferson Street thanked the Council for their work on the budget this year. She commented on downtown cleanliness and stated support for the Good Bites Food Truck request to occupy the public right-of-way.

PRESENTATIONS

Chief of Police John Stressman Introducing New Police Officer

Stressman introduced newly hired Officer Joseph Fairbotham.

PUBLIC HEARING

Grant Application for Approximately \$188,800.00 to the Michigan State Housing Development Authority (MSHDA) CDBG Rental Rehabilitation Program

Brown opened the public hearing at 7:42 p.m.

Colburn commented regarding the grant application for downtown rental rehabilitation through Michigan State Housing Development Authority (MSHDA) Community Development Block Grant (CDBG) Program. The grant would provide approximately \$188,800.00 that would be used to rehabilitate four rental units located at 368 South Jefferson Street.

Shanda Johnston of Revitalize, LLC spoke regarding the rehabilitation of the units planned for this project.

Jamie and Scott Robinson, property owners of the units planned for improvements, thanked the City and all those involved for bringing the rehabilitation program to the downtown building owners, and for working with Bruce Johnston of Revitalize, LLC.

Brown closed the public hearing at 7:47 p.m. being there were no further comments.

Resolution No. 2015-16 – Authorizing City of Mason to Apply to MSHDA Rental Rehabilitation Grant for 368 South Jefferson Street Through CDBG Program

MOTION by Droscha, second by Ferris,
to consider Resolution No. 2015-16 read.
MOTION APPROVED

Resolution No. 2015-16 was introduced by Bruno and seconded by Clark.

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2015-16
AUTHORIZING THE CITY OF MASON TO APPLY TO THE MICHIGAN STATE
HOUSING DEVELOPMENT AUTHORITY RENTAL REHABILITATION GRANT
FOR 368 SOUTH JEFFERSON STREET, MASON, MICHIGAN, THROUGH THE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APRIL 20, 2015**

WHEREAS, the City of Mason is working cooperatively with the owners (Scott & Jamie Robinson) of the properties located at 368 South Jefferson Street to apply for a Community Development Block Grant (CDBG) for the rehabilitation of properties; and

WHEREAS, the grant is to assist in eliminating all blighted conditions and fully rehabilitating the second and third story interior; and

WHEREAS, the concept is to develop the second and third floor within the building in Mason's historic downtown into four new affordable housing apartments, two 2- bedroom and two 1- bedroom apartments; and

WHEREAS, the City Council held a Public Hearing the evening of April 20, 2015, in regard to a CDBG being applied for by the City of Mason through the Michigan State Housing Development Authority (MSHDA); and

WHEREAS, the grant request is for \$188,800.00, or \$40,000.00 per unit, to rehabilitate the second and third floors into four habitable dwellings built to code. As required through the CDBG because of its federal funding, 51% or more of the housing units must be designated for low to moderate income housing tenants for a minimum of five years; and

WHEREAS, the City is utilizing Revitalize, LLC, as the designated third party administrator to assist the city in administering these program funds.

BE IT HEREBY RESOLVED, by the Mason City Council, that this Public Hearing and Resolution authorizes the City of Mason to apply to MSHDA for a rental rehabilitation grant for 368 South Jefferson Street, Mason, Michigan, through the CDBG Program to reduce blight within the City of Mason and place these properties into productive use.

RESOLUTION APPROVED

CONSENT AGENDA

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

- Approval of Minutes - Regular Council Meeting: April 6, 2015
- A. Approval of Bills - \$21,395,64
- B. Motion – Street Closure Requests - Mason Area Chamber of Commerce (MACC) Events
 - approve street closures and the use of right-of-way as requested in the special event applications for the 2015 MACC events, as well as the use of specified equipment, electrical power, and a waiver of permit and fees for the annual community events.
- C. Motion – Mason Lions Club – Use of Public Right-of-Way for White Cane Drive
 - approve the Mason Lions Club's request to use the public right-of-way for their annual White Cane Drive on the sidewalks of Mason Friday, April 24th and

Saturday, April 25th as requested in the submitted letter.

MOTION APPROVED

REGULAR BUSINESS

First Reading – Ordinance No. 199 – To Amend the Use District Map

Haywood elaborated on his submitted report regarding a proposed ordinance to amend the use district map by rezoning 1.09 acres of land owned by Dart Bank from O-1 Office to C-1 Central Commercial, which would allow reconstruction of the bank facilities, drive-thru, and eliminate development standards involved with the O-1 Office zoning district.

MOTION by Droscha, second by Ferris,
to introduce Ordinance No. 199 and consider it read for the first time.

MOTION APPROVED

Resolution 2015-17 – Authorization to Award Reconstruction of Alley Behind 124/140 East Ash Street

Baker elaborated on his submitted report recommending awarding the reconstruction of the alley storm and sanitary sewers behind 124/140 East Ash Street.

MOTION by Droscha, second by Ferris,
to consider Resolution No. 2015-17 read.

MOTION APPROVED

Resolution No. 2015-17 was introduced by Clark and seconded by Bruno.

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2015-17
AUTHORIZATION TO AWARD THE RECONSTRUCTION OF ALLEY BEHIND 124/140 EAST ASH
STREET WHICH INCLUDES THE REPLACEMENT OF THE STORM AND SANITARY SEWERS
APRIL 20, 2015**

WHEREAS, the City of Mason went out to public bid for the reconstruction of the alley behind 124/140 East Ash Street which includes the storm and sanitary sewers; and

WHEREAS, bids were received and publicly opened on April 14, 2015; and

WHEREAS, the low bidder is Mauldon Brothers Construction with a bid of \$151,197.50.

BE IT HEREBY RESOLVED, that the Mason City Council approves the expenditures as part of the Fiscal Year 2014-2015 Budget of \$151,197.50 for the reconstruction of the alley behind 124/140 East Ash Street, which includes the storm and sanitary sewers, and authorizes the City Administrator signature authority.

RESOLUTION APPROVED

Motion – Request to Occupy the City Right-of-Way

Cwiertniewicz spoke regarding the request for a food truck vendor to occupy the downtown parking spaces. Staff agreed that being there is no adopted regulation for this use, it would be most important to first compile and enact an ordinance regulating mobile and cart food vending to avoid setting precedence. A lengthy discussion ensued.

Nicole Austin, Good Bites Manager, spoke regarding her request to obtain permission to park the good bites food truck in the downtown parking space on Jefferson Street in front of Bad Brewing up to three days a week serving lunch and dinner, including an amount of time to set up prior to opening.

MOTION by Droscha, second by Ferris,
to recess.
Yes (4) Droscha, Ferris
No (2) Bruno, Brown, Clark, Mulvany
MOTION FAILED

Droscha authored and read into the record a resolution, as follows:

“Whereas, Good Bites Food Truck opened for business on May 31, 2014 and has been under a Peddlers License since their opening; and

Whereas, Good Bites utilizes local farmers and local food sources; and

Whereas, Place Making is important to the City of Mason and Good Bites Truck does create Place Making; and

Whereas, this resolution temporarily supersedes the current Traffic Control Order at 440 South Jefferson Street.

Therefore, Be It Resolved, to give permission to Good Bites Truck to park in front of Bad Brewing in the right-of-way, up to three days per week from 8:00 a.m. to 10:00 p.m.”

Resolution No. 2015-18 was introduced by Droscha and seconded by Bruno.

Discussion ensued regarding concerns of liability and other matters that were not addressed by the resolution, as well as the lack of downtown parking. Information provided by Sgt. Hude, including, Traverse City: Chapter 865 Mobile Food Vending, National League of Cities: Food on Wheels: Mobile Vending Goes Mainstream, and National League of Cities Issue Paper: Mark's Carts, was cited relating to mobile food vending, stating that the ordinance was multifaceted. The National League of Cities indicates many prohibitions for parking in certain areas and allowable distance for locating to an established business. Also, it was stated that the development of an ordinance was months away from being completed.

VOTE ON RESOLUTION NO. 2015-18:
Yes (1) Droscha
No (5) Bruno, Brown, Clark, Ferris, Mulvany
RESOLUTION FAILED

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

MOTION by Droscha, second by Ferris,
to excuse the absence of Mayor Michael Waltz from the April 20, 2015 meeting.
MOTION APPROVED

Following discussion regarding the trash receptacles in the downtown, staff was requested to place this matter on the next meeting agenda.

Staff was requested to begin drafting an ordinance permitting and regulating the use food trucks.

CORRESPONDENCE

All correspondence was distributed.

LIAISON REPORTS

- Brown informed Council regarding Planning Commission business.

COUNCILMEMBER REPORTS

- Brown reported that he, Council Member Ferris, and Planning Commissioner Ann Barna attended a Place Making Workshop Wednesday, April 15, 2015.

ADMINISTRATOR'S REPORT

- Colburn informed Council regarding city business.

ADJOURNMENT

The meeting adjourned at 8:56 p.m.

Deborah J. Cwierniewicz, City Clerk

Mike Waltz, Mayor

05/01/2015 10:23 AM
 User: TF
 DB: Mason City

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MASON
 EXP CHECK RUN DATES 04/20/2015 - 05/06/2015
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID
 COUNCIL REPORT
 WEDNESDAY, MAY 6, 2015

Vendor Code Invoice GL Number	Vendor Name Invoice Description GL Description	Invoice Date	Amount
07800	BLUE CROSS BLUE SHIELD OF MICHIGAN		
G#7029499710DIV#0000 750-000.00-231.015	HEALTH INSURANCE ~ CITY EXPENSE HEALTH INSURANCE ~ CITY EXPENSE	04/20/2015	14,517.46
GR#7029499DIV#001 101-855.00-874.001	RETIRES INSURANCE ~ CITY EXPENSE RETIRES INSURANCE ~ CITY EXPENSE	04/20/2015	5,368.54
VENDOR TOTAL:			19,886.00
05016	GRANGER		
APRIL 2015 101-528.00-818.000	APRIL REFUSE CHARGES #2303 CUSTOMERS APRIL REFUSE CHARGES #2303 CUSTOMERS	05/04/2015	27,797.21
VENDOR TOTAL:			27,797.21
05363	WOLVERINE ENGINEERS INC		
20150184 202-451.00-970.211	MDOT LOCAL SAFETY PROGRAM KIPP RD INTERSECTION PROJ#11-0045 MDOT KIPP RD INTERSECTION	05/04/2015	15,878.00
20150185 202-451.00-970.211	S CEDAR ST & WILLOW TCRPC GRANT PROJ#12-0005 S CEDAR ST & WILLOW TCRPC GRANT PROJ	05/04/2015	19,107.11
20150191 203-451.00-970.211 592-548.00-965.211 592-558.00-970.919	PROJ #15-005 ALLEY ENGINEERING: STREET, SANITARY & STORM ALLEY ENGINEERING: STREET ALLEY ENGINEERING: SANITARY ALLEY ENGINEERING: STORM	05/04/2015	2,673.40 2,940.74 3,297.19 8,911.33
VENDOR TOTAL:			43,896.44
TOTAL - ALL VENDORS:			91,579.65

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 the 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: May 6, 2015

Agenda Item: 9A

AGENDA ITEM

Second Reading - Ordinance No. 199 – An Ordinance to Amend the Use District Map

EXHIBITS

- Ordinance No. 199
- Ordinance No. 199, as amended

STAFF REVIEW

Zoning & Development Director

SUMMARY STATEMENT

On the recommendation of the Planning Commission, the City Council introduced and read the ordinance for the first time on April 20, 2015. After the meeting, the City Attorney noticed that the ordinance should include a reference to the specific zoning districts subject to the rezoning request in the first whereas. The change has been made and is incorporated in the attached version of the ordinance.

This ordinance is now in form for second reading and adoption.

RECOMMENDED ACTION

Move to amend Ordinance No. 199 by striking “as follows” and inserting “to rezone the following property from O-1 Office to C-1 Central Business” in the first whereas.

Move to consider Ordinance No. 199, as amended, read for the second time and adopted.

Introduced/First Reading: _____
Second Reading/Adoption: _____
Effective: _____

**CITY OF MASON
ORDINANCE NO. 199**

AN ORDINANCE TO AMEND THE USE DISTRICT MAP, AS ADOPTED PURSUANT TO SECTION 94-62 OF THE MASON CODE, TO REZONE 1.09 ACRES OF LAND AFFECTING MULTIPLE PROPERTIES HAVING THE FOLLOWING PARCEL NUMBERS AND ADDRESSES 222 W. ASH ST. (PARCEL # 33-19-10-08-235-026), 237 W. MAPLE ST. (PARCEL # 33-19-10-08-234-004), 241 W. MAPLE ST (PARCEL # 33-19-10-08-235-003), 245 & 247 W. MAPLE ST. (PARCEL # 33-19-10-08-235-002), AND LOTS 4 AND 5, BLOCK 44 ORIGINAL PLAT OF THE CITY OF MASON, INGHAM COUNTY, MICHIGAN, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 37 OF DEEDS, PAGE 234, INGHAM COUNTY RECORDS FROM O-1 OFFICE TO C-1 CENTRAL BUSINESS

THE CITY OF MASON ORDAINS: The zoning map of the City of Mason adopted by Section 94-62 of Chapter 94 of the Mason City Code, being the zoning code of the City of Mason, is hereby amended as follows:

That property area subject to rezoning is legally described as: Lots 1, 2, 3, 4 and 5, Block 44, Original Plan of the City of Mason, Ingham County, Michigan as recorded in Liber 37 of Deeds, page 234, Ingham County records; and

THE CITY OF MASON FURTHER ORDAINS: That the requested rezoning is consistent with standards of approval for zoning ordinance amendments listed in Section 94-396(a) of the Mason Zoning Ordinance; and

THE CITY OF MASON FURTHER ORDAINS: That the Planning Commission at its April 14, 2015, meeting adopted Resolution No. 2015-01 recommending adoption of this ordinance; and

THE CITY OF MASON FURTHER ORDAINS: That the municipal water, sanitary sewer and storm sewer currently serve and are adequate for the site considering the proposed zoning district; and

THE CITY OF MASON FURTHER ORDAINS: That the official zoning map shall be marked evidencing this change, and that the City Clerk shall enter on the Official Zoning Map this ordinance number and the date of adoption thereof, and shall maintain a file containing a copy of this ordinance and map thereto attached; and

THE CITY OF MASON FURTHER ORDAINS: That the City Engineer is hereby directed to make the necessary corrections to the zoning district map evidencing this zoning change, including this ordinance number and the date of adoption thereof; and

THE CITY OF MASON FURTHER ORDAINS: That this ordinance shall become effective twenty days after its adoption, but not before it is published; and

THE CITY OF MASON FURTHER ORDAINS: That this ordinance shall be published within fifteen days after its adoption.

The foregoing Ordinance was moved for adoption by Council Member _____ and seconded by Council Member _____ with a vote thereon being: YES () NO (), at a regular meeting of the City Council held pursuant to public notice in compliance with the Michigan Open Meetings Act, on the ____ day of _____, 2015.

Ordinance No. 199 declared adopted this ____ day of _____, 2015.

Mike Waltz, Mayor

Deborah J. Cwierniewicz, City Clerk

Introduced/First Reading: April 20, 2015
Second Reading/Adoption: _____
Effective: _____

**CITY OF MASON
ORDINANCE NO. 199**

AN ORDINANCE TO AMEND THE USE DISTRICT MAP, AS ADOPTED PURSUANT TO SECTION 94-62 OF THE MASON CODE, TO REZONE 1.09 ACRES OF LAND AFFECTING MULTIPLE PROPERTIES HAVING THE FOLLOWING PARCEL NUMBERS AND ADDRESSES 222 W. ASH ST. (PARCEL # 33-19-10-08-235-026), 237 W. MAPLE ST. (PARCEL # 33-19-10-08-234-004), 241 W. MAPLE ST (PARCEL # 33-19-10-08-235-003), 245 & 247 W. MAPLE ST. (PARCEL # 33-19-10-08-235-002), AND LOTS 4 AND 5, BLOCK 44 ORIGINAL PLAT OF THE CITY OF MASON, INGHAM COUNTY, MICHIGAN, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 37 OF DEEDS, PAGE 234, INGHAM COUNTY RECORDS FROM O-1 OFFICE TO C-1 CENTRAL BUSINESS

THE CITY OF MASON ORDAINS: The zoning map of the City of Mason adopted by Section 94-62 of Chapter 94 of the Mason City Code, being the zoning code of the City of Mason, is hereby amended to rezone the following property from O-1 Office to C-1 Central Business:

Lots 1, 2, 3, 4 and 5, Block 44, Original Plat of the City of Mason, Ingham County, Michigan as recorded in Liber 37 of Deeds, page 234, Ingham County records; and

THE CITY OF MASON FURTHER ORDAINS: That the requested rezoning is consistent with standards of approval for zoning ordinance amendments listed in Section 94-396(a) of the Mason zoning ordinance; and

THE CITY OF MASON FURTHER ORDAINS: That the requested rezoning is consistent with standards of approval for zoning ordinance amendments listed in Section 94-396(a) of the Mason zoning ordinance; and

THE CITY OF MASON FURTHER ORDAINS: That the Planning Commission, at its April 14, 2015, meeting adopted Resolution No. 2015-01 recommending adoption of this ordinance; and

THE CITY OF MASON FURTHER ORDAINS: That the municipal water, sanitary sewer and storm sewer currently serves and are adequate for the site considering the proposed zoning district; and

THE CITY OF MASON FURTHER ORDAINS: That the official zoning map shall be marked evidencing this change, and that the City Clerk shall enter on the Official Zoning Map this ordinance number and the date of adoption thereof, and shall maintain a file

containing a copy of this ordinance and map thereto attached, and

THE CITY OF MASON FURTHER ORDAINS: That the City Engineer is hereby directed to make the necessary corrections to the zoning district map evidencing this zoning change, including this ordinance number and the date of adoption thereof; and

THE CITY OF MASON FURTHER ORDAINS: That this ordinance shall become effective twenty days after its adoption, but not before it is published; and

THE CITY OF MASON FURTHER ORDAINS: That this ordinance shall be published within fifteen days after its adoption.

The foregoing Ordinance was moved for adoption by Council Member ____ and seconded by Council Member ____ with a vote thereon being: YES () NO (), at a regular meeting of the City Council held pursuant to public notice in compliance with the Michigan Open Meetings Act, on the __ day of _____, ____.

Ordinance No. 199 declared adopted this ____ day of _____, ____.

Mike Waltz, Mayor

Deborah J. Cwierniewicz, City Clerk

CITY OF MASON
STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: May 6, 2015

Agenda Item: 9B

AGENDA ITEM

Resolution 2015-18 – Honoring City of Mason Public Servants During Public Service Recognition Week

EXHIBITS

None.

STAFF REVIEW

Mason City Council

SUMMARY STATEMENT

Mason City Council, on behalf of the residents of the City of Mason, is expressing gratitude to City employees by honoring them during Public Service Recognition Week, May 3 – 9, 2015.

RECOMMENDED ACTION

Move to approve Resolution 2015-18.

Introduced:
Second:

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2015-18**

**A RESOLUTION HONORING CITY OF MASON PUBLIC SERVANTS
DURING PUBLIC SERVICE RECOGNITION WEEK**

MAY 6, 2015

WHEREAS, the residents of Mason value the dedicated and hardworking men and women who deliver valuable government service to the City every day; and

WHEREAS, City of Mason employees deliver critical resources and services that residents have come to depend on; and

WHEREAS, these employees help make life better for the residents of Mason and ensure that our government is the best in the State; and

WHEREAS, Mason residents recognize the significant challenges these public servants encounter on a daily basis; and

WHEREAS, City of Mason public servants deserve our thanks and appreciation throughout the year.

BE IT HEREBY RESOLVED, that the Mason City Council, on behalf of the residents of the City of Mason, expresses deep gratitude for the commitment shown by City employees every day of the year and honors our public servants during Public Service Recognition Week, May 3 – 9, 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, April 20, 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: May 6, 2015

Agenda Item:

AGENDA ITEM

Motion – Request to Occupy the City Right-of-Way

EXHIBITS

- SEA dated April 28, 2015 from Jamie Robinson of Bestsellers
- Memorandum dated April 30, 2015 from Fire Chief Kerry Minshall
- Memorandum dated April 30, 2015 from Sgt. Edward Hude

STAFF REVIEW

Office of the City Clerk

SUMMARY STATEMENT

Jamie Robinson, owner of Bestsellers, is requesting to use the right-of-way in front of her building to host a Mothers Day Brunch. The request is for the parking spaces on the west side of Jefferson Street to allow Good Bites Food Truck to occupy those spaces. It is planned for Good Bites Food Truck to provide brunch for an 11:00 a.m. and 1:00 p.m. seating.

Staff views the request to be the same as the April 20, 2015 request of Good Bites Food Truck to occupy downtown, two-hour parking spaces for an extended number of hours. Council deliberated and determined to not allow the request and assigned staff with the task of drafting an ordinance to regulate the use. Although this is a one-time event, there is concern that precedence is being established.

Staff requests that if Council determines to permit the request, that the travel roadway in the 300 block of South Jefferson Street remain open to traffic.

RECOMMENDED ACTION

Council's pleasure.

**City of Mason
Special Events Application**

Complete and return this application to the City Clerk's Office at least 21 calendar days prior to the starting date of the event.
A new application must be submitted each year.

Event		
Event Name: Mothers Day Brunch		
Event Purpose: Food		
Sponsoring Organization Information		
Legal Business Name: Blauvelt's Dine DBA Bestellers		
Address: 356-360 S. Jefferson	City: MASM	State/Zip: 48859
Mailing Address: Same	City: ✓	State/Zip:
Telephone: 517 719 6700	Email Address: jory05@aol.com	
Contact Name: Jamie Robinson	Title:	
Telephone: 517 716 6700	Email Address:	
Contact Person on Day of Event		
Name: Jamie Robinson	Title: owner	
Address:	City:	State/Zip:
Telephone:	Cell Phone:	Email Address:
Type of Event (Check one)		
<input type="checkbox"/> City Operated/Sponsored Event	<input type="checkbox"/> Political or Ballot Issue Event	<input type="checkbox"/> Run Event
<input type="checkbox"/> Co-sponsored Event	<input type="checkbox"/> Wedding	<input type="checkbox"/> Other (describe)
<input type="checkbox"/> Non-Profit Event	<input type="checkbox"/> Block Party	
<input checked="" type="checkbox"/> For Profit Event	<input type="checkbox"/> Video or Film Production	
Event Information		
Event Location(s): 356-360 S. Jefferson St		
Event Date(s): May 10, 2014		
Event Hours: 9am - 4pm		
Date/time for set up: 8am - 5-10-15		
Date/time for clean up: 4 PM 5-10-15		
Describe set up and clean up procedures: Public parking places and Station areas closed to sidewalks. Entry into Bestseller to exit out Extra Door, outdoor seating w/ alcohol service and GoodBites Food truck.		

Estimated DAILY attendance: 100 -

Describe crowd control plans for this event:

Ticket sales 11:00 or 1:00 PM for
AM
Mother's Day Brunch

Describe the Special Event's impact on adjacent commercial and residential property:

A Signature Form must be attached.

Will sidewalks be used? YES NO

If yes, include a detailed map outlining the Sidewalks must be accessible for pedestrian traffic.

Describe sidewalk use:

Seating area

Will street closures be necessary? YES NO

If yes, include a detailed map indicating road closures, emergency vehicle access, and barricade locations.

Please Close ~~the~~ Parking Area only with cones
Describe street closures: on West Side of Jefferson
between Prigham Court and Ast St

* Streets closed: Date/Time:
5-10/15 - 8 AM

* Streets re-open: Date/Time:
5/10/15 - 4 PM

11am Seating

1 pm Seating

Will the event have kiddie rides, inflatables (i.e. moonwalk), amusement rides, climbing walls, live animals, hot air balloon, etc.?

YES NO *If yes, additional insurance coverage will be required*

If yes, describe in detail the types of attractions proposed:

Will the event have food, beverage or concessions? YES NO

(Health department approvals and temporary food license requirements)

Describe:

Good Bites Food Truck w/ Bestseller Extra
Food + Bar License

Do you plan to have alcohol served at this event? YES* NO

** Include proposed location(s) on event layout*

If yes, Liquor Liability Insurance is required

If yes, describe measures to be taken to prohibit the sale of alcohol to minors or visibly impaired individuals.

T.A.M.S Servers + Supervisors

Do you need electricity for this this event? YES* NO

already discussed w/ K&K

** Include proposed locations on event layout*

If you do not identify all of the proposed locations that need electricity, the City cannot guarantee electricity will be made available for the duration of your event.

Will parking lot closures be necessary? YES NO

If yes, include a detailed map indicating proposed closures and barricade locations

Describe parking lot closures:

* Parking lot(s) closed: Date/Time:

* Parking lot(s) re-open: Date/Time:

What parking arrangements are proposed to accommodate attendance?

Other on Street and Parking lots

Will music be provided/included during the event? YES NO

Describe type of music proposed:

- Live Amplification
- Recorded Loudspeakers

Sound Amplification Equipment Registraton Statement must be completed and attached with receipt of payment.

Will the event require the use of any of the following municipal equipment:

Sponsoring organization should expect to be charged for use, placement, and maintenance of these items

Sponsoring Organization may be required to supply a dumpster

- Trash Receptacles* Quantity: _____
- Barricades Quantity: _____
- Traffic Cones Quantity: 12
- Other (describe): _____

Will the following be constructed or located in the event area?

No stakes of any kind allowed in asphalt.

<u>Item</u>	<u>Quantity</u>	<u>Item</u>	<u>Quantity</u>
<input type="checkbox"/> Booths:	_____	<input checked="" type="checkbox"/> Tables:	<u>6</u>
<input type="checkbox"/> Tents:	_____	<input type="checkbox"/> Rides:	_____
<input type="checkbox"/> Awnings:	_____	<input type="checkbox"/> Portable Toilets:	_____
<input type="checkbox"/> Canopies:	_____	(may be required depending on event)	
<input type="checkbox"/> Rides:	_____	<input type="checkbox"/> Other (describe):	_____

You must attach a plan of the proposed layout. Include the proposed location of booths, tents, tables, portable toilets, rides, routes, etc.



North Pointe Insurance Company
 28819 Franklin Road
 Southfield, MI 48037-2223

**LIQUOR LIABILITY COVERAGE PART
 DECLARATIONS**

POLICY NUMBER	POLICY PERIOD		At 12:01 A.M. Standard Time at your mailing address shown below
	FROM	TO	
NPLL85389	12/03/14	12/03/15	

NAMED INSURED AND ADDRESS	AGENT NAME AND ADDRESS
BLAUVELT'S INC 4520 W COLUMBIA MASON, MI 48854	01051 MASON INSURANCE AGENCY INC PO BOX 68 MASON, MI 48854 (517) 676-5534

In return for the payment of the premium, and subject to all the terms of this policy, we agree with you to provide the insurance as stated in this policy.

LIMITS OF INSURANCE	
Aggregate Limit	\$ 500,000
Each Common Cause Limit	\$ 500,000

FORM OF BUSINESS AND LOCATION OF PREMISES	
Form of Business:	CORPORATION
Location Number	Location of all Premises You Own, Rent or Occupy
***	*** SEE LOCATION SCHEDULE PAGE ***

PREMIUM				
Location Number	Classification	Code No.	Premium Basis	Premium
001	PACKAGE LIQUOR STORE-EARLY CLS	059215	300,000	432.00
002	PACKAGE LIQUOR STORE-EARLY CLS	059215	33,000	432.00
003	RESTAURANT-ALCOHOL-NO ENT	058251	3,750	720.00
Total Premium:			\$	1,584.00

FORMS AND ENDORSEMENTS

Forms and Endorsements applying to this Coverage Part and made part of this policy at time of issue:
 CG0033(12/07) CG2173(01/08) CG2174(12/02) CG2175(12/02) CL359 (11/85) CPJAKT(11/10) LC-95 (03/06) NPLL-1(03/88)
 NPLL-2(11/10) NP0010(11/98) QB0002(11/10)

Countersigned:
 January 13, 2015

By: 

 Authorized Representative

*Forms and Endorsements applicable to this Coverage Part omitted if shown elsewhere in the policy.

THESE DECLARATIONS AND THE COMMON POLICY DECLARATIONS, IF APPLICABLE, TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

Do you plan to have special event signs? Yes No

Signs must conform to City ordinances

Describe signs, proposed locations, etc.

Do you plan to have banners?

Yes No

Describe banner, location, what it will be attached to.

Application Check List (failure to provide necessary documentation will delay application review and approval)

Check the following items that are attached:

- Completed Application
- Event Map (includes detailed event layout for vendors, rides, booths, electrical needs, etc.)
- Detailed Plan showing road closures, sidewalk use, etc.
- Certificate of Insurance and Indemnification (due to City Clerk's Office within 1 week following notice of event approval)
- Sound Amplification Equipment Registration Statement
- Copy of Health Department approvals and temporary food license (for all food and beverage vendors)
- Liquor Liability Insurance (if serving alcohol)
- Signature Page
- Event Signage (description)
- Driver's License of Applicant

If document is missing, please explain:

The applicant and sponsoring organization understands and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Mason as an additional insured on all applicable policies, and submit the certificate to the City Clerk's Office no later than one week following notice of the event approval.

Execute an Indemnification Agreement on the sponsoring organizations letterhead and submit it to the City Clerk's Office no later than one week following notice of the event approval.

Comply with all City and County ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or sponsoring organization from meeting any application requirements of law or other public bodies or agencies;

Promptly pay any billing for City services which may be rendered or deemed necessary as part of the event and event approval.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application, in accordance with the City's Special Events Policy. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval may be necessary. The applicant agrees the sponsoring organization will operate the event in conformance with the written approval.

Applicant understands that he/she (or the sponsoring organization) is responsible for contacting the Michigan Liquor Control Commission and/or the County Health Department to secure any and all permits required for this event.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Indemnity, Hold Harmless and Insurance Agreement

In consideration of the closing of the public street and permitting its use by Blawie's Inc (Name of Company)

on the 16 day of May, 2014, to the fullest extent permitted by law, the

Blawie's Inc (Name of Company) agrees to defend, pay on behalf of, indemnify, and hold harmless the

City of Mason, its elected and appointed officials, employees, agents and volunteers, and others working on behalf of the City of Mason against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of Mason, by reason of personal injury or otherwise, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with (describe event).

Blawie's Inc (Name of Company) further agrees to procure and maintain during the life of this

agreement, Liability Insurance for events of this nature on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Liability insurance, as described above, shall include an endorsement stating the following shall be additional insureds: The City of Mason, all elected and appointed officials, all employees and volunteers, agents, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the City of Mason as additional insured, coverage afforded is considered to be primary and any other insurance the City of Mason may have in effect shall be considered secondary and/or excess.

By: [Signature]

Applicant Signature [Signature]
Complete this application and return it, along with all required documentation, to the City Clerk's Office at least 21 calendar days prior to the starting date of the event. Please note that a new application must be submitted each year.

Date 4/28/14
OFFICE USE:
Application Receipt Date
April 28th
April 2014



Logged in as: Anonymous User | Home | Change Unit | Create an Account | Add to Favorites | Login

Additional Pages

Main > Assessing System > Property and Land Search > Results > Details > Image/Sketch

- General/Sales
- Buildings
- Images/Sketches

Image/Sketch for Parcel: 33-19-10-08-236-022
Caption: 11_30_05

Printer friendly version

Related Details...

- Tax Information
- Utility Billing

Back to Main

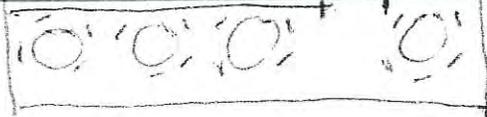
collapse the menu

Click this button to collapse the above menu to the top of the screen.

View Full Size



Seating on
Side walk



****Disclaimer:** BS&A Software provides this Web Site as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.

[Privacy Policy](#)

Powered By: **BS&A** SOFTWARE



CITY OF MASON FIRE DEPARTMENT

KERRY J. MINSHALL, CHIEF
221 W ASH
MASON, MI 48854
PH: 517-244-9025
FAX: 517-244-9028

To: Deborah Cwierniewicz

From: Kerry Minshall

Date: April 30, 2015

Re: Bestsellers request for Good Bites to occupy city right of way

I have received a copy of the Special Events Application from Jamie Robinson requesting for Good Bites to park and operate in the street in front of Bestsellers for a Mother's Day event.

As I wrote on March 30th for the previous similar request, the fire department is not against the food truck and food cart industry as long as current codes and regulations are followed.

Other than this being requested through a special events application as a single event, I do not see this as being any different than the previous request that Council and staff are working on to regulate the industry.



Mason Police Department

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

JOHN STRESSMAN
Chief of Police

Office: (517) 676-2458
Fax: (517) 244-9024
MASON_PD@ingham.org

MEMORANDUM

To: Deborah Cwiertniewicz

From: Sgt Ed Hude *EH*

Date: April 30, 2015

Ref: Mothers Day Brunch

On Tuesday, April 28, 2015, in the afternoon I received a request for closure to parking on the west side of South Jefferson Street between Ash and Ingham Court made by Jamie Robinson representing Blauvelt's incorporated dba Bestsellers. The request is for Mothers Day May 10, 2015 between 8 a.m. to 4 p.m. The closure is to accommodate the parking of the Good Bites Food truck during a for profit event. I have reviewed the initial diagram submitted and there was no accommodation to pedestrian traffic. In meeting with Ms. Robinson she submitted an amended diagram. Mrs. Robinson is also asking to serve alcohol and submitted the appropriate paper work to the Police Department.

I have discussed this matter with Chief John Stressman. If granted by the Council, the Mason Police Department requests that no portion of the travel roadway in the 300 Block of South Jefferson Street be blocked.

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: May 6, 2015

Agenda Item: 9C

AGENDA ITEM

Discussion- Third Update on Well No. 9 Progression

EXHIBITS

- Correspondence from Michigan Department of Environmental Quality (MDEQ) with the City of Mason.

STAFF REVIEW

Department of Public Works

SUMMARY STATEMENT

The City of Mason met with the MDEQ about the proposed option to drill a large diameter well and screen the section of the well where the caving issues have taken place. (See the attached correspondence with the MDEQ dated March 24, 2015.) The outcome of this meeting was productive in that the MDEQ suggested that it would be more conducive to the conditions of the aquifer to drill a smaller diameter well and case off beyond the area of the unstable rock. This would provide a stable well while producing approximately 200 to 250 gpm.

Further, it is recommended that the City equip the existing Test Well that is permitted at 250 gpm. As a result, the City will have two (2) wells capable of producing a combined flow of approximately 450 gpm and provide additional redundancy to the system. The design for this configuration will be to bring both wells to a common header and then measure the flow to the water plant's raw water main. This design will allow the City to operate each well independently from each other or in combination as demand requires more flow. If the Council supports this recommendation staff believes this project can be completed this summer and with the budget provided from the original job estimates. This proposal has the support of our hydro-geologist Dan Whalen, PE, and Don Heck, PE, our City Engineer.

RECOMMENDED ACTION

Move to approve the recommendation to go out to bid to drill a new small diameter well to an approximate depth of 400 feet with casing extending to an approximate depth of 270 feet.

Correspondence from the DEQ dated March 24, 2015

This email is to confirm our March 24, 2015 meeting which was attended by you, Mr. Don Heck, Mr. Tom Silsby, Mr. Jim McEwan, Mr. Brant Fisher and myself, to discuss the City of Mason's well problem; follow-up discussion between Brant Fisher and Dan Whalen; and our most recent telephone conversation.

1. Background:

Mason's Test/Production Well NO. 9 (TP-9) was originally drilled to a depth of 400 feet in 2012, within a confined bedrock aquifer consisting of sandstone. The aquifer test review was completed in 2013 by DEQ staff and the well was approved for a water withdrawal of 325 gpm.

In May 2013, it was determined that a portion of the borehole had collapsed, filling the bottom of the well with rubble. According to the Mr. Don Heck, the well collapse occurred after the well construction and pump test were completed. No problems were encountered at the time of the well drilling period. Attempts to clear the lower borehole of the rubble were unsuccessful.

To re-evaluate the capacity of the well after the collapse, an 8 hour pump test was performed. The total depth of the well has changed from 400 feet to 270 feet. A revised capacity report was submitted to DEQ by Dan Whalen, with a recommendation to equip the well at or near 250 gpm. DEQ approved the recommended well capacity of 250 gpm on March 17, 2014. Conversion of the TP-9 into a production well was placed on hold, for the City is considering the option of constructing a new well instead.

2. DEQ Recommendation:

Mr. Fisher discussed his analysis of Mason's well collapse experiences and recommended that the City consider drilling a smaller diameter well and case it deeper. His analysis was further discussed with Mr. Dan Whalen, who was largely in agreement with Mr. Fisher's recommendation.

Mr. Fisher believes that the best approach would be to try drilling a smaller diameter well (perhaps 8") and cement the casing in to a depth of 270 feet. The well could then be drilled out to a depth of ~400 feet, which based upon the water well record for TP-9 would provide a ~100 foot sequence of clean sandstone underlain by 30 feet of cemented sandstone and limestone (likely the top of the Michigan Formation). The cost of such a well should be a fraction of the proposed new 16" diameter well, which even with the larger diameter was capable of producing no more than ~350 gpm.

There is cautionary caveat to this recommendation. A production well installed in this fashion may not produce the desired 350 gpm due to the greater degree of cementation to the bedrock and/or the reduced open interval. Hopefully this will not be the case and yields will not be reduced much as the well construction will provide an available

drawdown in the range of 240 feet. The greatest benefit to the construction is that the pump can be installed above the bottom of and within the casing.

3. Equipping of TP-9:

During our March 30, 2015 telephone conversation, you indicated that the City wanted to pursue the equipping of TP- 9 at its current condition, to a capacity approved by DEQ of 250 gpm. This proposal was already previously approved; however, the City still needs to obtain a permit from this office for the conversion and equipping of TP-9 into a production well. Construction plan and specifications for this project must be submitted with the permit application for our review and approval. Conversion of TP-9 into a production well will provide additional firm well capacity and reliability to the City's water supply.

4. Well Construction:

Mr. Jim McEwan recommended that due to the uniquely difficult problems with formation collapse experienced on a number of the City's wells, the contract specifications should require that the drilling company obtain the professional services of a drilling mud specialist, to be on-site with them during the critical phases of the drilling and well completion processes to provide technical guidance, to prevent potential collapse of the drill hole both during the drilling operation and in the time interval afterward, when the well casing is being installed and grouted . Mr. Jim McEwan also provided the City with some well construction and contact information for reference.

Please let me know if you have any questions or comments concerning the items discussed above.

Thank you.

*Bethel Skinker, P.E.
District Engineer
Lansing District Office
Office of Drinking Water and Municipal Assistance
Dept. of Environmental Quality
517-290-0686*

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: May 6, 2015

Agenda Item: 9D

AGENDA ITEM

Discussion - Collection of trash in Downtown Business District

EXHIBITS

None.

STAFF REVIEW

Department of Public Works

SUMMARY STATEMENT

The City of Mason has an established policy to empty all trash receptacles in the downtown business district every Monday and Friday.

Council was informed that trash cans in front of Daily Scoop require emptying more often than is scheduled. Staff met with DDA Chairperson Mark Howe to address the issue and it was determined to inform business owners by letter reminding them of the ordinance.

Mason Code, Section 94-174(j)(1)b requires that businesses that have an outdoor food and drink service area provide trash receptacles where table service is not provided, and that trash receptacles be emptied and clean. Operating Requirement #3 of Council Resolution No. 2009-09 (Use of Right-of-Way for Outdoor Seating, Sales and Service Policy) states that "Each business using the public right-of-way must provide sufficient trash receptacles for their patrons in order to prevent the accumulation of trash and litter in the public space. The use of public trash receptacles to satisfy this requirement is prohibited."

RECOMMENDED ACTION

No action required.